

Business Services & Development, LLC

Quickbooks® Workshop II CA 154B D01 Class Syllabus Milton Granton

Vendors and Payables

Vendor list
Record Bills
Change Date, Change Amount, Net 30
Vendor Split
Standard Reports
-Vendor Report
-Quick Reports
-Unpaid Bills Report
-Accounts Payable Aging
Delete Bills
Add Vendor While Recording Bill
Credit Memo
Pay Bills from Accounts Payables, Print Checks
Pay by Writing a Check - Purchase supplies or equipment
Edit and/or Void Payables
Check Detail
Missing Check Report
Custom Reports:
-A/P Aging
-Unpaid Bills
-Vendor Balance Summary
-Graphs
Credit Cards On Line Banking and Bill Payment

Customers/Sales/Receivables/Invoicing

Customer Lists
Record Sales
Issue Invoices, Bill to and Ship to
Drop Downs
Receipts of Cash on Account
Transaction History
Credit Reports; Credit check for Monthly fee
Merchant Account Services for Credit Cards
Make Deposits; Cash Back
Edit and Adjust Errors
Customer Credits and Refunds

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**Quickbooks® Workshop II cont.
CA 154B D01
Class Syllabus
Milton Granton**

Customers/Sales/Receivables/Invoicing cont.

Transaction List

Reports

- Accounts Receivable Aging
- Balance Summary
- Details
- Registers Letters

Customer Center

- Customer care
- Letters
- Detail

Graphs and Quick Zoom

General Accounting; End of Period Procedures

Change Chart of Accounts to Numbers (Chart of Account)

Inactive

Adjustment Entries-General Journal, Prepaid Expense

Calculator

Owner's Draws and/or Investments

Bank Reconciliation

Transfer Between Accounts J

Reports-Trial Balance, Profit and Loss Statement, Balance Sheet, Cash Flow Forecast, Budget

Back ups

Passwords - Closing date

Inventory Adjustments - Vendor, adjust quantity on hand

Payroll

Employee Set-up

- Personal Information
- Employment Information
- Payroll Items

Payroll Procedures

Payroll Liabilities Report

Quarterly Tax Filings

Direct deposit

Tax Reports-Forms 940 (FUTA), 941 , W-2