

Score Business Workshop Course Details

Please see the [Workshop Calendar](#) for Dates & Times

Course Title	Typical Length
Cash-basis Accounting using Quicken	3 ½ hours

This class is open to anyone

Typically Recommended For		
Planning & Evaluation	Inception & Start Up	Operating Businesses
yes	yes	yes

Short Description
A practical overview on the use of the “Quicken Home & Business” accounting system for tracking your home-based or small business and for management of your personal finances.

Detailed Course Description

Quicken is the de facto standard in home accounting systems. It was originally marketed for use with personal finances, and today it is extraordinarily useful for this purpose. The Quicken Home & Business” product adds features intended to help you track revenues and expenses for small and home-based businesses on a cash basis. The course will cover both personal use and small business use, and will help you with:

- Choosing your version/product
- Installation & set up
- Establishing your accounts
- Build your category list
- Setting up Internet Banking
- Bill paying – manually & by Internet
- Reconciling
- Tracking Business Revenues & Expenses
- Income tax issues
- Managing your investments
- Security and backup issues



IMPORTANT: QuickBooks (see separate class) is the accounting system of choice for small businesses that expect growth, employees, or have accounting complexities. Quicken is useful for very small home-based or personal service businesses that are only interested in cash-basis accounting. If you are unsure which of these two classes best suits your situation please e-mail Greg Kubin (Greg@OmniaBSI.com) for guidance, including a description of your needs.

Instructor Information

Greg Kubin, CPA, CITP

Greg Kubin is a Certified Public Accountant (CPA) and a Certified Information Technology Professional (CITP) practicing in Portland. He has been a CPA and IT consultant in private practice for over 25 years, and served 5 years as CEO of a \$4M computer sales company. Greg has been a frequent public speaker to business and professional groups, and has taught dozens of courses on business and technology topics. His entire career has been devoted to small and mid-sized businesses. He currently teaches SCORE courses on QuickBooks for Small Businesses, Accounting & Financial Statements for Business Managers, Business Basics for the Small Business Owner, Business Tax Update, and Business Technology Update.