



QuickBooks 2

Skill Level: Intermediate

Move beyond the basics and dive into the more advanced functionality of the QuickBooks program. We will cover inventory basics including entering inventory items, adjusting inventory manually and building assemblies. Learn how to enter employees and track their time. Setup Payroll information, create payroll checks and track Workman's Compensation. Sync QuickBooks with your Microsoft Outlook Contacts and then use QuickBooks to create Collection letters, Bounce Check notifications, Thank You notes and more! Track vehicle mileage within the QuickBooks program. We will also cover the advanced reporting functionality of the QuickBooks program.

A working knowledge of QuickBooks or our QuickBooks 1 class is highly recommended.

Some of the things you will learn in this class:

- Practice filling out a purchase order for inventory items
- Track the receipt of the inventory items in QuickBooks
- Adjust inventory manually, to enter a stock loss or increase
- How to create, build, and edit inventory assemblies (finished goods)
- Set up employee payroll information
- Configure payroll schedules
- Practice writing and printing a payroll check
- Learn how QuickBooks tracks your tax liabilities
- Practice paying payroll taxes
- Track Workman's Compensation
- Sync with Microsoft Outlook
- Use QuickBooks for communication – letters, thank you, collection, etc.
- Track Vehicle Mileage
- QuickReports, preset reports, and graphs
- Save reports as Portable Document Format (pdf)
- How to export a report to Microsoft
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.