

Business Services & Development, LLC

Quicklbooks® Workshop III CA 155B D01 Class Syllabus Milton Granton

Review Workshops I and II

General Journal Adjustments
Pre-paid Expenses
Owner's Draw and/or Investment
Fund Transfer between Accounts
Bank Reconciliation
Credit Cards
Calculator
Budgets and Cash Flow Forecasts
Reports
- Trial Balance
- Profit and Loss Statement
- Balance Sheet
- Memorizing Reports
Graphs
Back up Procedures
Multi-user Mode-Passwords-Closing dates

Inventory

Tracking
Physical Inventory
Adjustments
Bill to Customer's Job

Sales Tax

Sales Tax Groups
Default
Sales Tax Liability Report
Sales Tax Adjustments
Vendors-Items
Payment of Sales Tax

Estimating and Progress Invoicing

Job Items
Expenses
Bill to Customer's Job
New Job for Customer

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**Quicklbooks® Workshop III cont.
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Tracking Time

Timesheets versus Single Activity
Employees
Non-Employees
Bill to Customer's Job

Customizing Forms

New Template
Changing Fields on Forms
Save/Previous
Changing Field Widths

Custom Letters

Preparing Generic Letters
Changing Generic
Duplicating
Creating New Letters
Mailing Labels