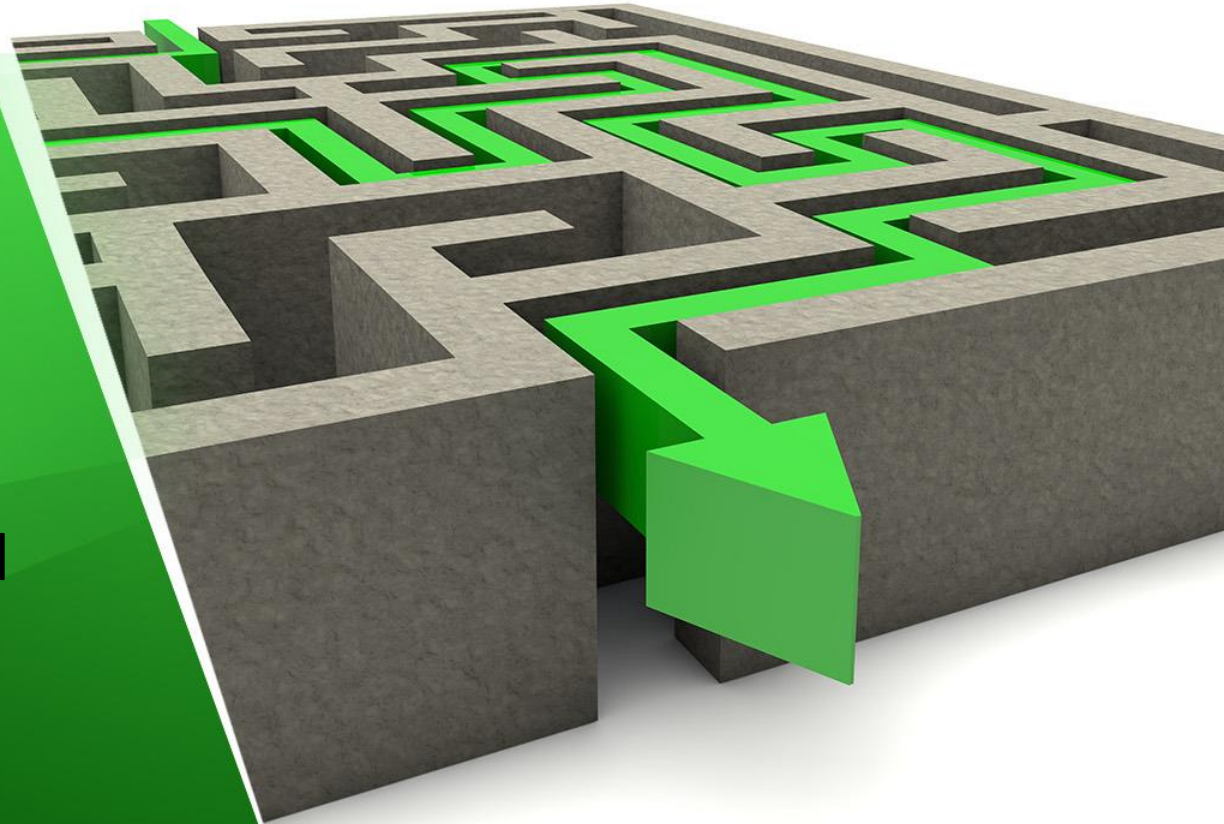


Small Business Course Intro

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Numerex Services and
Bookkeeper Mensch



Course Topics



- Start-Up Expenses
- Kinds of Business Entities
- Due Dates for taxes and estimates
- Chart of Accounts
- How to do the initial setup in QuickBooks (Accrual or Cash basis)
- Differences in bookkeeping between the different business entities

Topics (Continued)



- Tax deductions for particular kinds of businesses
- What software to use?
- Good bookkeeping practices for presentation purposes, not only for accuracy
- Employees VS Subcontractors
- Handling debt
- When to use Credit Cards VS Debit Cards

Continued



- Differences between bookkeeping and accounting
- How to find a good accountant and what to look for in a bookkeeper and an accountant
- ...and many other topics