

Keeping and understanding business records
Boot Camp session 3

Session objectives

Discuss the building blocks of business record-keeping

See examples of records

Illustrate common financial concepts and how they influence business profitability

Learn how to do basic analysis of financial statements

Discuss how to set selling prices for products and services

Discuss how long to keep records

Session outline

What records to keep

Software needs

Understanding financial statements

Pricing strategy

How long to keep records

Note: participants will receive a free copy of the Intuit QuickBooks accounting program and see a demonstration on how to use it.