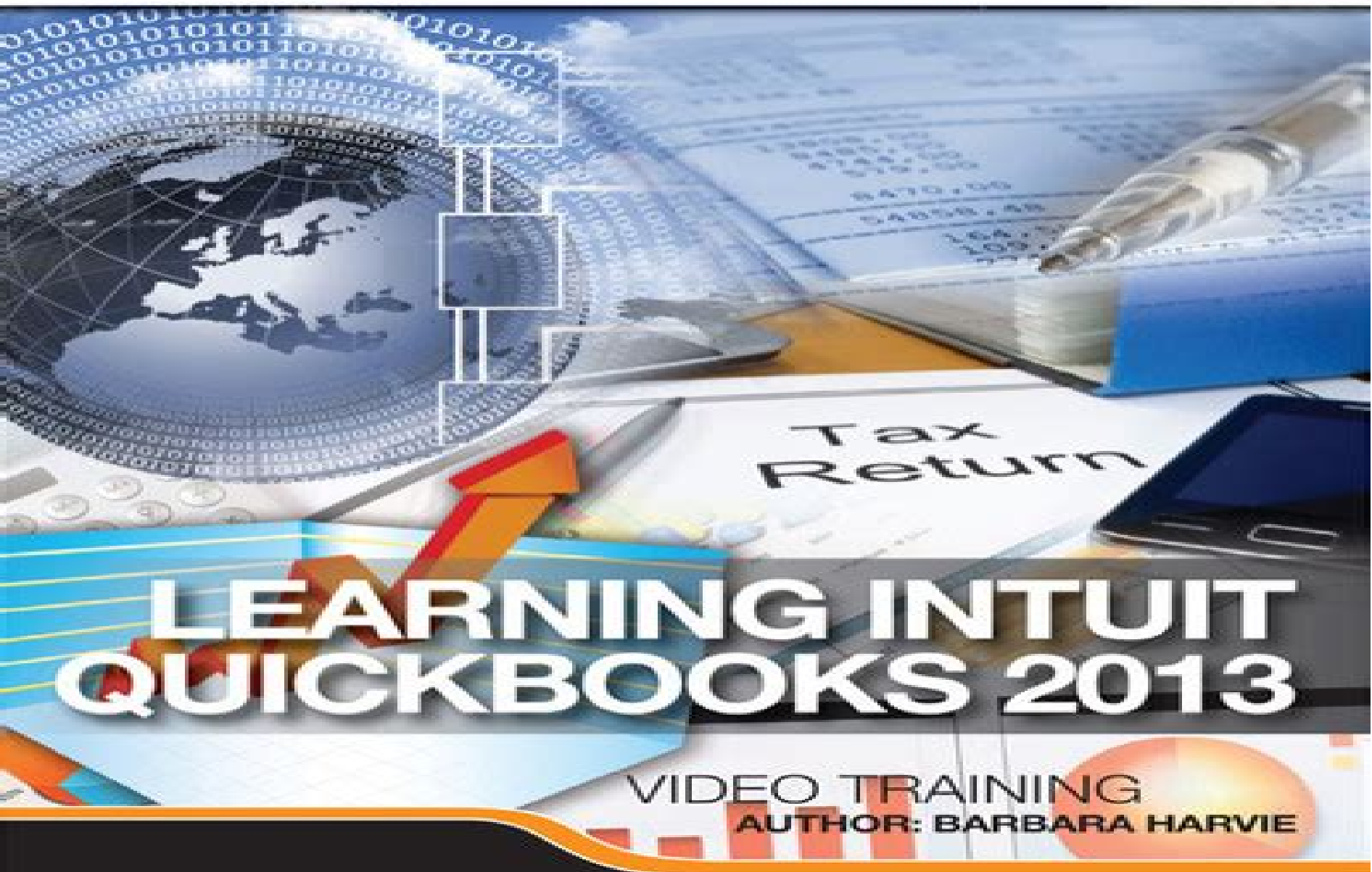




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LEARNING INTUIT QUICKBOOKS 2013

VIDEO TRAINING

AUTHOR: BARBARA HARVIE

Quickbooks Learning Guide 2013

TeachUcomp

The logo for TeachUcomp, featuring a stylized red and white circular graphic with a gradient effect, positioned to the right of the company name.

