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QUICKBOOKS® INTERMEDIATE

Course Description: QuickBooks® Intermediate teaches students Budgeting, Forecasting & Business Planning, Inventory, Estimates and Sales Orders, Pass-Throughs, Payroll, Time Tracking, Sales Tax, Adjustments and Year-End Procedures.

Course Objective: You will utilize QuickBooks® Intermediate to create and manage accounting documents.

Course Content

Chapter 1: Inventory

- QuickBooks Tools for Tracking
- Inventory
- Tracking Inventory with QuickBooks
- Activating the Inventory Function
- Setting up Inventory Parts Items
- Setting up Group Items
- Calculating Average Cost of Inventory
- Invoicing for Inventory Items
- Purchasing Inventory
- Purchase Orders
- Entering Bills for Received Inventory
- Adjusting Inventory
- Inventory Assemblies
- Inventory Reports
- Workplace Applications

Chapter 2: Sales Tax

- Setting up Sales Tax
- Sales Tax Items
- Sales Tax Codes
- Calculating Sales Tax on Sales Forms
- QuickBooks and Your Sales Tax Return
- Advanced Sales Tax Topics

Chapter 3: Time and Billing

- Reimbursable (Billable) Expenses
- Using Two-Sided Items (Pro and above only)
- Billable Time
- Time Reports
- Tracking an Owner's or Partner's Time
- Vehicle Mileage Tracking (Pro & above)
- Multiple Pass-Through on One Invoice

Chapter 4: Payroll Setup

- Checklist for Setting up Payroll
- Activating Payroll
- Payroll Accounts
- Payroll Items
- Enabling the Data File for Payroll Processing
- The Payroll Setup Interview
- Setting up Year-to-Date Payroll Amounts
- Finishing Up The Payroll Setup Interview
- Setting Up Employee Defaults
- The Accounting Behind the Scenes — Payroll Items
- Adding Payroll Items from the Payroll Item List
- Editing Payroll Items
- Releasing Employees
- Deactivating and Reactivating Employees
- The Employee Contact List report 182

Chapter 5: Payroll Processing

- Payroll Processing Checklists
- Using the Employee Center
- Payroll Tax Tables
- Paying Employees
- Editing, Voiding, and Deleting Paychecks
- Paying Payroll Liabilities
- Creating Payroll Reports
- Preparing Payroll Taxes

Chapter 6: Estimates and Sales Orders

Creating Estimates
Sales Orders

Chapter 7: Budgeting, Forecasting, and Business Planning

Creating Budgets and Budget Reports
Creating Forecasts and Forecast Reports
Cash Flow Projector
Creating a Business Plan

Chapter 8: Adjustments and Year-End Procedures

Processing 1099s
Editing, Voiding, and Deleting Transactions
General Journal Entries
Tracking Fixed Assets
Memorized Transactions
Closing the Year
Setting the Closing Date to “Lock” Transactions

Chapter 9 Horizon Financial Planning Business Scenario

Description of Company – Horizon
Financial Planning Goals
Company Set Up
Payroll Setup
Instructions
Business Transactions
Analysis Questions