

# QUICKBOOKS - Level 2

Organize all your business finances in one place



This course provides hands-on instruction on how to set up QuickBooks as a system for small business. Students will become familiar with the most common tasks required, as well as the more advanced functions of the software, which will be covered in the advanced levels. Students will also learn the basics of accounting so they can understand QuickBooks better.

## PROGRAM

### What you will learn in level 2:

- **Vendor II** ; The Expenses Workflow, Entering Bills, Attaching Documents to Transactions etc etc
- **Customer II**; The sales and Income Workflow; Recording Sales Transactions, Payment References etc etc
- **Working with Sales Tax**; How quickbooks calculates Sales Tax; Turning on Quickbooks Sales Tax etc etc
- **Bank**; Transferring Money between Accounts, Reconciling Bank Accounts etc etc
- **Reports**; An Introduction to a Quickbooks Reports; Cash versus Accrual Accounting etc etc

### Date & time

The course consists of 8 sessions of 2½ hours each on **Saturdays** from 10:00 am – 12:30 pm.

This course is provided by one of our certified teachers.

## FOR WHOM

This course is designed for persons who have no prior knowledge of how to use QuickBooks and don't have any bookkeeping background.

### Course material

The course material is included in the course price.

### Certificate requirement

Participants who pass the test with a six or higher will be awarded a certificate from **InTop Professional Training & Testing**.

### Costs

**Please contact us, so we can prepare an attractive offer for ALL your training needs!**

*PAYMENT PLANS ARE AVAILABLE*

### Limited seating

To ensure students receive as much personal attention as possible, class sizes are limited to a maximum of 7 participants.

