

QuickBooks (on-line version) In-Class Day 2

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

Course Content:

Chapter 7 Customers and Sales Part 2

- Advance Invoicing Options
- Credit Memos vs. Refund Receipt
- Customer Statements
- Delayed Charge
- Delayed Credit
- Sub-Customers
- Estimates & Quotes
- Reimbursable Expenses

Chapter 8 Suppliers and Expenses Part 2

- Credit Card Transactions
- Supplier Credits
- Recurring Transactions

Chapter 9 QuickBooks Online Payroll

- Payroll Setup
- Time Tracking in QuickBooks
- Creating and Printing T4's at Year End
- Create Records of Employment

Chapter 10 Inventory

- Why Track Inventory in QuickBooks
- Turn on Inventory
- Setup Inventory Parts
- QuickBooks Bundles
- Purchase Orders

Chapter 11 Reports in QuickBooks

- Report Centre
- Report Types
- Transaction Reports
- List Reports
- Summary Reports vs. Detail Reports
- Key Reports for your Business
- Reports Display
- Customize Reports
- Save Custom Reports

Chapter 12 Company Activities Part 2

- Customize Form Templates
- Create a new Custom Form Style
- Communicating with Customers Settings
- Class Tracking
- Class Reporting
- Budgets in QuickBooks
- File Sales Taxes
- Make Journal Entries