



COMPLETE COMPUTING, INC.

Intuit Quickbooks 2010

Course Length: 2 days

Student prerequisites

No knowledge of finances or accounting is needed to use QuickBooks. Students should, however, have a basic knowledge of the computer operating system and know how to move files around, create folders or directories, copy files to and from disks, and run applications.

Objectives

After completing the *QuickBooks Learning Guide*, you should be able to:

- Create a new QuickBooks company.
- Modify the preset chart of accounts to suit your needs.
- Add information to company lists, or edit information in company lists.
- Open and use registers for any QuickBooks balance sheet accounts.
- Reconcile a QuickBooks checking account.
- Track credit card transactions.
- Invoice customers.
- Create sales orders.
- Generate customer statements.
- Receive payments from customers and make bank deposits.
- Write QuickBooks checks and assign amounts to specific expense accounts.
- Work with asset and liability accounts in QuickBooks.
- Enter bills into QuickBooks accounts payable.
- Pay bills.
- Create and customize QuickBooks reports and graphs.
- Save reports and forms as Portable Document Format (PDF) files.
- Export QuickBooks reports to Microsoft® Excel.
- Set up inventory and build finished goods.
- Convert units of measure.
- Track and pay sales tax.
- Understand QuickBooks payroll features.
- Create estimates and do progress invoicing.
- Track time and mileage.
- Pay nonemployees for time worked.
- Customize QuickBooks sales forms.
- Write letters in Microsoft® Word using QuickBooks data.

Outline



COMPLETE COMPUTING, INC.

Introduction

Introduction to the guide 2
Objectives 2
Toggling between QuickBooks editions 3
Integrating QuickBooks with other products 5
Using QuickBooks Pro Student Trial Edition 5
About the exercise file 6
QuickStart Tips 7
Teaching methodology and methods 7
Instructor preparation 8
Student prerequisites 8

Lesson 1: Getting started 9

Lesson objectives 11
Supporting materials 11
Instructor preparation 11
Course introduction 11
Introducing QuickBooks 12
Getting around in QuickBooks 15
All the accounting you need to know 27
Getting help while using QuickBooks 32
Exiting QuickBooks 35
Moving between company files 35

Lesson 2: Setting up QuickBooks 37

Lesson objectives 38
Supporting materials 38
Instructor preparation 38
Creating a QuickBooks company 38
Entering company info 40
Customizing QuickBooks for your business 45
Setting up your business accounting 52
Completing company file setup 58
Closing the company file 68

Lesson 3: Working with lists 69

Lesson objectives 70
Supporting materials 70
Instructor preparation 70
To start this lesson 71
Using QuickBooks lists 71
Editing the chart of accounts 72
Working with the Customers & Jobs list 76
Working with the Employee Center 83
Working with the Vendor Center 87
Adding custom fields 91
Managing lists 97

Lesson 4: Working with bank accounts 113

Lesson objectives 114
Supporting materials 114



COMPLETE COMPUTING, INC.

Instructor preparation 114
To start this lesson 114
Writing a QuickBooks check 115
Using bank account registers 119
Entering a handwritten check 122
Transferring money between accounts 124
Reconciling checking accounts 126

Lesson 5: Using other accounts in QuickBooks 133

Lesson objectives 134
Supporting materials 134
Instructor preparation 134
To start this lesson 134
Other account types in QuickBooks 135
Tracking credit card transactions 135
Working with asset accounts 144
Working with liability accounts 152
Understanding equity accounts 160

Lesson 6: Entering sales information 161

Lesson objectives 162
Supporting materials 162
Instructor preparation 162
To start this lesson 163
Using sales forms in QuickBooks 163
Filling in a sales form 168
Memorizing a sale 172
Entering a new service item 174
Using multiple price levels 177
Reminding customers of overdue payments 183
Processing sales orders 188
Tracking backorders 190

Lesson 7: Receiving payments and making deposits 199

Lesson objectives 200
Supporting materials 200
Instructor preparation 200
To start this lesson 200
Recording customer payments 201
Making deposits 213

Lesson 8: Entering and paying bills 221

Lesson objectives 222
Supporting materials 222
Instructor preparation 222
To start this lesson 222
Handling bills in QuickBooks 223
Using QuickBooks for accounts payable 223
Entering bills 225
Paying bills 228



COMPLETE COMPUTING, INC.

Lesson 9: Analyzing financial data 237

Lesson objectives 238
Supporting materials 238
Instructor preparation 238
To start this lesson 238
Reports and graphs help you understand your business 239
Creating QuickReports 240
Creating and customizing preset reports 246
Saving report settings 256
Printing reports 259
Exporting reports to Microsoft Excel 261
Creating QuickInsight graphs 268

Lesson 10: Setting up inventory 277

Lesson objectives 278
Supporting materials 278
Instructor preparation 278
To start this lesson 279
Turning on the inventory feature 279
Entering products into inventory 280
Ordering products 283
Receiving inventory 287
Entering a bill for inventory 289
Manually adjusting inventory 291
Tracking finished goods 294
Using units of measure 305

Lesson 11: Tracking and paying sales tax 319

Lesson objectives 320
Supporting materials 320
Instructor preparation 320
To start this lesson 321
Overview of sales tax in QuickBooks 322
Setting up your tax rates and agencies 323
Applying tax to each sale 329
Determining what you owe 332
Paying your tax agencies 335

Lesson 12: Doing payroll with QuickBooks 337

Lesson objectives 338
Supporting materials 338
Instructor preparation 338
To start this lesson 338
Overview of payroll tracking 339
Setting up for payroll 341
Setting up employee payroll information 343
Running a payroll schedule 359
Tracking your tax liabilities 363
Paying payroll taxes 366

Lesson 13: Estimating and progress invoicing 373



COMPLETE COMPUTING, INC.

Lesson objectives 374
Supporting materials 374
Instructor preparation 374
To start this lesson 374
Creating jobs and estimates 375
Writing an estimate 380
Creating multiple estimates 382
Creating an invoice from an estimate 385
Displaying reports for estimates 388
Updating job status 390

Lesson 14: Tracking time 393

Lesson objectives 394
Supporting materials 394
Instructor preparation 394
To start this lesson 394
Tracking time and mileage 395
Invoicing a customer for time and mileage 401
Displaying project reports for time tracking 409
Paying nonemployees for time worked 412

Lesson 15: Customizing forms & writing QuickBooks Letters 419

Lesson objectives 420
Supporting materials 420
Instructor preparation 420
To start this lesson 420
About QuickBooks forms 421
Customizing invoices 421
Designing custom layouts for forms 430
Customizing the design for all your forms 439
Using QuickBooks Letters 440