

# Keep Going with QuickBooks 2007 for Windows

1 day

## Description

This course teaches students how to customize forms and track credit card transactions. Students will also learn how to create and modify reports and graphs, track and pay sales tax, and track payroll information. In addition, they will use QuickBooks to track status of a job and generate reports. Finally, students will use QuickBooks to write letters and synchronize QuickBooks with other contact management software.

## Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Get Going with QuickBooks 2007 for Windows*

## Course Outline

### **Lesson 1: Getting Started**

Topic 1A: Starting QuickBooks  
Topic 1B: Identifying Components of the QuickBooks Operating Environment  
Topic 1C: Opening QuickBooks Centers  
Topic 1D: Opening Other QuickBooks Windows  
Topic 1E: Identifying Common Business Terms  
Topic 1F: Setting Up QuickBooks in Multi-User Mode  
Topic 1G: Exiting QuickBooks

### **Lesson 1: Customizing Forms**

Topic 1A: Create a Custom Template  
Topic 1B: Modify a Template  
Topic 1C: Print an Invoice

### **Lesson 2: Using QuickBooks Accounts**

Topic 2A: Track Credit Card Transactions  
Topic 2B: Work with Asset Accounts  
Topic 2C: Work with Liability Accounts  
Topic 2D: Understand Equity Accounts

### **Lesson 3: Creating Reports**

Topic 3A: Create QuickReports  
Topic 3B: Modify QuickReports  
Topic 3C: Memorize QuickReports  
Topic 3D: Run Preset Reports  
Topic 3E: Modify Preset Reports  
Topic 3F: Export Reports to Microsoft Excel  
Topic 3G: Print Reports

### **Lesson 4: Creating Graphs**

Topic 4A: Create QuickInsight Graphs  
Topic 4B: Customize Graphs  
Topic 4C: Print Graphs

### **Lesson 5: Tracking and Paying Sales Tax**

Topic 5A: Use Sales Tax in QuickBooks  
Topic 5B: Set Up Tax Rates and Agencies  
Topic 5C: Determine the Sales Tax Liability  
Topic 5D: Pay the Tax Agencies

### **Lesson 6: Doing Payroll with QuickBooks**

Topic 6A: Use Payroll Tracking  
Topic 6B: Set Up for Payroll  
Topic 6C: Set Up Employee Payroll Information  
Topic 6D: Write a Payroll Check  
Topic 6E: Track Tax Liabilities  
Topic 6F: Pay Payroll Taxes

### **Lesson 7: Keeping Track of the Job**

Topic 7A: Create Job Estimates  
Topic 7B: Work with Estimates  
Topic 7C: Track the Time

### **Lesson 8: Writing Letters**

Topic 8A: Use the Letters and Envelopes Wizard

### **Lesson 9: Synchronizing with Contact Management Software**

Topic 9A: Categorize Contact Names in Microsoft Outlook  
Topic 9B: Synchronizing with Microsoft Outlook