

### **Managing Physical Inventory**

- Tracking Inventory in QuickBooks
- Setting Up the Item List
- Dealing with Sales Tax in QuickBooks
- Creating Purchase Orders to Order
- Receiving Items
- Selling Inventory Items
- Receiving Discounted and Electronic Payments
- Working with Refunds
- Producing Inventory Reports

### **Working with Balance Sheets Accounts and Budgets**

- Working with Other Current Assets
- Paying Down the Other Current Asset Account
- Tracking Petty Cash
- Writing Off Uncollectable Receivables
- Working with Fixed Assets
- Current Liabilities
- Setting Up a Long Term Liability
- Working with Equity Accounts
- Budgeting and Predicting in QuickBooks

### **Using QuickBooks for Payroll**

- Working with Employees in QuickBooks
- Working with an Outside Payroll Service
- Setting Up QuickBooks to Run Payroll
- Payroll Deductions
- Creating Paychecks
- Tracking and Paying Payroll Liabilities
- Correcting Payroll Errors
- Working with 1099s and Processing

### **Job Costing, Creating, Estimates and Time Tracking**

- Job Costing
- Create a Progress Invoice
- Assessing Finance Charges and Producing Statements
- Time Tracking and Mileage Features
- Using Time Tracking Hours for Paychecks and Invoices
- Jobs, Time & Mileage Tracking Reports

### **Customizing and Integrating in QuickBooks**

- Working with Customer & Vendor Profile List
- Creating and Adding Custom Fields
- Setting Price Levels
- Setting Billing Rate Levels
- Customizing Reports and Graphs
- Additional Formatting Options
- Creating Custom Forms
- Integrating with Microsoft Office