



INTRODUCTION

- 1.1. INTRODUCTION TO THE GUIDE
- 1.2. OBJECTIVES
- 1.3. TOGGLING BETWEEN QUICKBOOKS EDITIONS
- 1.4. INTEGRATING QUICKBOOKS WITH OTHER PRODUCTS
- 1.5. ABOUT THE EXERCISE FILE
- 1.6. QUICK START TIPS
- 1.7. TEACHING METHODOLOGY AND METHODS
- 1.8. INSTRUCTOR PREPARATION
- 1.9. STUDENT PREREQUISITES

LESSON 1- GETTING STARTED

- 1.1 COURSE INTRODUCTION
- 1.1. INTRODUCING QUICKBOOKS
- 1.2. GETTING AROUND IN QUICKBOOKS
- 1.3. ALL THE ACCOUNTING YOU NEED TO KNOW
- 1.4. EXITING QUICKBOOKS
- 1.5. MOVING BETWEEN COMPANY FILES

LESSON 2 - SETTING UP QUICKBOOKS

- 2.1. CREATING A QUICKBOOKS COMPANY
- 2.2. ENTERING COMPANY INFO
- 2.3. CUSTOMIZING QUICKBOOKS FOR YOUR BUSINESS
- 2.4. SETTING UP YOUR BUSINESS ACCOUNTING
- 2.5. COMPLETING COMPANY FILE SETUP
- 2.6. GETTING HELP WHILE USING QUICKBOOKS
- 2.7. CLOSING THE COMPANY FILE

LESSON 3 - WORKING WITH LISTS

- 3.1. USING QUICKBOOKS LISTS
- 3.2. EDITING THE CHART OF ACCOUNTS
- 3.3. WORKING WITH THE CUSTOMERS & JOBS LIST
- 3.4. WORKING WITH THE EMPLOYEE CENTER
- 3.5. WORKING WITH THE VENDOR CENTER
- 3.6. ADDING CUSTOM FIELDS
- 3.7. MANAGING LISTS

LESSON 4: WORKING WITH BANK ACCOUNTS

- 4.1. WRITING A QUICKBOOKS CHECK
- 4.2. USING BANK ACCOUNT REGISTERS
- 4.3. ENTERING A HANDWRITTEN CHECK
- 4.4. TRANSFERRING MONEY BETWEEN ACCOUNTS
- 4.5. RECONCILING CHECKING ACCOUNTS

LESSON 5: USING OTHER ACCOUNTS IN QUICKBOOKS

- 5.1. OTHER ACCOUNT TYPES IN QUICKBOOKS
- 5.2. TRACKING CREDIT CARD TRANSACTIONS
- 5.3. WORKING WITH ASSET ACCOUNTS
- 5.4. WORKING WITH LIABILITY ACCOUNTS
- 5.5. UNDERSTANDING EQUITY ACCOUNTS

LESSON 6: ENTERING SALES INFORMATION

- 6.1. USING SALES FORMS IN QUICKBOOKS
- 6.2. FILLING IN A SALES FORM
- 6.3. MEMORIZING A SALE
- 6.4. ENTERING A NEW SERVICE ITEM
- 6.5. USING MULTIPLE PRICE LEVELS
- 6.6. REMINDING CUSTOMERS OF OVERDUE PAYMENTS
- 6.7. PROCESSING SALES ORDERS
- 6.8. TRACKING BACKORDERS

LESSON 7: RECEIVING PAYMENTS AND MAKING DEPOSITS

- 7.1. LESSON OBJECTIVES
- 7.2. SUPPORTING MATERIALS
- 7.3. INSTRUCTOR PREPARATION
- 7.4. TO START THIS LESSON
- 7.5. RECORDING CUSTOMER PAYMENTS
- 7.6. MAKING DEPOSITS

LESSON 8: ENTERING AND PAYING BILLS

- 8.1. HANDLING BILLS IN QUICKBOOKS
- 8.2. USING QUICKBOOKS FOR ACCOUNTS PAYABLE
- 8.3. ENTERING BILLS
- 8.4. PAYING BILLS

LESSON 9: ANALYZING FINANCIAL DATA

- 9.1. REPORTS AND GRAPHS HELP YOU UNDERSTAND YOUR BUSINESS
- 9.2. CREATING QUICK REPORTS
- 9.3. CREATING AND CUSTOMIZING PRESET REPORTS
- 9.4. SAVING REPORT SETTINGS
- 9.5. PRINTING REPORTS
- 9.6. EXPORTING REPORTS TO MICROSOFT EXCEL
- 9.7. CREATING QUICK INSIGHT GRAPHS

LESSON 10: SETTING UP INVENTORY

- 10.1. TURNING ON THE INVENTORY FEATURE
- 10.2. ENTERING PRODUCTS INTO INVENTORY
- 10.3. ORDERING PRODUCTS
- 10.4. RECEIVING INVENTORY
- 10.5. ENTERING A BILL FOR INVENTORY
- 10.6. MANUALLY ADJUSTING INVENTORY
- 10.7. TRACKING FINISHED GOODS
- 10.8. USING UNITS OF MEASURE

LESSON 11: TRACKING AND PAYING SALES TAX

- 11.1. OVERVIEW OF SALES TAX IN QUICKBOOKS
- 11.2. SETTING UP YOUR TAX RATES AND AGENCIES
- 11.3. APPLYING TAX TO EACH SALE
- 11.4. DETERMINING WHAT YOU OWE
- 11.5. PAYING YOUR TAX AGENCIES

LESSON 12: DOING PAYROLL WITH QUICKBOOKS

- 12.1. OVERVIEW OF PAYROLL TRACKING
- 12.2. SETTING UP FOR PAYROLL
- 12.3. SETTING UP EMPLOYEE PAYROLL INFORMATION
- 12.4. RUNNING A PAYROLL SCHEDULE
- 12.5. TRACKING YOUR TAX LIABILITIES
- 12.6. PAYING PAYROLL TAXES

LESSON 13: ESTIMATING AND PROGRESS INVOICING

- 13.1. CREATING JOBS AND ESTIMATES
- 13.2. WRITING AN ESTIMATE
- 13.3. CREATING MULTIPLE ESTIMATES
- 13.4. CREATING AN INVOICE FROM AN ESTIMATE
- 13.5. DISPLAYING REPORTS FOR ESTIMATES
- 13.6. UPDATING JOB STATUS

LESSON 14: TRACKING TIME

- 14.1. TRACKING TIME AND MILEAGE
- 14.2. INVOICING A CUSTOMER FOR TIME AND MILEAGE
- 14.3. DISPLAYING PROJECT REPORTS FOR TIME TRACKING
- 14.4. PAYING NON-EMPLOYEES FOR TIME WORKED

LESSON 15: CUSTOMIZING FORMS & WRITING QUICKBOOKS LETTERS

- 15.1. ABOUT QUICKBOOKS FORMS
- 15.2. CUSTOMIZING INVOICES
- 15.3. DESIGNING CUSTOM LAYOUTS FOR FORMS
- 15.4. USING QUICKBOOKS LETTERS