

QuickBooks Training Houston - Hands on QuickBooks Classes in Houston, Texas Call 713-777-7664

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QuickBooks® - Keep Going With QuickBooks - Training Classes in Houston Call 713-777-7664

This is a Hands-on, Instructor-led, QuickBooks Premier Training Class in Houston - Students also receive a step-by-step training manual with exercise link.

Please note QuickBooks software interface looks very similar in® many versions

QuickBooks® Level 2: Keep Going With QuickBooks

Course content®

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® ® Lesson 1: Memorizing Transactions

Topic 1A: Entering a New Memorized Transaction

Topic 1B: Editing a Memorized Transaction

Topic 1C: Deleting a Memorized Transaction

Topic 1D: Grouping Memorized Transactions

Topic 1E: Using a Memorized Transaction

Topic 1F: Printing the Memorized Transaction List

Lesson 2: Customizing Forms

Topic 2A: Creating a Custom Template

Topic 2B: Modifying a Template

Topic 2C: Printing Forms

Lesson 3: Using Other QuickBooks Accounts

Topic 3A: Other QuickBooks Account Types

Topic 3B: Working with Credit Card Transactions

Topic 3C: Working with Fixed Assets

Topic 3D: Working with Long-Term Liability Accounts

Topic 3E: Using the Loan Manager

Lesson 4: Creating Reports

Topic 4A: Creating QuickReports

Topic 4B: Modifying QuickReports

Topic 4C: Memorizing QuickReports

Topic 4D: Running Preset Reports

Topic 4E: Modifying Preset Reports

Topic 4F: Exporting Reports to Microsoft Excel

Topic 4G: Printing Reports

Lesson 5: Creating Graphs

Topic 5A: Creating QuickInsight Graphs

Topic 5B: Using QuickZoom with Graphs

Topic 5C: Working with the Sales Graph

Topic 5D: Customizing Graphs

Topic 5E: Printing Graphs

Lesson 6: Tracking and Paying Sales Tax

Topic 6A: Using Sales Tax in QuickBooks

Topic 6B: Setting Up Tax Rates and Agencies

Topic 6C: Indicating Who and What Gets Taxed

Topic 6D: Applying Tax to Each Sale

Topic 6E: Determining What You Owe

Topic 6F: Paying Your Tax Agencies

Lesson 7: Preparing Payroll with QuickBooks

Topic 7A: Using Payroll Tracking

Topic 7B: Setting Up for Payroll

Topic 7C: Setting Up Employee Payroll Information

Topic 7D: Writing a Payroll Check

Topic 7E: Printing Paycheck Stubs

Topic 7F: Tracking Your Tax Liabilities

Topic 7G: Paying Payroll Taxes

Appendix A: Using Online Banking

Setting Up an Internet Connection

Activating Online Services

Viewing, Downloading, and Matching Online Transactions

Creating Online Payments

Transferring Funds Online

Canceling Online Payments

Sending E-mail to Your Financial Institution

Appendix B: Sharing Files with an Accountant

Saving an Accountant's Copy

Importing an Accountant's Changes

Removing an Accountant's Copy Restrictions

Using the an Accountant's Copy File Transfer Service

Appendix C: Estimating, Time Tracking, and Job Costing

Creating Job Estimates

Creating an Invoice from an Estimate

Displaying Reports for Estimates

Updating the Job Status

Tracking Time

Displaying Reports for Time Tracking

Tracking Vehicle Mileage

Displaying Vehicle Mileage Reports

Displaying Other Job Reports

Appendix D: Writing Letters

Using the Letters and Envelopes Wizard

Customizing Letter Templates