



QuickBooks Day 2



QuickBooks Pro & QuickBooks Premier

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

Learn to use QuickBooks to run your own payroll including w4's, paying employees, paying taxes, and filing forms. Reconciling your bank accounts and credit card statements. Learn to use QuickBooks to generate and customize essential business reports. Customizing forms, tips and tricks, and basic QuickBooks file management.

1. Paying Employees
 - Different options for payroll in QuickBooks
 - Using the Payroll Interview
 - Setting up payroll defaults, sick time, vacation time, etc.
 - Adding employees to payroll
 - Completing W-4 Information
 - Run payroll to pay employees
 - Pay taxes and liabilities
 - File Forms

2. Handling Check registers
 - Reconcile a bank account
 - Void a check
 - Record a bounced check

3. Running Reports
 - Run a profit and loss report and customize (collapse)
 - Run a balance sheet
 - Customize and memorize reports
 - Export reports to Excel
 - Create graphs
 - Run multiple reports

4. Other/ Time Saving Tricks
 - Multi user and Single user mode



- Password protection
- How and why to set a closing date
- Getting software updates
- Finding transactions (CTRL F)
- Customizing Forms

Future consulting options (not covered in day 2)

- Time Tracking
- Job Costing
- Class Tracking
- Preferences
- Inventory
- Estimates
- Online banking
- Share with Accountant

To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com



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