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QuickBooks Training Class
Daily Processing

Accounting ♦ Business ♦ Solutions

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Gain an in-depth understanding of the best practices for successfully entering your daily activity. The learning objective will be how to use QuickBooks to support your routine business processes and manage your vital information. This class will focus on general ledger, vendor & customer transactions and a basic introduction to the interaction with inventory. FREE Accounting System Guide included with this class. Get on the right track and remember to bring your questions!

QuickBooks Level 2 Intermediate

General Ledger
- Debits vs Credits
- General Journal Entries
- Recurring Journal Entries
- General Journal Icons
- Financial Statements
- Changing Accounting Periods
- Reopening Accounting Periods

Vendor & Purchases
- Purchase Orders
- Receive Inventory
- Enter Bills
- Waiting on Bill
- Pay Single Bills
- Pay Multiple Bills
- Partial Payments
- Credit and Returns
- Void Checks
- Vendor Reports

Inventory Activities
- Tracking Balances
- Inventory Adjustments
- Build Assemblies / Groups
- Inventory Reports
- Subject to Commission
- Selling Prices

Customers & Sales
- Quotes
- New Sales Orders / Convert Quotes
- New Sales Invoices / Convert Quotes
- Receive Payments
- Credits and Returns
- Customer Reports
- Tracking Prospects

Monthly
- Month End Reconciliation
- Reports Basic Customization
- Forms Basic Customization

Questions and Answers

Payment in full is required for registration. You will receive confirmation for your requested class date once available space is confirmed as classes do fill up. DO NOT make travel arrangements until you have received confirmation from JCS. JCS is not responsible for any such expenses. Level 1 or experienced product knowledge is required. Basic Bookkeeping skills will be included in this class. This class is taught by a Master certified trainer. Each class is a maximum of 6 students. CPE accredited and will include a certificate of completion. Course cancellation must be received in writing 5 days prior to course date. Refunds are subject to a $50 administrative fee. The class may be rescheduled with no administrative fee..

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