

## QuickBooks Premier 2008 - Advanced

### *Description:*

QuickBooks Premier 2008 Advanced covers report topics such as Accrual vs. Cash, Credit cards, Handwritten checks, Downloading bank transactions, Online bank statements, Audit trail, Security, Closing date, using reports to help you understand your business, QuickReports, Customizing preset reports, Saving report settings, Print reports and more. Additional topics covered include Tracking and paying sales tax, Bank Reconciliation, Tracking Credit card transactions, Payroll, Customize Invoices, Voided checks, Equity, Backing up QuickBooks data and more.

### *Schedule:*

QuickBooks Premier Advanced is a one day course. Class runs from 8:30 AM to approximately 4:30 PM, with an hour off for lunch.

### *Prerequisite:*

Have basic Windows skills and QuickBooks Introduction course and/or Instructor approval based on your existing skills.

### *Instructor:*

We use Rick Yale who is a very knowledgeable instructor to teach QuickBooks.



### *Topics Covered:*

#### **Reports – Issues and Answers**

- Accrual vs. Cash Basis
- Credit Cards
- Hand Written Checks
- Download bank transactions
- Checking Online Bank Statement
- Audit Trail
- Security – User Setup
- Closing Date

#### **Report Preparation**

- Reports help you understand your business
- Creating QuickReports
- Creating and customizing preset reports
- Saving report settings
- Printing reports



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## 7 at 5:00 – Admin “Must Print” daily reports

- Balance Sheet Previous Year Compare
- Profit & Loss Previous Year Compare
- Today’s Audit Trail
- Today’s Check Detail
- Deposit Detail
- A/R Aging Report
- A/P Aging Report

## Tracking and paying sales tax

- Overview of sales tax in QuickBooks
- Setting up your tax rates and agencies
- Applying tax to each sale
- Determining what you owe
- Paying your tax agencies

## Bank Reconciliation – Functional Review

## Tracking Credit Card Transactions

## Payroll Q&A with QuickBooks 2007

- Overview of payroll tracking
- Writing a paycheck
- Tracking your tax liabilities
- Paying your federal taxes
- Paying payroll taxes

## Customizing Invoices

## Voiding a Check in a closed period

## Equity – The Mystery Revealed

- Opening Balance Equity
- Owner Investments
- Partners
- Distributions and Draws

## Backing up in QuickBooks

- Backup Copy
- Accountant Copy
- Portable Copy

## Wrap it up

- QuickTrain Flyers
- Compare QuickBooks Products
- Notes & Questions