

Intermediate QuickBooks

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Duration: 6 hours **Cost:** \$275 **Course Minimum:** 2 **Course Maximum:** 6

Prerequisite: Introduction to QuickBooks

Session 1:

- Recording customer payments in QB
- How to handle customer discounts, partial payments, overpayments, or down payments
- How to handle customer bounced cheques
- How to record a deposit and learn how QB treats the deposit behind the scenes
- How to enter cash back from a deposit

Session 2:

- Other account types in QB
- Entering credit card changes
- Reconciling a credit card statement
- Paying a credit card
- Setting up asset accounts
- Setting up fixed asset accounts
- Purchasing a fixed asset without a loan
- Tracking a loan with a long-term liability account
- Purchasing a fixed asset with a loan
- Recording a payment on a loan

Session 3:

- Running reports in QB from the report centre
- How to customize reports including filtering, adding columns, and changing the report title
- Process reports in batches
- Saving reports as a pdf
- How to export a report a Microsoft excel
- Multiple graph types in QB and how to customize these