

**QuickBooks Desktop Accountant
Level 2(Advanced)
Course Outline**

Advanced Topics

- Working with price levels
- World currency-exchange rate
- Dealing with different currencies for vendors and customers.
- Classes and class tracking feature.
- Setting up multiple users for QB and setting permissions.
- Switching the company file between multiple user and single user mode
- Accountant's copy from QB.
- Petty cash
- Progressive invoicing.
- Time billing, Time slips and mileage reimbursing.
- Time tracking and payment to employees.
- Year-end closing procedures.
- Budgeting.

Sale Taxes

- Setting up Sale taxes.
- Customer Tax, Vendor Tax, Tax codes.
- Creating sale tax items groups and codes.
- Setting up the sale tax authority.
- Reporting sale taxes.
- Preparing remittance and sale tax adjustments.
- Filing sale tax returns using QB.

Inventory

- Introduction to QB Inventory.
- Setting up and using the inventory assembly and group items.
- Setting up units and using Inventory.
- Looking at the relation between the units, purchase versus selling units.
- Creating a purchase order, receiving the inventory items and back orders.
- Creating a new purchase order and converting it to a receipt items bill.
- Applying bill and converting purchase order to bill.
- Building inventory sub-assemblies, finished goods assemblies and applying burden and additional services.

Employee Centre/Payroll

- Creating payroll item, scheduling and assigning employees.
- Creating new employee profiles & creating paycheques.
- Payroll liabilities.
- Government payroll forms, T4 slips and e-filing.

Reporting and Customizing forms

- Report centre and different types of reports.
- Customizing reports and memorized reports.
- Graphs, charts, detail and summarized reports.