<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Mastering QuickBooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>2 Days</td>
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</tbody>
</table>

1. **List Setup**  
   - Chart of Accounts  
   - Customer, Vendor, Item Lists  

2. **Invoicing and Sales Receipts**  
   - Create Invoices and Receipts  
   - Receive Payments and Deposit Funds  
   - Customize Invoice and Receipt Forms  
   - Generate Customer Statements  
   - Refunds/Credit Memos  
   - Batch Print Forms and Reports  

3. **Bank Accounts**  
   - Write Checks and Print Checks  
   - Account for Debit Card Transactions  
   - Reconcile Accounts  
   - Funds Transfers  
   - Online Banking  

4. **Accounts Payable**  
   - Enter and Pay Bills  
   - Use Company Credit Cards  
   - Enter Charges and Credits  
   - Sales Tax  

5. **Reports**  
   - Viewing Standard Reports  
   - Customizing Reports  
   - Memorizing Reports  
   - Exporting to Excel  

6. **Payroll**  
   - Create Paychecks  
   - Pay Liabilities  
   - Print Payroll Reports, and Forms W-2 and 1099  

7. **Balance Sheet Accounts**  
   - Set Up Asset Accounts, Liability Accounts, Accumulated Depreciation Accounts  
   - Set Up Loans and Amortization Schedules  

8. **Other QuickBooks Features**  
   - Outlook Integration  
   - General Journal Entries  
   - Job Costing  
   - Estimates and Progress Billing  
   - Class Tracking  
   - Inventory Control  
   - To Do List and Reminders