



# Advanced QuickBooks Desktop Training

## Building on our Introduction to QuickBooks Seminar

**\$195 per person – Prepayment Required**

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Our **Advanced QuickBooks Training** seminar builds on everything covered in our QuickBooks Essentials introductory seminar and covers the QuickBooks features listed below. We offer exceptional training by keeping our class size small and calling each attendee in advance to ask them if there is a problem area in which they would like us to focus. With a small number of attendees in the room, we can cover all the material, yet still take extra time to address your specific concerns.

Our QuickBooks experts, in addition to methodically working through the materials in the workbook, (yours to keep), demonstrate answers to your questions live within a QuickBooks Company file.

### 3 Main Goals of our QuickBooks Training:

- To show you outstanding features in QuickBooks you may not be taking advantage of
- To address specific attendee problem areas
- To show you simple steps to increase your efficiency, productivity and profitability.

We are business experts, not just QuickBooks experts.

Our **Advanced QuickBooks Training seminars** include:

#### • Section 1 – Reports

- Report Types
- Customize Reports
- Memorize Reports
- Report Center
- Batch Reports
  - Filter Data
- Export Data to Excel

#### • Section 2 – Payroll

- Payroll Setup
- Payroll Items
- Payroll Interview
- Employee Defaults
- Payroll Processing using SpringAhead®





- Paying Employees
  - Direct Deposit
- Employee Pay Stubs
  - Payroll Taxes

#### • Section 2 Payroll (continued)

- Payroll Liabilities
- Quarterly Payroll Tax Reporting
  - Form 941
  - Set Up E-Filing
  - W-2 and W-4
  - Payroll Reports

#### • Section 3 – Items

- Define Items
  - Add Items
  - Assemblies
- Customize Items/Invoices
  - Reports

#### • Section 4 – Inventory

- View Inventory Item
- Using Purchase Orders
  - Receive Items
- Record a Bill for a Received Item
- Receive an Item with the Bill
  - Inventory Reports
  - Adjust Inventory

## Amenities

Breakfast Snack, Light Lunch and Beverages will be available

## Location

[Berkeley College](#) - 64 East Midland Avenue - Paramus, NJ 07652 - 201-291-1111

Room 127

## Cost

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