Mastering QuickBooks Desktop for Manufacturing and Wholesale

Course Description: Accounting for manufacturing and wholesale is challenging. Not anymore! Learn to use QuickBooks Desktop to meet your unique needs. Take this class instead of Mastering QuickBooks Desktop Level 1 if you're keeping the books for a manufacturing or wholesale company.

Get Started
Set up your company
Learn what you see on screen
Move around QuickBooks efficiently
Customize your Home Page

Work with Lists
Discover what you can store in lists
Manage lists by adding, editing, deleting, and merging
Learn to sort and print lists

Understand Financial Statements
Read and understand your financial statements
Set up the Chart of Accounts
Change and organize the Chart of Accounts
Create and use subaccounts
Discover the purpose of journal entries
Explore the Company Snapshot and Insights features

Items & Services
Set up your Items and Services in QuickBooks
Understand the basic item types
Learn to use items efficiently
Add, edit, and delete items
Explore limitations of inventory items
Adjust inventory when you donate inventory, or give away promotional items
Compare when to use Inventory Assemblies vs. Group items
Set up group items to record sales of items you sell together often
Set up Inventory Assemblies to record sales of items you build from other inventory items
Record when you use inventory parts to build other inventory items
Define the units of measure of your inventory sales and purchases

Customers & Sales

Set up your Customers List
Add and manage jobs for your customers
Record the sale of products and services
Receive payments from customers
Learn QuickBooks' built-in trick to record batch deposits
Record one-time and daily sales with sales receipts
Use statement charges
Issue customer credits and refunds
Run statements for your customers
Run Accounts Receivable and Sales reports
Import sales from other programs
Explore the Income Tracker dashboard
Send customers estimates for future work
Create an invoice from an estimate
Use price levels to customize pricing for specific customers or items
Track backorders and future sales with Sales Orders
Run Sales Order reports
Set up and track multiple sales tax rates
Record prepayments/downpayments/deposits from customers
Record under- and overpayments from customers

Customize Forms

Design the look and feel of forms such as invoices or purchase orders
Customize your sales form layout
Use the layout designer
Copy form designs across your business
Download templates

Time-Saving Tricks

Organize your activities on the QuickBooks calendar
Locate specific transactions with the Find button
Find information within the Customer, Vendor, and Employee Centers
Create templates for common transactions
Memorize transactions for QuickBooks to enter for you
Edit schedules for memorized transactions

Sales Tax

Set up sales tax items, preferences, and codes
Assign tax codes to items and customers
Charge sales tax on an invoice or sales receipt
Monitor the sales tax you collect from customers

Adjust the sales taxes you owe
Record sales tax payments

Vendors & Expenses
Set up your Vendors list
Learn the benefits of tracking Accounts Payable
Turn on time-saving preferences for purchases and vendors
Track what you owe vendors with bills
Review and pay unpaid bills
Write and print checks
Record debit card and other electronic transactions
Setup and use credit cards charges
Record credit card payments
Enter and apply vendor credits and refunds
Run reports on Accounts Payable and Expenses
Learn how and when to void or delete a check

Banking & Reconciliation
Set up QuickBooks to automatically download banking statements (Bank Feeds)
Add and match transactions from the bank feed
Understand the importance of reconciling your bank account to QuickBooks
Reconcile your bank account
Find and fix errors in a bank reconciliation

Payroll Setup
Walk through payroll setup step-by-step
Schedule how often you pay employees
Determine the payroll preferences that work for you
Add and edit payroll items such as compensation, deductions, and company contributions
Add employees
Enter employee payroll and tax information
Track sick and vacation time for employees

Time Tracking
Set up time tracking
Enter time on weekly timesheets
Track subcontractors' time
Invoice customers for time
Run productivity reports

Run Payroll
Create paychecks for employees
Print paychecks and pay stubs

Pay taxes and other liabilities such as health insurance and retirement contributions
Generate a 941 form to file with the IRS
Run payroll reports

Multi-User & Security Features

Install QuickBooks for multi-user
Assign an administrator user for your company
Set up new users
Turn on mutli-user mode for users to work in the company at the same time
Compare permitted and restricted actions between mutli- and single-user modes
Monitor user activity with the audit trail

Work with Reports

Explore the Reports Center
Customize the columns on reports
Edit the Header/Footer of a report
Change the fonts and numbers on reports
Filter reports to see just the information you need
Sort reports by different variables such as by date, customer, or item
Determine the reports preferences for your company
Save custom reports to run again in the future
Organize frequently-run reports in groups to save time
Export reports to Excel
Discover the best practices for working with QuickBooks reports in Excel

File Maintenance

Backup your QuickBooks data
Restore a QuickBooks backup
Update QuickBooks for bug fixes and improvements
Keep QuickBooks updated with automatic updates

Year-End Procedures

Learn how to close your books
Discover common year-end tasks to maintain your books
Restrict users' access to previous years' data
Send financial information to your accountant
Incorporate accountant changes

Inventory

Explore the Inventory Center
Learn how the purchasing cycle helps you track inventory
Monitor inventory levels with the Inventory Stock Status report

Record purchase orders
Receive inventory with a bill
Pay bills
Use the Physical Inventory Worksheet to count inventory
Adjust inventory to match physical counts or correct errors

Enterprise Features

Track inventory at multiple sites
Use rows, shelves and bins to organize inventory within a site
Use serial and lot numbers to track inventory
Discover the differences between FIFO and Average Cost
Turn on FIFO for your company
Turn on and set up barcodes
Use Barcodes to sell and purchase inventory
Use the site operations windows to track fulfillment
Turn on and record landed costs for inventory
Set rules based on customer, date and volume purchased