

QuickBooks Level 2 for PC

The Level 2 class for the PC version of QuickBooks concentrates on the more advanced aspects of the program that are commonly used by NYC businesses. When you are finished with this class you will feel comfortable with the Advanced Features of QuickBooks: creating detailed financial reports, credit card entries and reconciliations, general journal entries, payroll, and purchasing inventory. This class is perfect for accountants who use QuickBooks or have clients who use it, small business owners – sole proprietorships and S-Corps, and administrative or executive assistants.

Group classes in NYC and onsite training is available for this course.

For more information, email contact@nyimtraining.com or visit: training-nyc.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