

QuickBooks Level 3 of 3

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

Course Cost: \$325

Course Description

This course will add to the basic and intermediate features of QuickBooks and provide an opportunity for hands-on practice. Once you complete the course, you will have an understanding of how to track sales, complete payroll, estimate and progress billing, track employee's time and customize forms and letters in QuickBooks.

Prerequisites:

Completion of QuickBooks Level 2 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: Tracking and Paying Sales Tax

- Overview of Sales Tax
- Setting up Your Tax Rates
- Applying Tax to Sales
- Determining What You Owe
- Paying Taxes

Lesson 2: Doing Payroll

- Overview of Payroll Tracking
- Setting up For Payroll
- Setting up Employee Information
- Running a Payroll Schedule
- Tracking Your Payroll Tax Liabilities
- Paying Payroll Taxes

Lesson 3: Estimating and Progress Billing

- Creating Jobs and Estimates
- Writing an Estimate
- Creating Multiple Estimates
- Creating an Invoice from an Estimate
- Displaying Reports for Estimates
- Updating job status

Lesson 4: Tracking Time

- Tracking Time and Mileage
- Invoicing a Customer for Time and Mileage
- Displaying Project Reports
- Paying Non-Employees for Time Worked

Lesson 5: Customizing Forms and Writing QuickBooks Letters

- About QuickBooks Forms
- Customizing Invoices
- Designing Custom Layouts
- Using QuickBooks Letters