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 2014: Level I with 140 day Trial Software
ISBN: 978-1-59136-688-1
Publisher: Labyrinth Learning

QuickBooks Pro 2014: Level 2
ISBN: 978-1-59136-689-8
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