Quickbooks Learning Guide 2013:

QuickBooks 2013: The Missing Manual Bonnie Biafore, 2012-10-19 The Official Intuit Guide to QuickBooks 2013 for Windows Your bookkeeping workflow will be smoother and faster with QuickBooks 2013 for Windows and as the program's Official Guide this Missing Manual puts you firmly in control You get step by step instructions on how and when to use specific features along with basic accounting advice to guide you through the learning process The important stuff you need to know Get started Set up your accounts customers jobs and invoice items quickly Follow the money Track everything from billable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Spend less time on bookkeeping Use QuickBooks to create and reuse bills invoices sales receipts and timesheets Find key info fast Rely on QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers Exchange data with other programs Move data between QuickBooks Microsoft Office and other programs *QuickBooks 2013 The Guide* Leslie Capachietti, 2012-10-29 Master the 1 bestselling financial software Set up and maintain a complete efficient small business financial management system with ease QuickBooks 2013 The Guide is filled with best practices for handling essential business tasks and customizing QuickBooks for the way you work Written by an Advanced Certified QuickBooks ProAdvisor with years of experience supporting and training QuickBooks users this practical resource shows you step by step how to use the software to control your businesses finances process invoices track inventory and manage payroll Get the most from the software and run your small business smoothly and effectively using the proven techniques and time saving tips inside this authoritative guide to QuickBooks 2013 Customize QuickBooks for your business Enter transactions quickly and accurately Manage accounts payable and receivable Monitor and manage inventory Integrate with online banking services Track employee hours and manage payroll Reconcile bank accounts Manage budgets and project cash flow Prepare for tax time Share and secure your QuickBooks data Produce and analyze business reports Make sound business decisions with confidence **Simply Learn QuickBooks Online: The Complete Illustrated Step-by-Step Guide for Beginners** Joseph Brownell, 2025-08-23 Master QuickBooks Online One Step at a Time Simply Learn QuickBooks Online is your all in one guide to mastering the world's most popular cloud based accounting software Whether you're a small business owner aspiring bookkeeper or student this easy to follow guide helps you Set up your company file and chart of accounts Manage customers vendors employees and transactions Track inventory and create invoices bills and purchase orders Automate sales tax run payroll and reconcile bank accounts Generate powerful reports and customize them for your needs Written in clear accessible language and packed with full color illustrations and step by step instructions this book makes learning QuickBooks Online simple and stress free It's perfect for self paced learners classroom use or workplace training Includes Real world examples Visual walkthroughs Tips for avoiding common mistakes Coverage of QuickBooks Online Plus and Advanced features Start organizing your finances like a pro Simply Learn

