

**Class Title:** Mastering QuickBooks

**Duration:** 2 Days

**1. List Setup**

Chart of Accounts  
Customer, Vendor, Item Lists

**2. Invoicing and Sales Receipts**

Create Invoices and Receipts  
Receive Payments and Deposit Funds  
Customize Invoice and Receipt Forms  
Generate Customer Statements  
Refunds/Credit Memos  
Batch Print Forms and Reports

**3. Bank Accounts**

Write Checks and Print Checks  
Account for Debit Card Transactions  
Reconcile Accounts  
Funds Transfers  
Online Banking

**4. Accounts Payable**

Enter and Pay Bills  
Use Company Credit Cards  
Enter Charges and Credits  
Sales Tax

**5. Reports**

Viewing Standard Reports  
Customizing Reports  
Memorizing Reports  
Exporting to Excel

**6. Payroll**

Create Paychecks  
Pay Liabilities  
Print Payroll Reports, and Forms W-2 and 1099

**7. Balance Sheet Accounts**

Set Up Asset Accounts, Liability Accounts, Accumulated Depreciation Accounts  
Set Up Loans and Amortization Schedules

**8. Other QuickBooks Features**

Outlook Integration  
General Journal Entries  
Job Costing  
Estimates and Progress Billing  
Class Tracking  
Inventory Control  
To Do List and Reminders