



QuickBooks Premier – Level 2

Course Description: This courseware is a continuation of basic features for daily accounting tasks using QuickBooks and will introduce some of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payables, inventory and payroll.

Basic Skills Checklist: Students with an accounting background and have taken QuickBooks Premier – Level 1 or have equivalent experience. If you are unfamiliar with the concepts listed in that outline, we strongly recommend that you complete the Level 1 courseware before attempting to work through the Level 2 material.

Courseware Outline:

Lesson 1: Setting up Data Files and Customizing Settings

- Creating a New Company Data File
- Adding Accounts to the General Ledger
- Entering G/L Account Opening Balances
- Entering Customer Opening Balances
- Entering Vendor Opening Balances
- Entering Inventory Opening Balances
- QuickBooks Preferences Review

Lesson 2: Banking and Credit Cards

- Bank Account Reconciliation
- Downloading and Importing Online Statements
- Changing the Sales Tax
- Set up for Sales on Credit/Debit Card
- Entering Customer Sales on Credit Card
- Reconciling the Credit Card Account for Sales
- Creating and Setting up Credit Cards for Purchases
- Enter Vendor Purchases on Credit Card
- Reconciling the Credit Card Account for Purchases

Lesson 3: Security, Budgets, Classes and Inventory

- Budgeting
- Handling Accounting by Class
- Managing Inventory
- Adding Passwords and Security
- Logging in as the System Administrator

Lesson 4: Additional Payroll Features

- Pay Cheque Deductions
- Employee Benefits
- Updating Employee Payroll Records
- Allocating Payroll Expenses to Classes
- Generating a Payroll Run
- Remitting Payroll Deductions/Contributions
- Employee Departures
- Generating T4 Slips
- Personal Tax Credits
- Handling Direct Deposit

Lesson 5: Working with Foreign Currencies

- Setting up Foreign Currency
- Setting up a Foreign Currency Bank Account
- Making Purchases in Foreign Currency
- Pricing Inventory and Services
- Setting up for Sales to Foreign Customers

Lesson 6: Miscellaneous Items

- Preparing Customer Statements
- Charging Interest on Overdue Accounts
- NSF Cheques
- Handling Bad Debts
- Making Records Inactive
- Handling Sales Tax
- Handling WCB Premiums
- Customizing Your Reports
- Using Job Tracking

All of our courses are based on a building-block template. All course levels except Level 1 assume the student is completely comfortable with the materials covered in any and all courses listed as a prerequisite, and that the student has the ability to competently complete the tasks covered in those prerequisite courses.

Before enrolling in a class at a Level 2 or higher, the instructor must discuss and assess the skills and requirements of the student taking the course, prior to the material being delivered. This will ensure the training is delivered with the utmost quality and that it is the most meaningful for the student.