

<b>Program Name</b>	<b>Computerized Accounting (SAGE, QuickBooks &amp; Wave)</b>
<b>Level</b>	II
<b>Pre-Requisite(s)</b>	Computerized Accounting – Level I
<b>Recommended WEI Programs To Have Completed Prior to Starting this Program</b>	N/A
<b>Total Hours</b>	40
<b>Description</b>	Computerized Accounting <b>(insert name of specific software)</b> Level II - will begin where Level I ended, taking you beyond the day-to-day uses of the <b>(insert name of specific software)</b> software, with a deeper dive into your business' financial management. It will help navigate throughout the modules and to familiarize yourself with useful shortcuts. We will look at a number of tools and resources to make your job easier.

**Learning Outcomes:**

- Review financial foundation concepts (financial statements, receipts, invoices, bookkeeping basics)
- Customize the configuration of each module: company, receivables, payables, payroll, inventory
- Demonstrate how to change taxes and customize codes
- Explain how to set up inventory
- Manage inventory by adding, combining, adjusting items
- Process journals entries involving inventory items
- Complete payroll journal entries
- Produce payroll reporting
- Create financial statements by demonstrating how to use columns, hidden items, dates, and other features
- Complete government reporting

**Standard Topics:**

- Financial foundation concepts (review)
- Configuration of modules
- Tax codes
- Inventory setup
- Adding and modifying inventory
- Payroll
- Financial statement modification
- Government forms