

QuickBooks 2015 - Keep Going with QuickBooks

Course Length: 2 days

Course Outline

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| Memorizing Transactions | <ul style="list-style-type: none">• Entering a New Memorized Transaction• Editing a Memorized Transaction• Deleting a Memorized Transaction• Grouping Memorized Transactions• Using a Memorized Transaction• Printing the Memorized Transaction List |
| Customizing Forms | <ul style="list-style-type: none">• Creating a Custom Template• Modifying a Template• Printing Forms |
| Using Other QuickBooks Accounts | <ul style="list-style-type: none">• Other QuickBooks Account Types• Working with Credit Card Transactions• Working with Fixed Assets• Working with Long-Term Liability Accounts• Using the Loan Manager |
| Creating Reports | <ul style="list-style-type: none">• Working with QuickReports• Working with Preset Reports• Sharing Reports• Exporting Reports to Microsoft Excel• Printing Reports |
| Creating Graphs | <ul style="list-style-type: none">• Creating QuickInsight Graphs• Using QuickZoom with Graphs• Working with the Sales Graph• Customizing Graphs• Printing Graphs |
| Tracking and Paying Sales Tax | <ul style="list-style-type: none">• 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 |

Preparing Payroll with QuickBooks

- Using Payroll Tracking
- Setting Up for Payroll
- Setting Up Employee Payroll Information
- Setting Up a Payroll Schedule
- Writing a Payroll Check
- Printing Paycheck Stubs
- Tracking Your Tax Liabilities
- Paying Payroll Taxes
- Preparing Payroll Tax Forms

Using Online Banking

- Setting Up an Internet Connection
- Setting Up Bank Feeds for Accounts
- Viewing, Downloading, and Adding Online Transactions
- Creating Online Payments
- Transferring Funds Online
- Canceling Online Payments

Managing Company Files

- Using QuickBooks in Multi-User Mode
- Setting Up Users and Passwords
- Setting a Closing Date
- Sharing Files with an Accountant
- Updating QuickBooks
- Backing Up and Restoring a Company File
- Condensing a Company File

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

Writing Letters

- Using the Letters and Envelopes Wizard
- Customizing Letter Templates