

Keep Going with QuickBooks® 2010 for Windows

Course Specifications

Course length: 1 day

Software: QuickBooks® Pro 2010

Delivery Method: Instructor led training

Hardware/Software Requirements

QuickBooks® Pro 2010 for Microsoft® Windows

Note: The QuickBooks Simple Start software is not recommended for use with the QuickBooks guides

Performance-Based Objectives

- Customize forms
- Use other QuickBooks accounts
- Create reports
- Create graphs
- Track and pay sales tax
- Prepare payroll with QuickBooks
- Estimate, time track, and job cost
- Write letters

Course Content

Lesson 1: Customizing Forms

Topic 1A: Creating a Custom Template

Topic 1B: Modifying a Template

Topic 1C: Printing Forms

Lesson 2: Using Other QuickBooks Accounts

Topic 2A: Other QuickBooks Account Types

Topic 2B: Working with Credit Card Transactions

Topic 2C: Working with Fixed Assets

Topic 2D: Working with Long-Term Liability Accounts

Topic 2E: Using the Loan Manager

Topic 2F: Understanding Equity Accounts

Lesson 3: Creating Reports

Topic 3A: Creating QuickReports

Topic 3B: Modifying QuickReports

Topic 3C: Memorizing QuickReports

Topic 3D: Running Preset Reports

Topic 3E: Modifying Preset Reports

Topic 3F: Exporting Reports to Microsoft Excel

Topic 3G: Printing Reports

Lesson 4: Creating Graphs

Topic 4A: Creating QuickInsight Graphs

Topic 4B: Using QuickZoom with Graphs

Topic 4C: Working with the Sales Graph

Topic 4D: Customizing Graphs

Topic 4E: Printing Graphs

Lesson 5: Tracking and Paying Sales Tax

Topic 5A: Using Sales Tax in QuickBooks

Topic 5B: Setting Up Tax Rates and Agencies

Topic 5C: Indicating Who and What Gets Taxed
Topic 5D: Applying Tax to Each Sale
Topic 5E: Determining What You Owe
Topic 5F: Paying Your Tax Agencies

Lesson 6: Preparing Payroll with QuickBooks

Topic 6A: Using Payroll Tracking
Topic 6B: Setting Up for Payroll
Topic 6C: Setting Up Employee Payroll Information
Topic 6D: Writing a Payroll Check
Topic 6E: Printing Paycheck Stubs
Topic 6F: Tracking Your Tax Liabilities
Topic 6G: Paying Payroll Taxes
Topic 6H: Printing Forms 940 and 941

Appendix A: Estimating, Time Tracking, and Job Costing

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

Appendix B: Writing Letters

Using the Letters and Envelopes Wizard
Customizing Letter Templates