



# 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

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