

Quickbooks – Level 2

This course is aimed at people who wish to use and operate the software at an efficient level.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Manage your company file
- Track jobs and related sales and expenses
- Account for Fixed assets
- Use Class tracking
- Set up users with passwords
- Use Quickbooks data in a spreadsheet
- Complete end of year procedures
- Create customised templates
- Customise Quickbooks
- Use a range of techniques to handle unusual transactions
- Set up payroll
- Set up employees
- Conduct a pay run
- Access payroll information
- Complete payroll end of month processes
- Complete payroll end of year processes
- Implement salary sacrifice processes

Target Audience:

This course is aimed at people who wish to use and operate the software at an efficient level.

Course Content

- Importing and Exporting lists
- Job tracking
- Fixed Asset and Loan accounts
- Allocating Depreciation
- Creating and assigning classes
- Security in Quickbooks
- Quickbooks and Spreadsheets
- End of year procedures
- Customising and Editing templates
- Navigation and Operation Preferences
- Set up payroll
- Set up employees
- Conduct a payrun
- Access payroll information
- Complete payroll end of month processes
- Complete payroll end of year processes
- Implement salary sacrifice processes