



**Software Learning Centers**  
1645 SE. Port St. Lucie Blvd  
Port St. Lucie, Florida 34952  
PHONE: 772.337.4005 FAX: 772.337.0870



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## **Keep Going with QuickBooks® 2006 for Windows**

### **Course Specifications**

Course number: 084742

Software: QuickBooks® Pro Edition 2006 for Windows

Course length: 1 day

### **Course Description**

This course is a more advanced look at how to use QuickBooks to best meet the needs of your business. The main objective is to introduce you to more of QuickBooks's features and give you an opportunity for hands-on practice. You will learn about how to create reports and graphs and use forms and other QuickBooks accounts. You will examine how to track and pay sales tax using QuickBooks, and also how to do payroll with QuickBooks. By the time you complete the course, you will have a good idea of how an accounting software package can save time and help organize business finances.

**Course Objective:** You will examine some of the more advanced features of QuickBooks to help meet the needs of your business.

**Target Student:** This course is designed for a person with no prior knowledge of how to use QuickBooks or someone familiar with the software who wants to learn new features and functionality of this version.

**Prerequisites:** You can successfully complete this training guide without any prior software knowledge or computer experience. A basic understanding of the computer operating system you are using is recommended.

### **System Requirements**

This training guide works with the following application:

- QuickBooks® Pro Edition 2006 for Windows

You will also need Microsoft Excel®, Microsoft Word, and Microsoft Outlook® to complete certain exercises within the book.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Customize forms.
- Use other QuickBooks accounts.
- Create reports.
- Create graphs.
- Track and pay sales tax.
- Do payroll with QuickBooks.
- Estimate, time track, and job cost.
- Write letters.
- Synchronize with contact management software.

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### **Course Content**

#### **Lesson 1: Customizing Forms**

Creating a Custom Template

Modifying a Template

Printing Forms

#### **Lesson 2: Using Other QuickBooks Accounts**

Other QuickBooks Account Types

Tracking Credit Card Transactions

Working with Asset Accounts

Working with Liability Accounts

Understanding Equity Accounts

#### **Lesson 3: Creating Reports**

Creating QuickReports

Modifying QuickReports

Memorizing QuickReports

Running Preset Reports

Modifying Preset Reports

Exporting Reports to Microsoft Excel

Printing Reports

#### **Lesson 4: Creating Graphs**

Creating QuickInsight Graphs

Using QuickZoom with Graphs

Working with the Sales Graph

Customizing Graphs

Printing Graphs

#### **Lesson 5: Tracking and Paying Sales Tax**

Using Sales Tax in QuickBooks

Setting up Tax Rates and Agencies

Determining What You Owe

Paying Your Tax Agencies

#### **Lesson 6: 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

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### **Appendix A: Estimating, Time Tracking, and 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

### **Appendix B: Writing Letters**

Using the Letters and Envelopes Wizard

Customizing Letter Templates

### **Appendix C: Synchronizing with Contact Management Software**

Categorizing Contact Names in Microsoft Outlook or ACT!

Synchronizing with Microsoft Office of ACT!

Changing Synchronization Settings

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