



INVEST IN YOURSELF NOW! COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL

QUICKBOOKS PRO: Level 1 or Level 2

QUICKBOOKS PRO LEVEL 1

Course No. CO359

Date: Wed. May 19

Time: 9 am – 4 pm

Location: Springhouse Computers/Exton

Fee: \$195

Course Outline

Lesson 1: Getting Started

Using the Navigator List, Using QuickBooks Pages, Working with the Menu Bar and Icon Bar, Setting up QuickBooks on a Network, Common Business Terms

Lesson 2: Setting Up a Company

Creating a QuickBooks Company, Using the Chart of Accounts, Entering Account Opening Balances

Lesson 3: Working with Lists

Creating Company Lists, Working with the Customer:Job List, Working with the Employee List, Working with the Vendor List, Customized Fields

Lesson 4: Setting up Inventory

Entering Products into Inventory, Ordering Products, Receiving, Paying for, Adjusting Inventory

Lesson 5: Selling Your Products

Creating Invoices, Making Cash Sales

Lesson 6: Invoicing for Services

Setting Up a Service Item and invoice; Entering Statement Charges, Creating Billing Statements

Lesson 7: Payment Processing

Receiving Payments for Invoices, Making Deposits, Printing Statements

Lesson 8: Working with Bank Accounts

Writing a QuickBooks Check, Using Bank Account Registers, Entering a Handwritten Check, Transferring Funds and Reconciling Accounts

Lesson 9: Entering and Paying Bills

QUICKBOOKS PRO LEVEL 2

Course No. CO360

Date: Fri. April 30

Time: 9 am – 4 pm

Location: Springhouse Computers/Exton

Fee: \$195

Course Outline

Lesson 1: Customizing Forms

Customizing an Invoice, Modifying a Purchase Order Template, Printing Invoices

Lesson 2: Using QuickBooks' Other Accounts

QuickBooks' Other Account Types, Tracking Credit Card Transactions, Working with Asset Accounts, Working with Liability Accounts, Understanding Equity Accounts

Lesson 3: Creating Reports

Creating QuickReports, Modifying QuickBooks, Memorizing QuickReports, Running Preset Reports, Modifying Preset Reports, Memorizing Report Settings, Exporting a Report to Microsoft Excel, Printing Reports

Lesson 4: Creating Graphs

Creating QuickInsight Graphs, Creating a New Graph, Using QuickZoom with Graphs, Working with the Sales Graph, Customizing Graphs, Printing Graphs

Lesson 5: Tracking and Paying Sales Tax

Using Sales Tax in QuickBooks, Setting Up Tax Rates and Agencies, Determining What You Owe, Paying Your Tax Agencies

Lesson 6: Doing Payroll with QuickBooks

Using Payroll Tracking, Setting Up for Payroll, Setting Up Employee Payroll Information, Writing a Payroll Check, Printing Paycheck Stubs, Tracking Your Tax Liabilities, Paying Payroll Taxes, Printing Forms 940 and 941

Note: As a Priority Partner with Springhouse, Chester County Night School offers this great rate on these and many other Springhouse classes ... but to qualify, you must register through Night School. Please call or visit our web site today.

REGISTER NOW! Call 610-692-1964 or sign up online: www.chestercountynightschool.org