



## **QuickBooks 2007 Advanced**

### **1.0 Customizing QuickBooks Forms**

- 1.1 Creating Invoice Templates and Logos
- 1.2 Modifying Templates
- 1.3 Printing Invoices
- 1.4 Emailing Invoices

### **2.0 Working with Various QuickBooks Accounts**

- 2.1 Tracking Credit Card Transactions
- 2.2 Working with Asset Accounts
- 2.3 Working with Liability Accounts
- 2.4 Exploring Equity Accounts

### **3.0 Creating Reports**

- 3.1 Creating QuickReports
- 3.2 Modifying QuickReports
- 3.3 Launching QuickBook's Preset Reports
- 3.4 Modifying Existing Preset Reports
- 3.5 Exporting Reports to Excel spreadsheets
- 3.6 Printing Reports

### **4.0 Creating and Using Graphs**

- 4.1 Creating QuickInsight Graphs
- 4.2 Customizing Your QuickBooks Graphs
- 4.3 Printing Your Graphs
- 4.4 Creating QuickInsight Graphs

### **5.0 Dealing with Sales Tax: How to Track and Pay Sales Tax**

- 5.1 Working with Sales Tax in QuickBooks
- 5.2 Setting up Tax Rates and Tax Agencies
- 5.3 Creating a Taxable Invoice
- 5.4 Determining Your Sales Tax Liability
- 5.5 Paying Various Tax Agencies

### **6.0 Using QuickBooks for Payroll**

- 6.1 Using QuickBooks for Payroll

### **7.0 Tracking Jobs**

- 7.1 Creating Job Estimates
- 7.2 Working with Job Estimates
- 7.3 Using Weekly Timesheet
- 7.4 Creating Customer Invoice from Time Tracking

### **8.0 Writing Letters in QuickBooks**

- 8.1 Creating a Customer Letter

### **9.0 Synchronizing QuickBooks Data with Contact Management Software**

- 9.1 Categorizing Contact Names in MS Outlook
- 9.2 Synchronizing with MS Outlook