

Keep Going with QuickBooks

Overview _____

Target Audience _____

Course Outline _____

1 - Memorizing Transactions

Entering a New Memorized Transaction
 Editing a Memorized Transaction
 Deleting a Memorized Transaction
 Grouping Memorized Transactions
 Using a Memorized Transaction
 Printing the Memorized Transaction List
 Review

2 - Customizing Forms

Creating a Custom Template
 Modifying a Template
 Printing Forms
 Review

3 - Using Other QuickBook Accounts

Other QuickBooks Account Types
 Working with Credit Card Transactions
 Working with Fixed Assets
 Working with Long-Term Liability Accounts
 Using the Loan Manager
 Review

[Register Online](#)

Schedule

Class Length: 2 Days

G2R = "Guaranteed to Run" OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
20/05/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 790
20/07/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 790
16/11/21	G2R	4:00PM - 12:00AM	Dublin, Ireland	OLL	EUR 790

4 - Creating Reports

- Working with QuickReports
- Working with Preset Reports
- Sharing Reports
- Exporting Reports to Microsoft Excel
- Printing Reports
- Review

5 - Creating Graphs

- Creating QuickInsight Graphs
- Using QuickZoom with Graphs
- Working with the Sales Graph
- Customizing Graphs
- Printing Graphs
- Review

6 - Tracking and Paying Sales Tax

- Using Sales Tax in QuickBooks
- Setting Up Tax Rates and Agencies
- Indicating Who and What Gets Taxed
- Applying Tax to Each Sale
- Determining What You Owe
- Paying Your Tax Agencies
- Review

7 - Preparing Payroll with QuickBooks

- Using Payroll Tracking
- Setting Up for Payroll
- Setting Up Employee Payroll Information
- Setting Up a Payroll Schedule
- Writing a Payroll Check
- Printing Paycheck Stubs
- Tracking Your Tax Liabilities
- Paying Payroll Taxes
- Preparing Payroll Tax Forms
- Review

8 - Using Online Banking

- Setting Up an Internet Connection
- Setting Up Bank Feeds for Accounts
- Viewing, Downloading, and Adding Online Transactions
- Creating Online Payments
- Transferring Funds Online
- Canceling Online Payments
- Review

9 - Managing Company Files

Using QuickBooks in Multi-User Mode
Setting Up Users and Passwords
Setting a Closing Date
Sharing Files with an Accountant
Updating QuickBooks
Backing Up and Restoring a Company File
Condensing a Company File
Review
