

QuickBooks: Keep Going 2008

Tuition: \$399 / 12hours

Bookkeeping Bundle:

Enroll in Accounting Concepts, QuickBooks I and II for \$999

Prerequisite: QuickBooks Get Going 2008



Course Content

Customizing Forms

- Creating a Custom Template
- Modifying a Template
- Printing Forms

Using Other QuickBooks

Accounts

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

Creating Reports

- Creating QuickReports
- Modifying QuickReports
- Memorizing QuickReports
- Running Preset Reports
- Modifying Preset Reports
- Exporting Reports to Microsoft Excel
- Printing Reports

Creating Graphs

- Creating QuickInsight Graphs
- Using QuickZoom with Graphs
- Working with the Sales Graph
- Customizing Graphs
- Printing Graphs

Tracking and Paying Sales Tax

- Using Sales Tax in QuickBooks
- Setting Up Tax Rates and Agencies
- Indicating Who and What Gets Taxed
- Applying Tax to Each Sale
- Determining What You Owe
- Paying Your Tax Agencies

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

Estimating, Time Tracking, and Job Costing

- Creating Job Estimates
- Creating an Invoice from an Estimate
- Displaying Project Reports for Estimates
- Updating the Job Status
- Tracking Time
- Displaying Project Reports for Time Tracking
- Displaying Other Project Reports

Writing Letters

- Using the Letters and Envelopes Wizard
- Customizing Letter Templates

Synchronizing with Contact Management Software

- Categorizing Contact Names in Microsoft Outlook
- Synchronizing with Microsoft Outlook
- Changing Synchronization Settings