

Quickbooks 2006 Professional Essentials

Interactive Instructor Based
Video Training Course

Trainer Information:

Deanna Reynolds has worked as a technical trainer for more than ten years teaching in both the corporate and technical college environments. Throughout her teaching career, Deanna has been privileged to work with students traveling many different career paths on a multitude of software programs, including the entire Microsoft Office Suite, Web Design, Desktop Publishing, and Database Development. Deanna specializes in delivering instructor-led training and writing custom courseware that helps her students quickly become power-users.

» About This Course:

This QuickBooks 2006 Essentials course has been broken down into four levels and each level contains a series of short topics. Level One is designed to help you set up your QuickBooks company file, and perform many common tasks including invoicing and reporting. Level Two is designed to cover Accounts Payable and Receivable functions as well as customizing QuickBooks 2006 to fit your business. In Level Three, you'll learn the enhanced QuickBooks features and in the final level, in addition to talking about managing inventory, you'll cover the QuickBooks payroll features.

» Quickbooks 2006 Pro Essentials: Level 1: Welcome to Quickbooks

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| 1.0 Introduction | 3.0 QuickBooks Basics |
| 1.1 Overview of QuickBooks | 3.1 Invoices |
| 1.2 Navigating Around QuickBooks | 3.2 Purchase Orders |
| 1.3 Using QuickBooks Help | 3.3 Writing Checks |
| 1.4 Creating a New QuickBooks Company | 3.4 Recording Customer Payments |
| 1.5 Converting from QuickBooks Previous Versions | 3.5 QuickBooks Reports |
| | 4.0 Recap Of Level 1 |
| 2.0 Getting to Know QuickBooks Lists and Registers | 4.1 Recap Of Level 1 |
| 2.1 Working with the Chart of Accounts | |
| 2.2 Using the Customers and Jobs List | |
| 2.3 Using the Vendors List | |
| 2.4 Using the Items List | |
| 2.5 Using Other QuickBooks Lists | |
| 2.6 Using the Check Register Features | |

» Quickbooks 2006 Pro Essentials: Level 2: Getting Down to Business

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| 1.0 Accounts Receivable/Accounts Payable | 4.0 Paying Bills |
| 1.1 Tracking Invoices and Customer Payments | 4.1 Paying Bills and Printing Checks |
| 1.2 Recording Cash Sales | 4.2 Accounting for Vendor Discounts |
| 1.3 Entering and Paying Bills | 4.3 Keeping a Record of Cash Expenditures |
| 1.4 Running Accounts Receivable and Accounts Payable Reports | 5.0 Using Credit Cards |
| | 5.1 Creating a Credit Card Account |
| | 5.2 Reconciling Your Credit Card Statement |
| 2.0 Customizing QuickBooks | 6.0 Using QuickBooks Reports |
| 2.1 Using the Preferences Window | 6.1 Generating Profit and Loss Statements |
| 2.2 Creating a QuickBooks Backup File | 6.2 Memorizing and Recalling Reports |
| 2.3 Restoring Your Data from a Backup File | 6.3 Exporting Reports to Microsoft Excel |
| 2.4 Updating QuickBooks | 6.4 Using the QuickZoom Feature |
| 2.5 Creating Custom Invoices | |
| 3.0 Customer Payments | 7.0 Recap Of Level 2 |
| 3.1 Recording Grouped Deposits | 7.1 Recap Of Level 2 |
| 3.2 Recording Credit Card Payments | |
| 3.3 Handling Customer Discounts and Down Payments | |

- 3.4 Issuing Credit Memos and Refunds
- 3.5 Assessing Finance Charges on Overdue Invoices

» Quickbooks 2006 Pro Essentials: Level 3: Enhanced Quickbooks Features

- 1.0 Password Security and Multi-User Access
 - 1.1 Using Multi-User Mode
 - 1.2 Setting Up Users and Access Levels
- 2.0 Classifying Your Transactions
 - 2.1 Using the Class List
 - 2.2 Using Classes in Transactions
 - 2.3 Using Classes for Reports
- 3.0 Automating QuickBooks
 - 3.1 Memorizing Transactions
 - 3.2 Recalling Transactions and Editing Memorized Transactions
 - 3.3 Scheduling Transactions
- 4.0 Bank Statement Reconciliation
 - 4.1 Reconciling Items Against Your Bank Statements
 - 4.2 Finalizing and Printing the Reconciliation Report
- 5.0 QuickBooks Graphs
 - 5.1 Income and Expense Graphs
 - 5.2 Net Worth and Sales Graphs
- 6.0 Recap Of Level 3
 - 6.1 Recap Of Level 3

» Quickbooks 2006 Pro Essentials: Level 4: Time, Inventory, Taxes, and Payroll

- 1.0 Time Tracking
 - 1.1 Weekly Time Sheets and Single Activity Time Cards
 - 1.2 QuickBooks Timer Program
 - 1.3 Basing Paychecks on Time Sheets
 - 1.4 Invoicing Customers for Hourly Charges Based on Time Sheet Data
- 2.0 Estimates
 - 2.1 Creating Estimates
 - 2.2 Customizing a Job Estimate Template
 - 2.3 Converting Estimates into Invoices
- 3.0 Contact and Task Management
 - 3.1 Using the To Do List
 - 3.2 Working with Customer Notes and To Do List Items
 - 3.3 Synchronizing Contacts with Microsoft Outlook
- 4.0 Managing Inventory
 - 4.1 Setting Up Inventory Tracking
 - 4.2 Working with Inventory Items
 - 4.3 Purchase Order Reports
 - 4.4 Receiving Inventory Items and Bills
 - 4.5 Inventory Adjustments
 - 4.6 Inventory Reports
- 5.0 Sales Tax Considerations
 - 5.1 Setting Up Tax Rates and Tax Codes
 - 5.2 Setting Up Customers and Items for Sales Taxes
 - 5.3 Using the Sales Tax Liability Report and Paying Sales Tax Due
 - 5.4 Preparing the Accountant's Review Copy
 - 5.5 End of Year Reports: Forms 940, 941 and W-2
- 6.0 Payroll Accounting
 - 6.1 QuickBooks Payroll Service Options
 - 6.2 The Payroll Center
 - 6.3 Working with Payroll Items
 - 6.4 Generating Paychecks
 - 6.5 How to Void Paychecks
 - 6.6 Running Payroll Reports and Analyzing Payroll Data in Microsoft Excel
- 7.0 Recap Of Level 4
 - 7.1 Recap Of Level 4
- 8.0 Course Recap
 - 8.1 Course Recap