

TOTAL TRAINING™

Mastering Intuit® QuickBooks® Pro® 2009

QUICK REFERENCE GUIDE

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|-----|-------------------------------------|-------|-----|---|-------|
| C1 | QUICKBOOKS OVERVIEW | 12:49 | C11 | SALES ADJUSTMENTS & STATEMENTS | 26:37 |
| 1 | QuickBooks Versions | | 1 | Adjusting for Credits & Returns | |
| 2 | Tour of the Interface | | 2 | Creating Credit Memos | |
| C2 | THE COMPANY FILE | 24:38 | 3 | Working with Finance Charges | |
| 1 | Opening an Existing Company | | 4 | Creating Statements | |
| 2 | Preparing to Set Up a New Company | | C12 | CUSTOM SALES FORMS | 29:59 |
| 3 | Creating a New Company File | | 1 | Customizing a Product Invoice | |
| C3 | THE CHART OF ACCOUNTS | 24:19 | 2 | Using the Layout Designer & Downloading Templates | |
| 1 | Accounting Primer | | 3 | Assigning & Managing Templates | |
| 2 | Adding New Accounts | | C13 | ACCOUNTS RECEIVABLE | 23:55 |
| 3 | Editing Accounts | | 1 | Receiving Payments | |
| 4 | Displaying & Adding Account Numbers | | 2 | Making Deposits | |
| C4 | PREFERENCES & SECURITY | 20:52 | 3 | Streamlining Payments & Deposits | |
| 1 | Customizing Preferences | | 4 | Viewing A/R Reports | |
| 2 | Security Overview | | C14 | ACCOUNTS PAYABLE | 16:24 |
| 3 | Establishing Security | | 1 | Entering Bills | |
| C5 | COMPANY LISTS | 17:24 | 2 | Paying Bills | |
| 1 | Working with Lists | | C15 | SALES TAX | 18:44 |
| 2 | Organizing Lists | | 1 | Setting Up Sales Tax | |
| C6 | IMPORTING DATA | 23:25 | 2 | Applying Sales Tax | |
| 1 | General Import Strategies | | 3 | Determining & Paying Sales Tax | |
| 2 | Installing the Conversion Tool | | C16 | MANAGING EMPLOYEE DATA | 32:37 |
| 3 | Starting the Conversion Tool | | 1 | Getting Ready for Payroll | |
| 4 | Importing from Microsoft® Excel® | | 2 | Setting Up Payroll | |
| C7 | BANK ACCOUNTS | 18:48 | 3 | Adding Employees | |
| 1 | Creating & Using Accounts | | 4 | Creating & Using Timesheets | |
| 2 | Writing Checks | | 5 | Preparing Paychecks | |
| 3 | Transferring Funds between Accounts | | 6 | Paying Payroll Liabilities | |
| C8 | SERVICES & INVENTORY | 46:27 | C17 | CREDIT CARDS | 08:24 |
| 1 | Inventory Accounts Overview | | 1 | Creating Credit Card Accounts & Entering Charges | |
| 2 | Entering Products & Services | | 2 | Reconciling & Paying Credit Card Accounts | |
| 3 | Working with the Vendor List | | C18 | OTHER ENTRIES | 16:02 |
| 4 | Ordering & Receiving Products | | 1 | Assets & Depreciation | |
| 5 | Making Inventory Adjustments | | 2 | Creating Liability & Equity Accounts | |
| 6 | Returning Items to Vendors | | C19 | ONLINE BANKING | 09:21 |
| 7 | Inventory Reports | | 1 | Setting Up for Online Access | |
| C9 | CUSTOMERS | 16:13 | 2 | Working with Online Data | |
| 1 | Adding Customers | | C20 | SHARING INFORMATION | 30:04 |
| 2 | Defining Jobs | | 1 | Writing Letters | |
| 3 | Adding Custom Fields | | 2 | Synchronizing with Microsoft® Outlook® | |
| C10 | RECORDING SALES | 29:14 | 3 | Customizing & Sharing Reports | |
| 1 | Making Cash Sales | | 4 | Working with an Accountant's Copy | |
| 2 | Using Estimates | | C21 | FINALIZING YOUR ACCOUNTING | 23:00 |
| 3 | Working with Progressive Invoicing | | 1 | End of Year Activities | |
| 4 | Sending Invoices | | 2 | Preparing Forms & Closing Periods | |
| | | | 3 | Backing Up Data | |
| | | | 4 | Cleaning Up Company Data | |
| | | | 5 | Credits | |