

Intuit® QuickBooks® 2015: Level 2

Course Content

Lesson 1: Tracking Inventory

Topic A: Should You Track

Inventory?

Topic B: Tracking Inventory with QuickBooks

Topic C: Activating QuickBooks Inventory

Topic D: Setting Up Inventory Part Items

Topic E: Purchasing Inventory

Topic F: Invoicing for Inventory Items

Topic G: Adjusting Inventory Topic H: Using Group Items Topic I: Inventory Assemblies Topic J: Inventory Reports

Lesson 2: Billable Time and Costs

Topic A: Reimbursable (Billable) Expenses **Topic B:** Working with Billable Items

Topic C: Recording Time **Topic D:** Billable Time and Costs Reports

Lesson 3: Payroll Setup

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Lesson 4: Payroll Processing

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Lesson 5: Adjustments and Year-end Procedures

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Lesson 6: Setting Up a Company File Topic A: Choosing a Start Date Topic B: Creating a Company File in QuickBooks **Topic C:** Fine-tuning the Chart of Accounts **Topic D:** Setting Up Other QuickBooks Lists **Topic E:** Defining Account Opening Balances **Topic F:** Recording Open Transactions Topic G: Entering Year-to-Date Income and Expenses **Topic H:** Adjusting the Opening Balance for Sales Tax Payable **Topic I:** Adjusting Inventory **Topic J:** Setting Up Fixed Assets and Loans **Topic K:** Setting Up Payroll and Year-to-date Payroll Information **Topic L:** Verifying Your Trial Balance **Topic M:** Closing Opening Balance Equity **Topic N:** Setting the Closing Date **Topic O:** Creating Additional Users

Lesson 7: Company Startup Case Study Topic A: Case Study Description Topic B: Company Setup Topic C: June 2020 Transactions

Topic D: Bank Reconciliation