



---

## QUICKBOOKS LEVEL II

---

<b>COURSE:</b>	<b>QuickBooks Level II</b>
<b>INSTRUCTOR:</b>	Ashton Persaud, Program Coordinator, MCT, MCSE, MCSA, QuickBooks Certified ProAdvisor
<b>REQUIRED TEXT(S):</b>	<b>None</b>
<b>RECOMMENDED TEXT(S):</b>	<b>None</b>
<b>COURSE DESCRIPTION:</b>	Students will learn to navigate the menu and navigation bar and the QuickBooks desktop interface and use QuickBooks features to record and track business financial transactions.
<b>PREREQUISITE(S):</b>	QuickBooks Level I <ul style="list-style-type: none"><li>• Create a Company<ul style="list-style-type: none"><li>○ Set up a company database</li><li>○ Create accounts with opening balances</li><li>○ Create an opening trial balance</li><li>○ Dealing with opening balance equity account<ul style="list-style-type: none"><li>▪ Dealing with aged receivable and aged payables</li></ul></li><li>○ Backup and restore company<ul style="list-style-type: none"><li>▪ Difference between portable and accountant</li></ul></li><li>○ Open QuickBooks with an existing company</li></ul></li></ul>



**Assignment: Create a company and setup the trial balance**

- Record and manage Fixed Assets
- Merge duplicate accounts
- Setup users and security
- Creating an additional tax item
- Memorized Transactions

**Assignment: Record Fixed Assets, merge duplicate accounts**

- Create and customized reports
  - Balance Sheet
    - Detailed and Summary
  - Income Statement by expense
    - Detailed and Summary
  - Cash Flow and Inventory
  - Journal entries, Adjusting Journal Entries
  - Memorized
  - Export a report into Microsoft Excel
  - Inventory Valuation Sheet
  - Banking
    - Previous reconciliation
    - Present Reconciliation
  - Sales
  - Lists
    - Terms
    - Items
    - Accounts
    - Customers
    - Employees
  - Job and Mileage
  - Purchases
  - Transaction Journal



### **Assignment: Customized Reports**

- Create a Budget and Forecast
  
- Employee and Payroll
  - T4
  - ROE
  - Review and submit Payroll Deductions to CRA File  
GST /HS