

***Module 1 – QuickBooks Basics***

- The QuickBooks Interface
- QuickBooks “Centers”
- Fundamental Features

***Module 2 – Creating a New Company File***

- What You Should Know
- Using the QuickBooks Setup Wizard
- Advanced Setup
- Preferences
- Understanding and Managing the Chart of Accounts

***Module 3 – Adding Accounts & Details***

- Adding Bank Accounts
- Creating Credit Card Accounts
- QuickBooks Items
  - Understanding
  - Benefits
  - Creating
  - Types
- Adding Customer, Job, and Vendor Details
- Verifying your entries
- Using Journal Entries to Make Adjustments
- Adjusting Opening Balances
  - General Ledger Accounts
  - Customers
  - Vendors

***Module 4 – Customers (Accounts Receivable)***

- Creating Invoices
- Receiving Payments
- Recording Sales Receipts for Cash Sales
- Credit Memos and Refunds
- Making Deposits
- Statement Charges & Statements
- Accounts Receivable Reports

***Module 5 – Vendors (Accounts Payable)***

- Entering a Bill
- Creating Purchase Orders
- Paying Bills
- Printing Checks
- Writing Checks
- The Bank Account Register
- Reconciling a Bank Account
- Credit Card Transactions
- Accounts Payable Reports

***Module 6 – Special Transactions and Helpful Features***

- Journal Entries
- Transferring Funds
- Password Date Protection
- Creating a Backup File

***Module 6 – Payroll Setup***

- Setting Payroll Preferences
- Creating Payroll Items
- Setting Employee Defaults
- 2023 Wage Bases & Limits
- Editing Payroll Items
- Adding Employees & YTD Figures

***Module 7 – Payroll Setup***

- Completing Timecards
- Running Payroll
- Payroll Liabilities
- Setting Tax Deposit Due Dates
- Process Payroll Tax Reports