



## QuickBooks Accounting– Level 2

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This 12 hour instructor led course will explore QuickBooks' professional level tools for bookkeeping. This course requires basic Windows skills (PC Basics Certification) or equivalent experience, basic knowledge of accounting terms/concepts and QuickBooks Level 1

### **Setting up Data Files and Customizing Settings**

- Creating a New Company Data File
- Adding Accounts to the General Ledger
- Entering G/L Account Opening Balances
- Entering Customer Opening Balances
- Entering Vendor Opening Balances
- Entering Inventory Opening Balances
- QuickBooks Preferences

### **Banking and Credit Cards**

- Bank Account Reconciliation
- Downloading and Importing Online Statements
- Changing the Sales Tax
- Set up for Sales on Credit/Debit Card
- Entering Customer Sales on Credit Card
- Reconciling the Credit Card Account for Sales
- Creating and Setting up Credit Cards for Purchases
- Enter Vendor Purchases on Credit Card
- Reconciling the Credit Card Account for Purchases

### **Security, Budgets, Classes and Inventory**

- Adding Passwords and Security

- Logging in as the System Administrator
- Budgeting
- Handling Accounting by Class
- Managing Inventory

### **Additional Payroll Features**

- Checking the Tax Tables
- Payroll Item List
- Pay Cheque Deductions
- Employee Benefits
- Updating Employee Payroll Records
- Allocating Payroll Expenses to Classes
- Generating a Payroll Run
- Remitting Payroll Deductions/Contributions
- Employee Departures
- Generating T4 Slips
- Personal Tax Credits
- Handling Direct Deposit

## Miscellaneous Items

- Preparing Customer Statements
- Charging Interest on Overdue Accounts
- NSF Cheques
- Handling Bad Debts
- Making Records Inactive
- Handling Sales Tax
- Handling WCB Premiums
- Accessing the QuickBooks Web site
- Customizing Your Reports
- Using Job Tracking