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Reporting 1 Graph and Report Preferences 2 Using QuickReports 3 Using QuickZoom 4 Preset Reports 5 Modifying a Report
 6 Rearranging and Resizing Report Columns 7 Memorizing a Report 8 Memorized Report Groups 9 Printing Reports 10 Batch
 Printing Forms 11 Exporting Reports to Excel 12 Saving Forms and Reports as PDF Files 13 Comment on a Report 14
 Process Multiple Reports 15 Scheduled Reports Using Graphs 1 Using Graphs 2 Company Snapshot Customizing Forms 1
 Creating New Form Templates 2 Performing Basic Customization 3 Performing Additional Customization 4 The Layout
 Designer 5 Changing the Grid and Margins in the Layout Designer 6 Selecting Objects in the Layout Designer 7 Moving and
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 Estimates 4 Invoicing From Estimates 5 Updating Job Statuses 6 Inactivating Estimates 7 Making Purchases for a Job 8
 Invoicing for Job Costs 9 Using Job Reports Time Tracking 1 Tracking Time and Printing a Blank Timesheet 2 Weekly
 Timesheets 3 Time Enter Single Activity 4 Invoicing from Time Data 5 Using Time Reports 6 Tracking Vehicle Mileage 7
 Charging Customers for Mileage Payroll 1 The Payroll Process 2 Creating Payroll Items 3 Setting Employee Defaults 4
 Setting Up Employee Payroll Information 5 Creating Payroll Schedules 6 Creating Scheduled Paychecks 7 Creating
 Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks 10 Tracking Your Tax Liabilities 11 Paying
 Your Payroll Tax Liabilities 12 Adjusting Payroll Liabilities 13 Entering Liability Refund Checks 14 Process Payroll Forms 15
 Tracking Workers Compensation Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Credit Card
 Charges 3 Reconciling and Paying Credit Cards Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using an Other
 Current Asset Account 3 Removing Value from Other Current Asset Accounts 4 Creating Fixed Asset Accounts 5 Creating
 Liability Accounts 6 Setting the Original Cost of Fixed Assets 7 Tracking Depreciation 8 The Loan Manager 9 The Fixed Asset
 Item List Equity Accounts 1 Equity Accounts 2 Recording an Owner's Draw 3 Recording a Capital Investment Writing Letters
 With QuickBooks 1 Using the Letters and Envelopes Wizard 2 Editing Letter Templates Company Management 1 Viewing
 Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4 Using Reminders and Setting Preferences 5
 Making General Journal Entries 6 Using the Cash Flow Projector 7 Using Payment Reminders Using QuickBooks Tools 1
 Company File Cleanup 2 Exporting and Importing List Data Using IIF Files 3 Advanced Importing of Excel Data 4 Updating
 QuickBooks 5 Using the Calculator 6 Using the Portable Company Files 7 Using the Calendar 8 The Income Tracker 9 The
 Bill Tracker 10 The Lead Center 11 Moving QuickBooks Desktop Using the Migrator Tool Using the Accountant's Review 1
 Creating an Accountant's Copy 2 Transferring an Accountant's Copy 3 Importing Accountant's 4 Removing Restrictions
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Designer 5 Changing the Grid and Margins in the Layout Designer 6 Selecting Objects in the Layout Designer 7 Moving and Resizing Objects in the Layout Designer 8 Formatting Objects in the Layout Designer 9 Copying Objects and Formatting in the Layout Designer 10 Adding and Removing Objects in the Layout Designer 11 Aligning and Stacking Objects in the Layout Designer 12 Resizing Columns in the Layout Designer Estimating 1 Creating a Job 2 Creating an Estimate 3 Duplicating Estimates 4 Invoicing From Estimates 5 Updating Job Statuses 6 Inactivating Estimates 7 Making Purchases for a Job 8 Invoicing for Job Costs 9 Using Job Reports Time Tracking 1 Tracking Time and Printing a Blank Timesheet 2 Weekly Timesheets 3 Time Enter Single Activity 4 Invoicing from Time Data 5 Using Time Reports 6 Tracking Vehicle Mileage 7 Charging Customers for Mileage Payroll 1 The Payroll Process 2 Creating Payroll Items 3 Setting Employee Defaults 4 Setting Up Employee Payroll Information 5 Creating Payroll Schedules 6 Creating Scheduled Paychecks 7 Creating Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks 10 Tracking Your Tax Liabilities 11 Paying Your Payroll Tax Liabilities 12 Adjusting Payroll Liabilities 13 Entering Liability Refund Checks 14 Process Payroll Forms 15 Tracking Workers Compensation Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Credit Card Charges 3 Reconciling and Paying Credit Cards Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using an Other Current Asset Account 3 Removing Value from Other Current Asset Accounts 4 Creating Fixed Asset Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of Fixed Assets 7 Tracking Depreciation 8 The Loan Manager 9 The Fixed Asset Item List Equity Accounts 1 Equity Accounts 2 Recording an Owner s Draw 3 Recording a Capital Investment Writing Letters With QuickBooks 1 Using the Letters and Envelopes Wizard 2 Editing Letter Templates Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4 Using Reminders and Setting Preferences 5 Making General Journal Entries 6 Using the Cash Flow Projector 7 Using Payment Reminders Using QuickBooks Tools 1 Company File Cleanup 2 Exporting and Importing List Data Using IIF Files 3 Advanced Importing of Excel Data 4 Updating QuickBooks 5 Using the Calculator 6 Using the Portable Company Files 7 Using the Calendar 8 The Income Tracker 9 The Bill Tracker 10 The Lead Center 11 Moving QuickBooks Desktop Using the Migrator Tool Using the Accountant s Review 1 Creating an Accountant s Copy 2 Transferring an Accountant s Copy 3 Importing Accountant s 4 Removing Restrictions Using the Help Menu 1 Using Help Creating a Legal Company File 1 Making a Legal Company Using Express Start 2 Making a Legal Company Using the EasyStep Interview 3 Reviewing the Default Chart of Accounts 4 Entering Vendors 5 Entering Clients and Cases 6 Enabling Class Tracking for Law Firms 7 Creating Billing Line Items Setting up a Trust Account 1 What is an IOLTA 2 Creating Accounts for Trust Management 3 Creating Items for Trust Management Managing a Trust Account 1 Depositing Client Money into the Client Trust Account 2 Entering Bills to Pay from the Trust Account 3 Recording Bills for Office Expenses 4 Paying Bills from the Client Trust Account 5 Using a Client Trust Credit Card 6 Time Tracking and Invoicing for Legal Professionals 7 Paying the Law Firm s Invoices Using the Client Funds 8 Refunding Unused Client Trust

Account Funds 9 Escheated Trust Funds Trust Account Reporting 1 Creating a Trust Account Liability Proof Report 2
Creating a Trust Liability Balances by Client Report 3 Creating a Client Ledger Report 4 Creating an Account Journal Report

