



## CONTINUING EDUCATION

### Course Outline

# QuickBooks for Small Business Level 2

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In this course you will learn a range of advanced skills including how QuickBooks deals with inventory; how to work with balance sheets and accounts; how to run payroll; how to work with estimates and time tracking; and how to customize a variety of QuickBooks reports and forms. This course utilizes the desktop version of QuickBooks.

## Who Should Take This Course?

This course is for individuals who want to build on the basics of QuickBooks accounting software for small-to-medium-sized businesses and use more advanced features, such as payroll, automatic tasks, and customizing.

## Course Objectives

- Complete a range of physical inventory tasks, including purchase orders
- Work with balance sheet accounts and budgets
- Use QuickBooks for payroll tasks, including set-up, deductions, creating paychecks, tracking liabilities, and dealing with errors
- Working with estimates, time tracking and progress invoicing
- Customizing and integrating a range of tasks, reports and graphs in QuickBooks
- Process quarterly state and federal tax returns
- Customize your own form templates

## Course Info

- Length: 6 hours
- Format: Classroom instruction, demonstration, and hands-on training
- Prerequisite: QuickBooks for Small Business Level 1 or equivalent

## Course Content

### Dealing with Physical Inventory

- Tracking inventory in QuickBooks
- Setting up the item list
- Creating purchase orders
- Receiving items
- Selling inventory items
- Working with refunds
- Producing inventory and sales reports

### **Working with Balance Sheet Accounts and Budgets**

- Transferring funds between accounts
- Tracking petty cash
- Working with fixed assets

### **Using QuickBooks for Payroll**

- Working with employees in QuickBooks
- Working with an outside payroll service
- Setting up QuickBooks to run payroll
- Dealing with payroll deductions
- Creating paychecks
- Tracking and paying payroll liabilities
- Dealing with errors in payroll
- Dealing with 1099's and processing

### **Working with Estimates and Time Tracking**

- Using an estimate to create an invoice
- Using QuickBooks' time tracking and mileage features
- Using time tracking hours to create a paycheck
- Reporting for estimates and time tracking

### **Customizing and Integrating in QuickBooks**

- Working with customer and vendor profile lists
- Creating custom fields
- Customizing reports
- Working with additional formatting options
- Creating custom forms
- Integrating with Microsoft Office and mobile apps

## **Assessment /Evaluation**

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

## **Course Completion/Continuing Education Unit (CEU) Letter**

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session. You can [request a Course Completion/CEU letter online](#).

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).