



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
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QuickBooks 2010 for Windows: Advanced

IN-QB-ADV-EK Rev 04.10

1 day

Description

You will examine how to use the advanced features in QuickBooks to create estimates, convert estimates into invoices, process sales tax and payroll, generate reports, review client data, and work with other applications.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *QuickBooks 2010 for Windows: Introduction*

Course Outline

Lesson 1: Creating Estimates

Topic 1A: Prepare an Estimate
Topic 1B: Convert an Estimate into an Invoice
Topic 1C: Customize an Invoice

Lesson 2: Recording Business Assets and Liabilities

Topic 2A: Examine the Online Banking Features
Topic 2B: Record Credit Card Charges
Topic 2C: Record Depreciation on Fixed Assets
Topic 2D: Record and Calculate Loan Accounts

Lesson 3: Processing Sales Tax

Topic 3A: Set Up Sales Tax Items
Topic 3B: Identify Taxable Items
Topic 3C: Apply Sales Tax to Product Sales
Topic 3D: Pay Sales Tax

Lesson 4: Creating and Modifying Reports

Topic 4A: Create and Modify a QuickReport
Topic 4B: View Preset Reports
Topic 4C: Display and Customize a Graph

Lesson 5: Processing Payroll Manually

Topic 5A: Set Up QuickBooks Payroll
Topic 5B: Add Employee Payroll Information
Topic 5C: Process Payroll
Topic 5D: Make Payroll Tax Payments
Topic 5E: Track Time

Lesson 6: Examining Accuracy of Data

Topic 6A: Create a User Profile for an External Accountant
Topic 6B: Find and Fix Errors

Lesson 7: Integrating Other Applications with QuickBooks

Topic 7A: Compose and Send Letters to Customers
Topic 7B: Synchronize QuickBooks Data with Microsoft Outlook
Topic 7C: Export Reports to Microsoft Excel



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