QuickBooks, Level 2

QuickBooks Level 2 provides essential coverage of the QuickBooks software. Topics covered include physical inventory, payroll, estimates, time tracking, balance sheet accounts, budgets, correcting, customizing, and more.

PREREQUISITES:
You must have successfully completed Level 1 or have instructor approval.

DELIVERY METHOD:
Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

OBJECTIVES:

Lesson 1: Physical Inventory
- Tracking Inventory & Items List
- Dealing with Sales Tax
- Creating Purchase Orders
- Receiving & Selling Inventory Items
- Processing Sales Discounts and Electronic Payments
- Adjusting Quantity/Value on Hand
- Producing Inventory Reports and Graphs

Lesson 2: Payroll
- Setting Up QuickBooks
- Working with Employees
- Dealing with Payroll Deductions
- Creating Paychecks
- Tracking and Paying Payroll Liabilities
- Dealing with Errors
- Working with 1099s
- Processing Payroll Forms and Reports
- Working with Outside Payroll Service

Lesson 3: Estimates and Time Tracking
- Creating an Estimate
- Converting an Estimate to an Invoice
- Dealing with Customer Deposits
- Using Time Tracking and Mileage
- Assessing Finance Charges
- Reporting for Estimates, Time Tracking and Mileage

Lesson 4: Balance Sheet Accounts and Budgets
- Working with Other Current Assets
- Transferring Funds Between Accounts
- Tracking Petty Cash
- Working with Fixed Assets
- Setting Up a Long Term Liability
- Working with Equity Accounts
- Creating Budgets & Forecasts

Lesson 5: Correcting and Customizing
- Dealing with Oops!
- Dealing with NSF Checks
- Writing Off Bad Debts
- Working with Refunds
- Customizing Reports and Graphs
- Additional Formatting Options
- Creating Custom Forms

CRN: 25039
Dates: 4/26/16 – 5/24/16, Tue
Time: 5:30pm-8:30pm
Hours: 15 (5 Class Sessions)
Location: Leesburg Campus – Bldg. M, Room 110
Instructor: Linda Card
Fee: $210

Computer Institute, Leesburg Campus
9501 US Highway 441, Leesburg, FL 34788
(352) 365-3530, www.lssc.edu/ce (Click on Computer Institute)