

QuickBooks Mastering the Money In & Money Out – YQBH half-day Seminar A Concentration on Recording Sales & Expenses

Audience: Current daily bookkeepers, owners & managers already using QuickBooks

Course Content:

QuickBooks Navigation: Snapshots & shortcuts – multiple routes to maximum efficiency

Customer Sales Transactions

- Customer set up – Maximize features
- Customer: Job hierarchy set up when & how to use it
- Invoices / Sales Receipts
- Receiving Payments – by cash / check / credit card
- Undeposited funds
- Customer Returns & Credits
- Customer Statements & Finance Charges
- Writing off Bad Debt
- Collecting Sales Taxes
- Customer and Sales Reports

Managing Expenses & Accounts Payable

- Vendor set up – make it work for you
- Using Classes - What it can do show you about your business
- Using Job Costing
- Billable Expenses
- Paying bills from Check Books
- Paying Bills using Accounts Payable
- Paying company bills via credit card
- Attaching Documents
- Tracking & Managing Petty Cash
- Vendor Reports
- Accounts Payable Reports

Customizing Invoices & Estimates Purchase Orders

Getting More out QuickBooks

- Digging into Customer Reports
- Digging into Vendor Reports
- Digging into Sales Reports
- Customizing / Memorizing / Grouping Reports / Exporting