



QUICKBOOKS – LEVEL 2

DESCRIPTION

LEARN TO USE CUSTOMIZED FEATURES OF THE QUICKBOOKS ACCOUNTING SOFTWARE PROGRAM TO MANAGE YOUR BUSINESS ACCOUNTING NEEDS. TOPICS INCLUDE RECORDING AND TRACKING INVENTORY, USING THE QUICKBOOKS PAYROLL MODULE, MODIFYING AND CUSTOMIZING REPORTS, LETTERS, & FORMS, USING CLASS TRACKING, CREATING BUDGETS AND FORECASTS, AND STRATEGIES FOR RECORDING JOB COSTING.

STUDENTS WILL RECEIVE A FREE 60 DAY TRIAL OF THE FULL PREMIERE WITH PAYROLL PROGRAM AS WELL AS A 20% DISCOUNT OFF ANY PURCHASED PROGRAMS. A GREAT PACKAGE FOR A BUSINESS CHOOSING QUICKBOOKS FOR THEIR ACCOUNTING NEEDS.

OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- SET UP AND TRACK YOUR INVENTORY
- USE THE PAYROLL MODULE
- CUSTOMIZE REPORTS, LETTERS, & FORMS
- ENABLE DEPARTMENT TRACKING & JOB COSTING
- CREATE BUDGETS & FORECASTS
- MEMORIZE RECURRING TRANSACTIONS AND REPORTS

TARGET AUDIENCE

THIS COURSE IS INTENDED FOR BUSINESS OWNERS OR OFFICE PROFESSIONALS USING THE QUICKBOOKS PROGRAM TO MANAGE THEIR FINANCIAL RECORDS. BASIC FEATURES OF THE QUICKBOOKS ACCOUNTING PROGRAM ARE NOT COVERED IN THIS LEVEL 2 COURSE. PARTICIPANTS SHOULD BE ALREADY USING A CURRENT VERSION OF THE PROGRAM OR HAVE COMPLETED THE LEVEL 1 COURSE. BASIC KNOWLEDGE OF COMPUTERS AND KEYBOARDING SKILLS ARE ALSO HELPFUL.

CONTENT

- ◆ CUSTOMIZING YOUR COMPANY FILE
 - CUSTOMIZING COMPANY PREFERENCES
 - CUSTOMIZING CUSTOMER FORMS
 - CREATING YOUR OWN TEMPLATE LETTERS
- ◆ MANAGING YOUR COMPANY FILE
 - SET UP & TRACK INVENTORY
 - SALES ORDERS
 - PURCHASE ORDERS
 - ESTIMATES
 - MEMORIZING TRANSACTIONS
 - CREATE BUDGETS & FORECASTS
 - ENABLE DEPARTMENT TRACKING
 - JOB COSTING
- ◆ USING THE QUICKBOOKS PAYROLL MODULE
- ◆ MODIFY & CUSTOMIZE REPORTS
 - FILTERING REPORTING INFORMATION
 - MEMORIZING CUSTOMIZED REPORTS
 - EXPORTING REPORTS & LISTS