

QuickBooks Level 2 of 3

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$325

Course Description

This course will add to the basic features of QuickBooks and provide an opportunity for hands-on practice. Once you complete the course, you will have an understanding of how to process payments, pay bills, analyze data, deal with inventory and process payroll.

Prerequisites:

Completion of QuickBooks Level 1 is recommended. A basic knowledge of the computer operating system, how to move around in a computerized environment, and how to create files and folders is required. Basic accounting or bookkeeping knowledge is also beneficial.

Course Content

Lesson 1: Entering Sales Information

- Using Sales Forms
- Memorizing Sales Forms
- Entering New Service Item
- Using Multiple Price Levels
- Overdue Payment Reminders
- Processing Sales Orders
- Tracking Backorders

Lesson 2: Processing Payments

- Recording Payments
- Making Deposits

Lesson 3: Entering and Paying Bills

- Using QuickBooks for Accounts Payable
- Entering Bills
- Paying Bills

Lesson 4: Analyzing Financial Data

- Creating QuickReports
- Creating and Customizing Reports
- Saving Report Settings
- Printing Reports
- Exporting Reports
- Creating QuickInsight Graphs

Lesson 5: Setting up QuickBooks Inventory

- Turning on Inventory Feature
- Entering Products into Inventory
- Ordering Products
- Receiving Inventory
- Entering Inventory Bills
- Manually Adjusting Inventory
- Tracking Finished Goods
- Using Units of Measure