**Session #1 March 29 – 9:30 AM**

When to use an Invoice vs. a Sales Receipt

What is ‘Undeposited Funds’ and how to record a deposit with multiple checks

How to deposit grant funds & county appropriations, Applying income from the coop agreements

How to adjust a deposit that has already been reconciled

Discuss what is subject to sales tax and what is not

**Session #2 June 14 – 9:30 AM**

Handling down payments made the year prior

Issuing a refund to a customer (for an overpayment or full/partial refund)

When to adjust an invoice vs when to use a credit memo

How to clean up the A/R report

**Session #3 July 12 – 9:30 AM**

Adding a new fixed asset purchased with a loan or for cash

Depreciation

Recording fixed asset transaction when there is a trade value and/or accumulated depreciation

Removing an asset from the balance sheet (it still appears on the balance sheet even with the value of zero, and marked inactive)

**Session #4 July 26 – 9:30 AM**

Employee payroll set-up, including adding employee deductions such as child support, SD Retirement, additional federal withholding

Payroll additions for employees – mileage, healthcare, and healthcare reimbursement plans

Board payroll – mileage and SD Reemployment assistance, rules for only board payrolls

**Session #5 Aug 2 – 9:30 AM**

“Clean-up” Session. Touch back on any previous topics as needed (per group survey).

Discuss how to update to a newer version; journal entries; how to email invoices; how to record fabric purchased in one year, but used the next; using “ctrl+F”; cover any new questions from group email sent out prior to final session