



## QuickBooks Training Workshop Series

# Accounts & Sales

### Working with bank accounts

- Writing a QuickBooks check
- Using bank account registers
- Entering a handwritten check
- Transferring money between accounts
- Reconciling checking accounts

### Using other accounts in QuickBooks

- Other account types in QuickBooks
- Tracking credit card transactions
- Working with asset accounts,
- Working with liability accounts,
- Understanding equity accounts,
- Setting up loan accounts
- Payments on loans
- Depreciation entries

### Entering sales information

- Using sales forms in QuickBooks
- Filling in a sales form
- Memorizing a sale
- Entering a new service item,
- Using multiple price levels
- Reminding customers of overdue payments,
- Processing sales orders
- Tracking backorders,

### Receiving payments and making deposits

- Recording customer payments
- Receiving down payments
- Open Invoice reporting
- Applying credits/refunds
- Making deposits

# QuickBooks

Financial Software for Small Business

### QuickBooks: Accounts and Sales

1 session 3 hours  
\$75

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