Course Title: QuickBooks - Advanced

Course Description:
Move to the expert level.

Course Prerequisite(s):
QuickBooks Intermediate or equivalent experience.

Course Objectives:

Next Class Possibilities:
Demonstrate month-end procedures and reports.

Textbook(s): OPTIONAL
QuickBooks Pro 2013: Level I
ISBN: 1-59136-478-4
Publisher: Labyrinth Learning

QuickBooks Pro 2013: Level 2
Publisher: Labyrinth Learning

Lesson Plan – by week or session
Session 1: Video Tutorials
  • Basic Accounting & Double Entry Accounting
  • Accounting Principles Defined
  • Working with Accountants (The “Accountant's Copy”)
  Working with Balance Sheet Accounts
  Creating Budgets & Forecasting
Session 2: Working with the Online Banking Center
  • Downloading & Entering Online Transactions
  • Automating Data
  Making General Journal and Adjusting Entries in QuickBooks
  Other Entries
  Year End Procedures - “Closing the Books”
Session 3: Problem Solving
  Tips, Tricks & Workarounds