



## QuickBooks Pro 2008, II

- **Analyzing Financial Data.** Reports and graphs help you understand your business, Creating QuickReports, Creating and customizing preset reports, Saving report settings, Printing reports, Exporting reports to Microsoft Excel, Creating QuickInsight graphs.
- **Setting Up Inventory.** Turning on the inventory feature, Entering products into inventory, Ordering products, Receiving inventory, Entering a bill for inventory, Manually adjusting inventory.
- **Tracking and Paying Sales Tax.** Overview of sales tax in QuickBooks, Setting up your tax rates and agencies, Applying tax to each sale, Determining what you owe, Paying your tax agencies.
- **Doing Payroll with QuickBooks.** Overview of payroll tracking, Setting up for payroll, Setting up employee payroll information, Writing a paycheck, Tracking your tax liabilities, Paying payroll taxes.
- **Estimating and Progress Invoicing.** Creating jobs and estimates, Writing an estimate, Creating multiple estimates, Creating an invoice from an estimate, Displaying reports for estimates.
- **Tracking Time.** Tracking time and mileage, Invoicing a customer for time and mileage, Displaying project reports for time tracking, Paying nonemployees for time worked.
- **Customizing Forms and Writing QuickBooks Letters.** About QuickBooks forms, Customizing invoices, Designing custom layouts for forms, Using QuickBooks Letters.
- **Adding Navigational Aids.** Using Bookmarks and Hyperlinks, Creating Bookmarks, Inserting Hyperlinks, Using Cross References, Creating and Updating Cross References.
- **Using Footnotes and Endnotes.** Creating, Editing, and Customizing Footnotes and Endnotes, Converting Footnotes to Endnotes.
- **Creating an Index.** Marking Index Entries, Formatting, Compiling, and Updating an Index.
- **Creating Tables of Contents.** Compiling and Updating a Table of Contents.