

# **QuickBooks – Advanced Topics**

## **Topic Outline**

### **Advanced Setup**

1. Beginning balances
2. Custom fields
3. Preferences
4. Closing Date
5. 1099's
6. Passwords & Security
7. Customizing forms
8. Items
9. Price Levels

### **Tips for Easier Bookkeeping**

1. Faster data entry
2. Memorizing & scheduling transactions

### **Advanced Tasks**

1. Customer credit memos/refunds
2. Customer prepaid deposits
3. Customer Short Payments
4. Invoice adjustments
5. Petty cash
6. Business expenses paid with personal funds
7. Personal expenses paid with business funds
8. Returned checks & fees
9. Bad debt write offs
10. Loan Payments
11. Payroll – summary posting
12. Cash register/website sales
13. Estimates
14. Expense reimbursements
15. Purchase orders
16. Year-end closing

### **Advanced Reporting**

1. Customizing reports
2. Exporting Reports to Excel
3. Job Costing
5. Classes
6. Budgets