



QuickBooks Certification Training Course

Two 5 hour days of training

Web based classes and classroom training monthly

Learn what you need to know to take the QuickBooks Certification.

What is included in the course?

Learn how to setup a new company file:

- What is the Chart of Accounts?
- What are Lists? How to set up and modify them.
- What are Classes? How to setup and modify them.

Setting up Customers:

- Invoicing
- Sales Receipts
- Receiving Customer Payments
- Create and Apply Credit Memos
- Issuing Refunds
- Customer Statements

Setting up Vendors:

- Entering Bills
- Bill Payments
- Creating Checks
- The Difference Between Bill Payments and Checks
- Vendor Credit Memos
- Using a Credit Card

Banking:

- Undeposited Funds Account
- How to Make Deposits
- Voiding Checks vs. Deleting Checks
- Online Banking
- Bank Reconciliations
- Handling Discrepancies
- Handling Bounced Checks (NSF)

Inventory/Purchase Orders

- How to Setup Inventory in QuickBooks
- How to use Purchase Orders
- Inventory Adjustments

General QuickBooks

- QuickBooks Navigation
- Backing Up QuickBooks
- Updating QuickBooks
- Checking Your QuickBooks Version
- Password Protecting
- Single User / Multi User Mode
- Setting up Preferences
- How/Why to Set a Closing Date
- Customizing fields - Vendors, Customers, Employees
- Entering Journal Entries

Sales Tax Reporting

- How to Setup Sales Tax Tracking
- Collecting Sales Tax
- Paying Sales Tax

Payroll

- Setting up Employees
- Setting up Workers Compensation
- How to Track Vacation and Sick
- How to Run Payroll
- How to Pay Payroll Liabilities
- How to Track Employee Time
- Running Payroll Reports

Reporting

- Memorized Reporting
- How to Use the Report Center
- Sending and Exporting Reports
- Which Reports Do What?
- Reporting on Cash or Accrual Basis



Course Training Performed by Angela Green - QuickBooks ProAdvisor.

Visit Our Website For Schedule and Information - www.GreenAccountingTeam.com

**** Pricing and Course Guideline Subject to Change****