

QuickBooks Level II for PC

This QuickBooks Level 2 class for the traditional PC Desktop software will not only cover such QuickBooks functions including running, customizing and memorizing reports, as well as memorizing individual transactions, batch invoicing customers, learning how to track your money spent that is earmarked as a reimbursement from your customer (AKA Job Costing). We will also customize a template (such as an invoice form) so that it can be used more for your specific purposes. Level 2 concentrates most

Course Outline

Quick Review

A short review of QuickBooks Essentials Class

Running and Analyzing Reports

- Modifying and Memorizing Reports
- Customizing and Filtering Reports
- Exporting Reports to Microsoft Excel
- Saving as PDF files

Customizing Forms

- Modifying a QuickBooks Form
- Downloading Template

Working with Credit Card Accounts

- Entering a new CC Account
- Entering transactions for CC Account
- Reconciling CC account
- Paying CC account

Bank Reconciliation

Reconciling Bank Accounts

Managing Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving and Paying for Inventory
- Selling Your Product
- Creating Product Invoices
- Making Cash Sales for Services
- Manually Adjusting Inventory




Estimating, Time Tracking, and Job Costing

- Creating Job Estimates
- Creating an Invoice from an Estimate
- Updating the Job Status
- Tracking Time

Entering Payroll

- Outside Payroll Service
- QuickBooks Payroll

Contact

 212-684-5151  nyc@careercenters.com  www.careercenters.com