



QuickBooks 2009 Advanced

1.0 Managing Invoices

- 1.1 Creating a Customer Invoice from Time Tracking
- 1.2 Creating Invoice Templates
- 1.3 Modifying Templates
- 1.4 Emailing Invoices
- 1.5 Printing Invoices

2.0 Working with Taxes

- 2.1 Setting up Tax Rates and Agencies
- 2.2 Managing Sales Tax
- 2.3 Determining Sales Tax Liability
- 2.4 Paying Sales Tax
- 2.5 Creating a Taxable Invoice

3.0 Estimating

- 3.1 Creating Job Estimates
- 3.2 Working with Estimates

4.0 Managing Payroll

- 4.1 Reviewing Payroll Preferences
- 4.2 Setting Up Employee for Salary, Temp or 1099
- 4.3 Setting Up Payroll Information
- 4.4 Setting Up Payroll Deductions
- 4.5 Recording the Entries
- 4.6 Setting Up 1099 Preferences
- 4.7 Reviewing QuickBooks Payroll Services (online)
- 4.8 Managing Weekly Timesheets
- 4.9 Tracking Billable and Nonbillable Time

5.0 Managing Graphs

- 5.1 Creating QuickInsight Graphs
- 5.2 Customizing Graphs
- 5.3 Printing Graphs

6.0 Microsoft Office Integration

- 6.1 Creating a Customer Letter
- 6.2 Categorizing Contacts in MS Outlook
- 6.3 Synchronizing with MS Outlook

7.0 Managing Reports

- 7.1 Launching Preset Reports
- 7.2 Modifying Preset Reports
- 7.3 Creating QuickReports
- 7.4 Modifying QuickReports
- 7.5 Exporting Reports
- 7.6 Printing Reports

8.0 Managing Accounts

- 8.1 Working with Asset Accounts
- 8.2 Working with Liability Accounts
- 8.3 Working with Equity Accounts
- 8.4 Tracking Credit Card Transactions