



QuickBooks Training Workshop Series

Payroll, Sales Tax & Customizing Forms

Tracking and paying sales tax
Overview of sales tax in QuickBooks
Setting up your tax rates and agencies
Applying tax to each sale
Determining what you owe
Paying your tax agencies

Doing payroll with QuickBooks
Overview of payroll tracking
Setting up for payroll
Setting up employee payroll information
Running a payroll schedule
Tracking your tax liabilities
Paying payroll taxes

Tracking time
Tracking time and mileage
Invoicing a customer for time and mileage
Displaying project reports for time tracking
Paying nonemployees for time worked

Customizing forms and writing QuickBooks Letters
About QuickBooks forms
Customizing invoices
Designing custom layouts for forms
Using QuickBooks Letters



QuickBooks: Payroll, Sales Tax & Custom
1 session 3 hours
\$75

RaM Online Computer Services, LLC
5319 Center Rd.
Brunswick OH 44212
330.225.0032
www.ramonline.net

