



QuickBooks Online Day 2



Intuit QuickBooks Online

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live

Overview

In this one-day course you will learn to set up and pay your employees. Create, edit, and customize reports. Save time by learning keyboard shortcuts and reoccurring transactions. We cover basic accounting tasks so you can work seamlessly with your accountant. Completely customize your QuickBooks environment with custom invoices including your logo and custom field forms. Advanced functions such as inventory, purchase orders, taxes.

Course Contents

Set Up and Pay Employees

- Set up employees, deductions and company contributions
- Enter prior payrolls
- Set up company payroll preferences
- Track and invoice time
- Process paychecks
- Make tax deposits
- Make non-tax payments (health insurance, etc.)
- Use payroll reports

Work with Reports

- Customize Reports:
 - Columns: add, reorder, delete, and resize
 - Filter and format
 - Create new headers and footers
- Save Customizations
- Create report groups
- Automatically email report groups on a set schedule

Accounting Tasks

- Close the books
- Add your accountant
- Protect your accounting data
 - Set up users with different permissions



- Assign access rights and user levels
- Track changes and who made them (audit log)

Save Time

- Find transactions...FAST
- Navigate around the fast and easy way
- Keyboard shortcuts
- Set up recurring transactions
- Create your OWN shortcuts

Customize QuickBooks

- Tailor company settings/preferences
- Create custom invoices and other forms
- Add logos and custom fields to forms

Advanced Transactions

- Inventory:
 - Set up inventory in QuickBooks Online
 - Purchase orders, receive items, adjust inventory
- Track Sales Taxes
 - Set up sales taxes
 - Adjust, pay, and report sales taxes

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



Microsoft Partner
Silver Learning



"The Clever Advantage"