



QUICKBOOKS LEVEL 2

Course length: 1 day (3 hours)

Overview: In this class, students learn the skills needed to process payments, set-up inventory, manage inventory products, enter and pay bills, and creating billing statements. This class also covers the detailed processes of setting up and managing bank accounts, managing multiple users, and changing company preferences.

Prerequisites: QuickBooks Level 1 or equivalent knowledge.

Software: Intuit QuickBooks Premier 2015.

Note: Students will be provided with a flash drive to save their exercise files.

COURSE OUTLINE

Getting Started

- Setting Up QuickBooks in Multi-User Mode

Working with Lists

- Working with the Employees List

Setting Up Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving Inventory
- Paying for Inventory
- Manually Adjusting Inventory

Invoicing for Services

- Changing the Invoice Format
- Creating a Service Invoice
- Entering Statement Charges
- Creating Billing Statements

Working with Bank Accounts

- Writing a QuickBooks Check
- Using Bank Account Registers
- Entering a Handwritten Check
- Transferring Funds Between Accounts
- Reconciling Checking Accounts