

*KCBXnet offers two courses on QuickBooks. Below are the topics covered in each class.*

## **For Service Based Businesses:**

### Class 1: The Basics

- How to set up a company file
- How to get around in QB
- The different navigation tools Forms, Lists and Centers

### Class 2: Level 1 Navigation

- Vendors, Checks and payables
- Customers, invoices and sales receipts
- Bank reconciliations

### Class 3: Level 2 Navigations

- Using registers
- Journal Entries
- Custom forms
- Custom reports
- Memorized reports and report groups
- Memorized transactions
- Tips and tricks

### Class 4: Payroll service levels and options in QuickBooks

- How to set up employees
- How to set up a payroll schedule
- How to set up liability payments and schedules
- Optional automated features: direct deposit, e-pay and e-file

## **For Product Based Businesses:**

### Class 1: The Basics

- How to set up a company file
- How to get around in QB
- The different navigation tools
- Forms, Lists and Centers

### Class 2: Level 1 Navigation

- Vendors, Checks and payable
- Customers, invoices and sales receipts
- Bank reconciliations

### Class 3: Inventory

- Setting up items
- Purchase Orders and Receiving Inventory
- Selling your items
- Reports on Inventory and sales
- QuickBooks Tools for Inventory control

### Class 4: Level 2 Navigations

- Using registers
- Journal Entries
- Custom forms
- Custom reports
- Memorized reports and report groups
- Memorized transactions
- Tips and tricks

### Class 4: Payroll service levels and options in QuickBooks

- How to set up employees
- How to set up a payroll schedule
- How to set up liability payments and schedules
- Optional automated features: direct deposit, e-pay and e-file