

# 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

Group classes in NYC and onsite training is available for this course.  
For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit:  
<https://www.careercenters.com/courses/quickbooks-level-2-for-pc>



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## 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