

Managing Your Business with QuickBooks – Part II

Part 2 of 2 workshops will cover the following material:

Pass-Throughs: Reimbursable expenses, using two-sided items, unbilled costs by job report, invoicing for billable time, time by job report, vehicle mileage tracking, multiple pass-throughs on one invoice

Inventory: Tracking inventory, setting up inventory items parts and group items, calculating average cost, invoicing for and purchasing inventory, purchase orders, entering bills for inventory, adjusting inventory, inventory reports

Sales Tax: Setting up sales tax, sales tax items and codes, calculating sales tax on sales forms, QuickBooks and your sales tax return, advanced sales tax topics

Time Tracking: Entering time on timesheets, printing timesheets, timesheet data feeds payroll, invoicing customers for time, tracking an owner's or partner's time, time reports

Payroll Setup: Payroll accounts, activating and set-up for payroll, employee defaults, employee records, year-to-date amounts, accounting behind-the-scenes in payroll items, releasing employees, deactivating and reactivating employees, employee contact list report, mid-year payroll setup

Payroll Processing: Tax tables, paying employees, editing, voiding and deleting paychecks, paying payroll liabilities, creating payroll reports, preparing payroll taxes

Estimates and Sales Orders: Creating estimates and sales orders

Budgeting, Forecasting, and Business Planning: Creating budgets and budget reports, creating forecasts and forecast reports, cash flow projector, creating a business plan

Adjustments and Year-End Procedures: Processing Form 1099, editing, voiding and deleting transactions, recording adjustments and general journal entries, tracking fixed assets, memorizing journal entries, closing the year, "locking" transactions, importing and exporting