

The QuickBooks class concentrates on the most common advanced topics that we see in NYC businesses using on a daily basis. When you are finished with this class you will be able to feel comfortable with the Advanced Features of QuickBooks, financial Reports in details, credit card entries and reconciliations, general Journal Entries, payroll, and purchasing Inventory. This class is perfect to accountants who use QuickBooks or have clients who use it, small Business Owners-Sole Proprietorship and S-Corp, and administrative or Executive Assistant positions.

I. Quick Review

- 1) A short review of QuickBooks Essentials Class

II. Running and Analyzing reports

- 2) Modifying and Memorizing Reports
- 3) Customizing and Filtering Reports
- 4) Exporting Reports to Microsoft Excel
- 5) Saving as PDF files

III. Customizing Forms

- 6) Modifying a QuickBooks Form
- 7) Downloading Template

IV. Working with Credit Card Accounts

- 8) Entering a new CC Account
- 9) Entering transactions for CC Account
- 10) Reconciling CC account
- 11) Paying CC account

V. Bank Reconciliation

- 12) Reconciling Bank Accounts

VI. Managing Inventory

- 13) Entering Products into Inventory
- 14) Ordering Products
- 15) Receiving and Paying for Inventory
- 16) Selling Your Product
- 17) Creating Product Invoices
- 18) Making Cash Sales for Services
- 19) Manually Adjusting Inventory

VII. Estimating, Time Tracking, and Job Costing

- 20) Creating Job Estimates
- 21) Creating an Invoice from an Estimate
- 22) Updating the Job Status
- 23) Tracking Time

VIII. Entering Payroll

- 24) Outside Payroll Service
- 25) QuickBooks Payroll