

Table of Contents

<i>Preface</i>	vii	Chapter 7	
Chapter 6		Working with Balance Sheet	
Managing Physical Inventory	179	Accounts and Budgets	223
Tracking Inventory in QuickBooks	180	Working with Other Current Assets	224
<i>Should I Use QuickBooks to Track</i>		<i>Balance Sheet Accounts</i>	224
<i>My Company's Inventory?</i>	180	Paying Down the Other Current	
<i>Tracking Inventory Sales</i>	182	Asset Account	228
Setting Up the Item List	184	<i>Memorizing Transactions</i>	228
<i>Two-Sided Items</i>	184	Tracking Petty Cash	231
<i>Add/Edit Multiple List Entries</i>	185	<i>End of Month Entry Option</i>	231
Dealing with Sales Tax in QuickBooks	187	<i>Recording Methods</i>	232
<i>Sales Tax Items and Groups</i>	188	Writing Off Uncollectable Receivables	234
<i>Default Tax Rate</i>	188	<i>Treating Bad Debt as a Discount</i>	234
<i>Dealing with Multiple Sales Tax Rates</i>	188	<i>Using a Credit Memo to Write Off a</i>	
<i>Sales Tax Codes</i>	188	<i>Bad Debt</i>	235
Creating Purchase Orders	191	<i>Treating Bad Debt as an Allowance</i>	235
<i>Non-Posting Accounts</i>	191	Working with Fixed Assets	239
Receiving Items	192	<i>Setting Up Fixed Assets in QuickBooks</i>	239
<i>Two Methods of Receiving Items</i>	193	<i>Depreciation</i>	240
<i>Including Expenses on a Bill for Items</i>	193	<i>Accumulated Depreciation</i>	240
<i>Discount Payment Terms</i>	193	<i>Fixed Asset Items</i>	240
Selling Inventory Items	196	<i>Accountant Tool: Fixed Asset Manager</i>	241
<i>Selling Inventory for Cash and On Account</i>	196	Dealing with Current Liabilities	243
<i>Batch Invoicing</i>	197	<i>Sales Tax Payable</i>	243
<i>Send a Batch of Forms</i>	197	Setting Up a Long Term Liability	246
Receiving Discounted and Electronic		<i>The QuickBooks Loan Manager</i>	246
Payments	203	Working with Equity Accounts	251
<i>Working with Electronic Customer</i>		<i>Owner's Equity / Capital Stock</i>	251
<i>Payments/Wire Transfers</i>	204	<i>Retained Earnings</i>	252
<i>The Shipping Manager</i>	204	<i>Opening Balance Equity</i>	252
Working with Refunds	206	Budgeting and Predicting in QuickBooks	253
<i>Creating a Credit Memo</i>	206	<i>Budget Reports</i>	253
<i>Entering a Credit from a Vendor</i>	207	<i>Predicting the Future Cash Flow</i>	253
Producing Inventory Reports	209	Tackle the Tasks	256
<i>Tracking Sales</i>	210	Self-Assessment	257
Tackle the Tasks	212	Reinforce Your Skills	258
Self-Assessment	213	Apply Your Skills	262
Reinforce Your Skills	214	Extend Your Skills	265
Apply Your Skills	218		
Extend Your Skills	222		

Chapter 8			
Using QuickBooks for Payroll	267	Chapter 9	
Working with Employees in QuickBooks	268	Job Costing, Creating Estimates, and Time Tracking	309
<i>Managing the Employees List</i>	269	Job Costing	310
<i>Setting Employee Defaults</i>	269	<i>Job Profitability</i>	310
Working with an Outside Payroll Service	271	<i>Creating an Estimate for a Job</i>	311
<i>Information to Track</i>	271	Create a Progress Invoice	314
<i>Enter Information from the Outside Service into QuickBooks</i>	272	Unearned Income	316
Setting Up QuickBooks to Run Payroll	278	<i>Customer Deposits</i>	316
<i>Payroll Recordkeeping in QuickBooks</i>	278	Passing on Expenses to Customers	317
<i>Evaluating Payroll Options</i>	278	Assessing Finance Charges and Producing Statements	322
<i>Common Mistakes When Using QuickBooks for Payroll</i>	279	<i>The Assess Finance Charges Window</i>	323
<i>Entering Historical Amounts</i>	279	<i>Remove a Finance Charge</i>	326
Payroll Deductions	280	<i>Creating Statements for Customers</i>	326
<i>The Payroll Setup Interview</i>	280	Time Tracking and Mileage Features	328
<i>Payroll Items</i>	281	<i>Methods of Entering Time</i>	328
<i>Workers' Compensation Insurance</i>	282	<i>Batch Timesheets</i>	329
Creating Paychecks	286	<i>Tracking Mileage</i>	329
<i>Working with Payroll Schedules</i>	287	Using Time Tracking Hours for Paychecks and Invoices	332
<i>Passing On Billable Time to Customers</i>	287	Jobs, Time & Mileage Tracking Reports	335
<i>Assigning Sick or Vacation Hours</i>	287	Time Tracking with TSheets	337
Tracking and Paying Payroll Liabilities	290	<i>Precision & Reduced Payroll Processing Time</i>	337
<i>The Pay Payroll Liabilities Window</i>	291	<i>QuickBooks Integration</i>	338
Correcting Payroll Errors	293	<i>Scheduling and GPS</i>	338
<i>Fixing a Paycheck</i>	293	Tackle the Tasks	339
<i>Making Corrections to a Payroll Liability Payment</i>	294	Self-Assessment	341
Working with 1099s and Processing Payroll		Reinforce Your Skills	343
Forms and Reports	296	Apply Your Skills	348
<i>W-2s and W-3s</i>	296	Extend Your Skills	351
<i>940 and 941</i>	296		
<i>1099-MISC and 1096</i>	296		
<i>Other Payroll Reports</i>	297		
Tackle the Tasks	299		
Self-Assessment	300		
Reinforce Your Skills	301		
Apply Your Skills	304		
Extend Your Skills	308		

Chapter 10
Customizing and Integrating
in QuickBooks **353**

Working with Customer & Vendor	
Profile Lists	354
<i>Designating Sales Reps in QuickBooks</i>	355
<i>Making the Lists Work for You</i>	355
Creating Custom Fields	356
<i>Adding Custom Fields</i>	357
Setting Price Levels	359
Setting Billing Rate Levels	361
Customizing Reports and Graphs	362
<i>Display Properties</i>	362
<i>Filtering Reports</i>	363
<i>Formatting Fonts and Numbers</i>	363
Additional Report Formatting Options	366
<i>Header and Footer Options</i>	366
<i>Page Layout</i>	366
<i>Memorizing Reports</i>	366
<i>Specialized Reports</i>	367
Creating Custom Forms	371
<i>Templates</i>	371
<i>Creating a Custom Template</i>	371
<i>Using Custom Fields in Forms and Reports</i>	371
<i>The Layout Designer Window</i>	372
Integrating with Microsoft Office	374
<i>Sending Letters with Word</i>	374
<i>Exporting QuickBooks Reports to Excel</i>	374
<i>Using Excel to Import Multiple List</i>	
<i>Entries into QuickBooks</i>	378
Tackle the Tasks	380
Self-Assessment	381
Reinforce Your Skills	382
Apply Your Skills	386
Extend Your Skills	388
Self-Assessment Answer Key	389
Glossary	391
Index	393