

QuickBooks 2003 Pro for Windows

Course Duration: 2 days

Prerequisites: Microsoft Windows and Accounting Experience

Getting Started

Starting QuickBooks
Introduction to QuickBooks
Using the Navigators List
Opening QuickBooks Pages
Using the Menu Bar
Using the Icon Bar
Setting up QuickBooks on a Network
Learning Common Business Terms
Exiting QuickBooks

Setting Up a Company

Creating a QuickBooks Company
Using the Chart of Accounts
Entering Account Opening Balances

Working with Lists

Creating Company Lists
Working with the Customer:Job List
Working with the Employee List
Working with the Vendor List
Adding Customized Fields
Managing Lists

Setting Up Inventory

Entering Products into Inventory
Ordering Products
Receiving Inventory
Paying for Inventory
Manually Adjusting Inventory

Selling Your Product

Creating Invoices
Making Cash Sales

Invoicing for Services

Setting up a Service Item
Changing the Invoice Format
Creating a Service Invoice
Entering Statement Charges
Creating Billing Statements

Processing Payments

Receiving Payments for Invoices
Making Deposits
Printing Statements

Working with Bank Accounts

Writing a QuickBooks Check
Using Bank Account Registers
Entering a Handwritten Check
Transferring Funds Between Accounts
Reconciling Checking Accounts

Entering and Paying Bills

Handling Expenses
Using QuickBooks for Accounts Payable
Entering Bills
Paying Bills

Customizing Forms

Creating a Custom Template
Modifying a Template
Printing Forms

Using Other QuickBooks

Accounts

Using Other QuickBooks Account Types
Tracking Credit Card Transactions
Working with Asset Accounts
Working with Liability Accounts
Understanding Equity Accounts

Creating Reports

Creating QuickReports
Modifying QuickReports
Memorizing QuickReports
Running Preset Reports
Modifying Preset Reports
Exporting a Report to Microsoft Excel
Printing Reports

Creating Graphs

About Quick sight Graphs
Creating a New Graph
Using QuickZoom with Graphs
Working with the Sales Graph
Customizing Graphs
Printing Graphs

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Tracking and Paying Sales Tax

Using Sales Tax in Quickbooks
Setting Up Tax Rates and Agencies
Determining What You Owe
Paying Your Tax Agencies

Doing Payroll with QuickBooks

Using Payroll Tracking
Setting Up for Payroll
Setting Up Employee Payroll Information
Writing a Payroll Check
Printing Paycheck Stubs
Tracking Your Tax Liabilities
Paying Payroll Taxes
Printing Forms 940 and 941

Using the EasyStep Interview

Using the EasyStep Interview

Using Online Banking

Setting up an Internet Connection
Activating Accounts
Reading Online Statements
Creating Online Payments
Submitting Online Payments
Transferring Funds Online
Canceling an Online Payment
Sending E-mail to your Financial Institution

Estimating, Time Tracking, Job Costing

Creating Job Estimates
Creating an Invoice from an Estimate
Displaying Project Reports for Estimates
Updating the Job Status
Tracking Time
Displaying Project Reports for Time Tracking
Displaying Other Project Reports

Writing Letters

Using the Write Letters Wizard
Designing A Letter

Synchronizing with Contact Management Software

Categorize Contact Names In Microsoft Outlook or ACT!
Synchronizing With Microsoft Outlook Or ACT!
Changing Synchronization Settings



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