



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



A Division of Moore Solutions inc

Keep Going with QuickBooks® 2005 for Windows

Course Specifications

Course number: 050946
Course length: 1 Day
Software: QuickBooks® Pro Edition 2005 for Windows

Course Description

This course covers features that are in QuickBooks Pro Edition 2005. First-time QuickBooks users will learn the basic features of the software. Experienced QuickBooks users will quickly learn the new features and functionality of QuickBooks 2005.

Prerequisites: You can successfully complete this course without any prior software knowledge or computer experience. A basic understanding of the computer operating system you are using and completing the course *Get Going With QuickBooks 2005* is recommended.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities.

Hardware/Software Requirements

Verify that QuickBooks 2005 software is installed on your computer. Please refer to your software installation instructions for specific hardware requirements.

Course Overview

- 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

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site www.mooresolutions.com



Software Learning Centers

1645 SE. Port St. Lucie Blvd

Port St. Lucie, Florida 34952

PHONE: 772.337.4005 FAX: 772.337.0870



Commission for
Independent Education

Florida Department of Education

A Division of Moore Solutions inc

Course Content

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 Reports to Microsoft Excel

Printing Reports

Creating Graphs

About QuickInsight Graphs

Creating a New Graph

Using QuickZoom with Graphs

Working with the Sales Graph

Customizing Graphs

Printing Graphs

Tracking and Paying Sales Tax

Using Sales Tax in QuickBooks

Setting Up Tax Rates and Agencies

Determining What You Owe

Paying Your Tax Agencies

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site www.mooresolutions.com



Software Learning Centers

1645 SE. Port St. Lucie Blvd

Port St. Lucie, Florida 34952

PHONE: 772.337.4005 FAX: 772.337.0870



Commission for
Independent Education

Florida Department of Education

A Division of Moore Solutions inc

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

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

Writing Letters

- Using the Write Letters Wizard
- Designing a Letter

Synchronizing with Contact Management Software

- Categorizing Contact Names in Microsoft Outlook or ACT!
- Synchronizing with Microsoft Outlook or ACT!
- Changing Synchronization Settings

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site www.mooresolutions.com



Software Learning Centers

1645 SE. Port St. Lucie Blvd

Port St. Lucie, Florida 34952

PHONE: 772.337.4005 FAX: 772.337.0870



Commission for
Independent Education

Florida Department of Education

A Division of Moore Solutions inc

MSi Software Learning Centers ■ MSi Networking Services ■ MSi Database Services

Divisions of Moore Solutions Inc

Visit Our Web Site [www. mooresolutions.com](http://www.mooresolutions.com)