

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 mostly on the higher level functionality, as not everyone needs to learn these functions for a small business.

I. Quick Review

- 1) A short review of QuickBooks Essentials Class

II. Running & Analyzing reports

- 2) Modifying and Memorizing Reports
- 3) Customizing and Filtering Reports
- 4) Exporting Reports to Microsoft Excel
- 5) Saving as PDF files

III. Customizing Forms

- 6) Modifying a QuickBooks Form
- 7) Downloading Template

IV. Working with Credit Card Accounts

- 8) Entering a new CC Account
- 9) Entering transactions for CC Account
- 10) Reconciling CC account
- 11) Paying CC account

V. Bank Reconciliation

- 12) Reconciling Bank Accounts

VI. Managing Inventory

- 13) Entering Products into Inventory
- 14) Ordering Products
- 15) Receiving and Paying for Inventory
- 16) Selling Your Product
- 17) Creating Product Invoices
- 18) Making Cash Sales for Services
- 19) Manually Adjusting Inventory

VII. Estimating, Time Tracking, & Job Costing

- 20) Creating Job Estimates
- 21) Creating an Invoice from an Estimate
- 22) Updating the Job Status
- 23) Tracking Time

VIII. Entering Payroll

- 24) Outside Payroll Service
- 25) QuickBooks Payroll