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use estimating time tracking and much more Topics Covered The QuickBooks Online Plus Environment 1 The QuickBooks
Online Interface 2 The Dashboard Page 3 The Navigation Bar 4 The New Button 5 The Settings Button 6 Accountant View
and Business View Creating a Company File 1 Signing Up for QuickBooks Online Plus 2 Importing Company Data 3 Creating
a New Company File 4 How Backups Work in QuickBooks Online Plus 5 Setting Up and Managing Users 6 Transferring the
Primary Admin 7 Customizing Company File Settings 8 Customizing Billing and Subscription Settings 9 Usage Settings 10
Customizing Sales Settings 11 Customizing Expenses Settings 12 Customizing Payment Settings 13 Customizing Time
Settings 14 Customizing Advanced Settings 15 Signing Out of QuickBooks Online Plus 16 Switching Company Files 17
Cancelling a Company File Using Pages and Lists 1 Using Lists and Pages 2 The Chart of Accounts 3 Adding New Accounts 4
Assigning Account Numbers 5 Adding New Customers 6 The Customers Page and List 7 Adding Employees to the Employees
List 8 Adding New Vendors 9 The Vendors Page and List 10 Sorting Lists 11 Inactivating and Reactivating List Items 12
Printing Lists 13 Renaming and Merging List Items 14 Creating and Using Tags 15 Creating and Applying Customer Types
Setting Up Sales Tax 1 Enabling Sales Tax and Sales Tax Settings 2 Adding Editing and Deactivating Sales Tax Rates and
Agencies 3 Setting a Default Sales Tax 4 Indicating Taxable Non taxable Customers and Items Setting Up Inventory Items 1
Setting Up Inventory 2 Creating Inventory Items 3 Enabling Purchase Orders and Custom Fields 4 Creating a Purchase
Order 5 Applying Purchase Orders to Vendor Transactions 6 Adjusting Inventory Setting Up Other Items 1 Creating a Non
inventory or Service Item 2 Creating a Bundle 3 Creating a Discount Line Item 4 Creating a Payment Line Item 5 Changing
Item Prices and Using Price Rules Basic Sales 1 Enabling Custom Fields in Sales Forms 2 Creating an Invoice 3 Creating a
Recurring Invoice 4 Creating Batch Invoices 5 Creating a Sales Receipt 6 Finding Transaction Forms 7 Previewing Sales
Forms 8 Printing Sales Forms 9 Grouping and Subtotaling Items in Invoices 10 Entering a Delayed Charge 11 Managing
Sales Transactions 12 Checking and Changing Sales Tax in Sales Forms Creating Billing Statements 1 About Statements and
Customer Charges 2 Automatic Late Fees 3 Creating Customer Statements Payment Processing 1 Recording Customer
Payments 2 Entering Overpayments 3 Entering Down Payments or Prepayments 4 Applying Customer Credits 5 Making
Deposits 6 Handling Bounced Checks by Invoice 7 Handling Bounced Checks by Expense or Journal Entry 8 Handling Bad
Debt Handling Refunds 1 Refund Options in QuickBooks Online 2 Creating a Credit Memo 3 Creating a Refund Receipt 4
Refunding Customer Payments by Check 5 Creating a Delayed Credit Entering And Paying Bills 1 Entering Bills 2 Paying

