Table of Contents

Pretace	IX	Chapter 8	
Chapter 7		Working with Balance Sheet	2/1
-	211	Accounts and Budgets	261
Managing Physical Inventory		Working with Other Current Assets	262
Tracking Inventory in QuickBooks	212	Balance Sheet Accounts	262
Should I Use QuickBooks to Track		Tracking Supplies as an Other	
My Company's Inventory?	212	Current Asset	263
Tracking Inventory Sales	213	Notes Receivable	263
Using Account Numbers in QuickBooks	213	Paying Down Other Current Assets	267
Tracking Inventory Sales	215	Memorizing Transactions	267
Dealing with Sales Tax in QuickBooks	217	Tracking Petty Cash	270
Sales Tax Items and Groups	218	End-of-Month Entry Option	270
Default Tax Rate	218	Recording Methods	272
Sales Tax Codes	218	Writing Off Uncollectable Receivables	273
Setting Up Inventory Items	221	Treating Bad Debt as a Discount	273
Two-Sided Items	221	Using a Credit Memo to Write	
Add/Edit Multiple List Entries	222	Off a Bad Debt	274
Purchase Orders	226	Treating Bad Debt as an Allowance	274
Non-Posting Accounts	226	Current Liabilities	277
Receiving Items	228	Notes Payable	278
Including Expenses on a Bill for Items	228	Sales Tax Payable	278
Discount Payment Terms	228	Fixed Assets	282
Selling Inventory Items	233	Setting Up Fixed Assets in QuickBooks	282
Batch Invoicing	234	Depreciation	283
The Shipping Manager	234	Accumulated Depreciation	283
Receiving Discounted and		Fixed Asset Items	283
Electronic Payments	239	Accountant Tool: Fixed Asset Manager	284
Electronic Customer Payments	240	Setting Up a Long Term Liability	288
Refunds	243	The QuickBooks Loan Manager	288
Credit Memos	243	Equity Accounts	292
Entering a Credit from a Vendor	244	Owner's Equity / Capital Stock	292
Inventory Reports	246	Retained Earnings	292
Physical Inventory Worksheet	247	Opening Balance Equity	293
Tracking Sales	247	Budgeting and Predicting in QuickBooks	294
QuickZoom Revisited	248	Predicting the Future Cash Flow	295
Tackle the Tasks	250	The Balance Sheet in Review	295
Self-Assessment	251	Tackle the Tasks	299
Reinforce Your Skills	252	Self-Assessment	300
Apply Your Skills	257	Reinforce Your Skills	301
Extend Your Skills	260	Apply Your Skills	306
		Extend Your Skills	309

Chapter 9	211	Chapter 10	
Using QuickBooks for Payroll	311	Job Costing, Creating Estimates, and Time Tracking	355
Setting Up QuickBooks to Run Payroll	312		
Payroll Recordkeeping in QuickBooks	313	Job Costing	356
Payroll Options	313	Job Profitability	356
Common Mistakes When Using QuickBooks		Creating an Estimate for a Job	357
for Payroll	313	Change Orders	357
Historical Amounts	313	Progress Invoicing	360
Payroll Items	314	Unearned Income	363
The Payroll Setup Interview	315	Customer Deposits	364
Payroll Item List	315	Passing on Expenses to Customers	367
Sick and Vacation Time	316	Markups	368
Workers' Compensation Insurance	317	Assessing Finance Charges and	
Working with Employees in QuickBooks	320	Producing Statements	372
The Employees List	320	The Assess Finance Charges Window	372
Employee Defaults	321	Remove a Finance Charge	373
Creating Paychecks	324	Creating Statements for Customers	373
Payroll Schedules	325	Emailing Forms and Reports	374
Passing On Billable Time to Customers	326	Combining Forms to Send	375
Tracking and Paying Payroll Liabilities	330	Customer Payment Reminders	376
The Pay Payroll Liabilities Window	330	Tracking Time and Mileage	380
Correcting Payroll Errors	333	Methods of Entering Time	381
Fixing a Paycheck	333	Batch Timesheets	381
Correcting a Payroll Liability Payment	334	Tracking Mileage	382
Payroll Forms and Reports	336	Using Time Tracking Hours for Paychecks	
W-2s and W-3s	336	and Invoices	385
940 and 941	336	Invoice Using Billable Time	386
1099-MISC and 1096	336	Tracking Reports (Jobs, Time & Mileage)	388
Other Payroll Reports	336	The Jobs Reports Column Collapsing	
Outside Payroll Services	338	Feature	389
Information to Track	338	Time Tracking with TSheets	391
Entering Information from the Outside		Precision and Reduced Payroll	
Service into QuickBooks	338	Processing Time	391
Reporting on an Outside Payroll Service	339	QuickBooks Integration	392
Tackle the Tasks	345	Scheduling and GPS	392
Self-Assessment	346	Tackle the Tasks	393
Reinforce Your Skills	347	Self-Assessment	394
Apply Your Skills	350	Reinforce Your Skills	395
Extend Your Skills	353	Apply Your Skills	400
		Extend Your Skills	403

Chapter 11 Customizing and Integrating in QuickBooks 405 406 Custom Fields Adding Custom Fields 406 Price Levels 408 Fixed Percentage Price Levels 409 Per Item Price Levels 409 Billing Rate Levels 411 Customizing Reports and Graphs 413 The Display Tab 413 Header and Footer Options 415 Font and Number Formatting 415 Filtering and Sorting Reports 419 Filtering 419 420 Sorting Memorizing Reports 420 Specialized Reports 421 Custom Forms 424 424 **Templates** Creating a Custom Template 424 Using Custom Fields in Forms and Reports 425 The Layout Designer Window 425 Integrating with Microsoft Office 427 Sending Letters with Word 427 Exporting QuickBooks Reports to Excel 427 Using Excel to Import Multiple List Entries into QuickBooks 429 Tackle the Tasks 432 Self-Assessment 433 Reinforce Your Skills 434 437 Apply Your Skills Extend Your Skills 440

Chapter 12 Bringing It All Together: Merchandising Project 441 442 Session 1: Lists Deliverables 444 Session 2: Transactions 444 Deliverables 446 Session 3: Wrap It Up 447 Deliverables 447 Self-Assessment Answer Key 449 Glossary 451 Index 453