Intuit

QuickBooks® Advanced

Table of Contents

TABLE OF CONTENTS 1

LESSON 1: RESTORING A FILE - REVIEW 3

RESTORING A COMPANY FILE 3

LESSON 2: JOB TRACKING 6

ADDING JOBS TO CUSTOMERS 6
TRACKING JOB COSTING 9
Tracking Time 9
Recording Income with Billable Time 11
Vehicle Mileage 13
Expense Tracking 16
Job Costing Reports 18

LESSON 3: LETTERS, LABELS & MAILINGS 19

LESSON 4: CLASS TRACKING 24

USING CLASS TRACKING 24
Enabling Class Tracking 24
Creating a Class List 25
Utilizing Class Tracking 26
Class Tracking Reports 27

LESSON 5: PLANNING AND BUDGETING 28

CREATING A BUDGET 28

LESSON 6: INVENTORY MANAGEMENT 32

MANAGING INVENTORY 32
Enabling the Inventory Feature 32
Setting up Inventoried Items 33
Setting up Inventory Assembly Items 35
CREATING PURCHASE ORDERS 36
RECEIVING INVENTORY 37
Entering Bills Against Inventory 38
THE INVENTORY CENTRE 39
SELLING INVENTORIED ITEMS 40
Sales Orders 41
ADJUSTING INVENTORY QUANTITIES 43

LESSON 7: GST FILING - REVIEW 44

Filing GST 44

LESSON 8: GENERAL JOURNAL ENTRIES 47

GENERAL JOURNAL ENTRIES 47
General Journal Entries Using the GST/HST Payable Account 49
Accounts Payable or Accounts Receivable Transactions 52
Year End Adjusting Entries 53
Account Numbering System 53

LESSON 9: ADVANCED REPORTING FUNCTIONS 55

CUSTOMIZING REPORTS 55
The Modify Report: Display Tab 56
The Modify Report: Filters Tab 57
The Modify Report: Header/Footer Tab 58
The Modify Report: Fonts & Numbers Tab 58
MEMORIZING REPORTS 59
Processing Multiple Reports 61
Exporting Reports 62