Bills 3 Creating Terms for Early Bill Payment 4 Early Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit 7 Managing Expense Transactions Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Printing Checks 4 Transferring Funds Between Accounts 5 Reconciling Accounts 6 Voiding Checks 7 Creating an Expense 8 Managing Bank and Credit Card Transactions 9 Creating and Managing Rules 10 Uploading Receipts and Bills Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Creating Customer and Vendor QuickReports 2 Creating Account QuickReports 3 Using QuickZoom 4 Standard Reports 5 Basic Standard Report Customization 6 Customizing General Report Settings 7 Customizing Rows and Columns Report Settings 8 Customizing Aging Report Settings 9 Customizing Filter Report Settings 10 Customizing Header and Footer Report Settings 11 Resizing Report Columns 12 Emailing Printing and Exporting Preset Reports 13 Saving Customized Reports 14 Using Report Groups 15 Management Reports 16 Customizing Management Reports Using Graphs 1 Business Snapshot Customizing Forms 1 Creating Custom Form Styles 2 Custom Form Design Settings 3 Custom Form Content Settings 4 Custom Form Emails Settings 5 Managing Custom Form Styles Projects and Estimating 1 Creating Projects 2 Adding Transactions to Projects 3 Creating Estimates 4 Changing the Term Estimate 5 Copy an Estimate to a Purchase Order 6 Invoicing from an Estimate 7 Duplicating Estimates 8 Tracking Costs for Projects 9 Invoicing for Billable Costs 10 Using Project Reports Time Tracking 1 Time Tracking Settings 2 Basic Time Tracking 3 QuickBooks Time Timesheet Preferences 4 Manually Recording Time in QuickBooks Time 5 Approving QuickBooks Time 6 Invoicing from Time Data 7 Using Time Reports 8 Entering Mileage Payroll 1 Setting Up QuickBooks Online Payroll and Payroll Settings 2 Editing Employee Information 3 Creating Pay Schedules 4 Creating Scheduled Paychecks 5 Creating Commission Only or Bonus Only Paychecks 6 Changing an Employee s Payroll Status 7 Print Edit Delete or Void Paychecks 8 Manually Recording External Payroll Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Charges on Credit Cards 3 Entering Credit Card Credits 4 Reconciling and Paying Credit Cards 5 Pay Down Credit Card Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using Other Current Assets Accounts 3 Removing Value from Other Current Assets Accounts 4 Creating Fixed Assets Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of the Fixed Asset 7 Tracking Depreciation Equity Accounts 1 Equity Accounts 2 Recording an Owner s Draw 3 Recording a Capital Investment Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the Reminders List 4 Making General Journal Entries Using QuickBooks Tools 1 Exporting Report and List Data to Excel 2 Using the Audit Log Using QuickBooks Other Lists 1 Using the Recurring Transactions List 2 Using the Location List 3 Using the Payment Methods List 4 Using the Terms List 5 Using the Classes List 6 Using the Attachments List Using Help Feedback and Apps 1 Using Help 2 Submitting Feedback 3 Extending QuickBooks Online Using Apps and Plug ins *QuickBooks Pro 2021 for Lawyers Training Manual Classroom in a Book TeachUcomp ,2020-12-17*
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Estimating 1 Creating a Job 2 Creating an Estimate 3 Duplicating Estimates 4 Invoicing From Estimates 5 Updating Job Statuses 6 Inactivating Estimates 7 Making Purchases for a Job 8 Invoicing for Job Costs 9 Using Job Reports

Time Tracking 1 Tracking Time and Printing a Blank Timesheet 2 Weekly Timesheets 3 Time Enter Single Activity 4 Invoicing from Time Data 5 Using Time Reports 6 Tracking Vehicle Mileage 7 Charging Customers for Mileage

Payroll 1 The Payroll Process 2 Creating Payroll Items 3 Setting Employee Defaults 4 Setting Up Employee Payroll Information 5 Creating Payroll Schedules 6 Creating Scheduled Paychecks 7 Creating Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks 10 Tracking Your Tax Liabilities 11 Paying Your Payroll Tax Liabilities 12 Adjusting Payroll Liabilities 13 Entering Liability Refund Checks 14 Process Payroll Forms 15 Tracking Workers Compensation

Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Credit Card Charges 3 Reconciling and Paying Credit Cards

Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using an Other Current Asset Account 3 Removing Value from Other Current Asset Accounts 4 Creating Fixed Asset Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of Fixed Assets 7 Tracking Depreciation 8 The Loan Manager 9 The Fixed Asset Item List

Equity Accounts 1 Equity Accounts 2 Recording an Owner s Draw 3 Recording a Capital Investment

Writing Letters With QuickBooks 1 Using the Letters and Envelopes Wizard 2 Editing Letter Templates

Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4 Using Reminders and Setting Preferences 5 Making General Journal Entries 6 Using the Cash Flow Projector 7 Using Payment Reminders 8 Receipt Management

Using QuickBooks Tools 1 Company File Cleanup 2 Exporting and Importing List Data Using IIF Files 3 Advanced Importing of Excel Data 4 Updating QuickBooks 5 Using the Calculator 6 Using the Portable Company Files 7 Using the Calendar 8 The Income Tracker 9 The Bill Tracker 10 The Lead Center 11 Moving QuickBooks Desktop

Using the Migrator Tool

Using the Accountant s Review 1 Creating an Accountant s Copy 2 Transferring an Accountant s Copy 3 Importing Accountant s 4 Removing Restrictions

Using the Help Menu 1 Using Help

Creating a Legal Company File 1 Making a Legal Company Using Express Start 2 Making a Legal Company Using the EasyStep Interview 3 Reviewing the Default Chart of Accounts 4 Entering Vendors 5 Entering Clients and Cases 6 Enabling Class Tracking for Law Firms 7 Creating Billing Line Items

Setting up a Trust Account 1 What is an IOLTA 2 Creating Accounts for Trust Management 3 Creating Items for Trust Management

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