FLORIDA SOUTHWESTERN STATE COLLEGE
SCHOOL OF BUSINESS AND TECHNOLOGY
Department of Corporate Training

In partnership with

ed2go

Semester Start Dates:
- Contact Corporate Training

Online Course Format:
- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

For more Details:
http://www.ed2go.com/fsw/online_course/qp3/detail/Performing_Payroll_in_QuickBooks_2013.html?Course=qp3&CourseTitle=Performing_Payroll_in_QuickBooks_2013

To Register:
https://www.ed2go.com/fsw/Enrollment/Enroll.aspx?ProductId=7504

For More Class Offerings:
http://www.ed2go.com/fsw/

Performing Payroll in QuickBooks 2013 $99

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. However, by using the payroll feature in QuickBooks 2013, you can master efficient techniques for creating paychecks, paying liabilities for taxes, and generating dazzling reports quickly and easily.

You'll start by learning how to prepare for the payroll process by finding the information you need on the Internal Revenue Service website, from the details of complying with withholding requirements for taxes to the process for applying for an employer identification number.

Then you'll review all aspects of how to set up and maintain payroll information for your employees in Quickbooks. You'll learn how to track work and vacation time; produce job costing reports; generate W-2, W-3, and 1099 forms; create paychecks; and much more. And once you've mastered the basics, you'll gain troubleshooting tips and solutions to help you solve common problems and mistakes to simplify the whole payroll process. By the end of the course, you'll be ready to process payroll in QuickBooks and solve many of the problems that can pop up along the way.

Requirements:
- Internet access
- Email
- One of the following browsers:
  - Mozilla Firefox
  - Microsoft Internet Explorer (9.0 or above)
  - Google Chrome
  - Safari
- Adobe PDF plug-in (a free download obtained at Adobe.com

Intuit's QuickBooks Pro 2013 for Windows or QuickBooks Premier 2013 for Windows (software must be installed and fully operational before the course begins); Microsoft Windows 2000, XP, Vista or Version 7 or 8.

Note: The Macintosh, Simple-Start, and Online versions of QuickBooks are not supported in this course. Also, please be aware that this course covers only United States payroll procedures. Canadian (or other countries') payroll procedures are not supported in this course.