



QuickBooks Level 3

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$300.00 plus GST

About This Course

This course will add to the basic and intermediate features of QuickBooks and provide an opportunity for hands-on practice. Once you complete the course, you will have an understanding of how to track sales, complete payroll, estimate and progress billing, track employee's time and customize forms and letters in QuickBooks.

Prerequisites

Completion of QuickBooks Level 2 is recommended. A basic knowledge of the computer operating system, how to move around in a computerized environment, and how to create files and folders is required. Basic accounting or bookkeeping knowledge is also beneficial.

Course Content:

Lesson 1: Tracking and Paying Sales Tax

- Overview of Sales Tax
- Setting up Your Tax Vendors, Items, and Codes
- Applying Tax to Each Sale
- Determining What You Owe
- Paying Your Sales Tax

Lesson 2: Doing Payroll with QuickBooks

- Overview of Payroll Tracking
- Setting up for Payroll
- Setting up Employee Payroll Information
- Running a Payroll Schedule
- Tracking Your Payroll Tax Liabilities
- Paying Payroll Taxes

Lesson 3: Estimating and Progress Invoicing

- Creating Jobs and Estimates
- Writing an Estimate
- Creating Multiple Estimates
- Creating an Invoice from an Estimate
- Displaying Reports for Estimates

Lesson 4: Tracking Time

- Tracking Time
- Invoicing a Customer for Time
- Paying Non-Employees for Time Worked

Lesson 5: Customizing Forms in QuickBooks

- About QuickBooks Forms
- Customizing Invoices
- Designing Custom Layouts for Forms
- Using QuickBooks Letters