



## Interactive Software Simulates the Real Test

Sales Rep	Q1	Q2	Q3	Q4	Total
Emerson Finch	\$5,550.00	\$8,990.00	\$6,650.00	\$7,895.00	\$29,085.00
Erni Emilsson	\$9,890.00	\$12,000.00	\$6,520.00	\$6,478.00	\$33,888.00
Mandrake Wilson	\$5,650.00	\$5,550.00	\$9,990.00	\$8,770.00	\$30,060.00
Adrian Parnalke	\$4,580.00	\$9,890.00	\$9,780.00	\$8,550.00	\$33,800.00
Patricia Marconi	\$4,590.00	\$5,650.00	\$9,680.00	\$9,850.00	\$29,770.00
Victor French	\$9,680.00	\$4,580.00	\$8,999.00	\$9,230.00	\$32,489.00
Liliana Umberton	\$5,990.00	\$4,580.00	\$7,800.00	\$9,630.00	\$27,970.00
Elroy Carter	\$3,650.00	\$9,680.00	\$5,960.00	\$9,510.00	\$29,800.00
Hubie Huber	\$9,780.00	\$5,960.00	\$5,650.00	\$8,540.00	\$30,930.00
Oscar Miller	\$7,800.00	\$3,650.00	\$4,580.00	\$3,360.00	\$19,390.00
<b>Total</b>					

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1. In the **Annual Sales** worksheet, in cell **B17** use the **COUNTIF** function to count the number of times that the value in cell range **B6:B15** exceeds 5000.

# Kenexa Quickbooks Pro 2013 Study Guide

**Matilda Pearce**



## **Kenexa Quickbooks Pro 2013 Study Guide:**

QuickBooks 2013 Leslie Capachietti,2013      **QuickBooks 2013 In Depth** Laura Madeira,2013-02-21 Do more in less time Whether you re an entrepreneur accountant or bookkeeper this comprehensive guide will help you get the most out of QuickBooks 2013 more productivity more business knowledge and more value Drawing on her unsurpassed QuickBooks consulting and accounting experience Laura Madeira delivers step by step guides and practical checklists for taking total control over business finances and improving everything from planning to reporting and payroll to invoicing Create a new QuickBooks file convert from other software and set up users permissions and preferences New Learn how to use tools specific to your version of QuickBooks including QuickBooks Enterprise Solutions Understand QuickBooks lists from the chart of accounts items classes and more Set up and manage inventory vendors customers and payroll Track product or service sales and manage the profitability of your company Efficiently download bank and credit card transactions Master all the essentials of financial reporting customize and memorize reports Review the accuracy of your data with step by step instructions accompanied by checklists Share QuickBooks data with your accountant or client at tax time Use QuickBooks 2013 s tools for managing loans planning and preparing for year end and syncing with Outlook contacts Efficiently review and correct client data errors from misclassified transactions to incorrect beginning balances Prepare customized reports and documents using MS Excel and Word integration Master powerful shortcuts for working more efficiently and saving precious time Learn how to reliably back up your data troubleshoot database errors and manage QuickBooks data integrity All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can t fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only QuickBooks 2013 book you need      **Computerized Accounting with QuickBooks 2013** Kathleen Villani,James B. Rosa,2014 Computerized Accounting with QuickBooksA R 2013 teaches both accountant and non accountant students how to use QuickBooks 2013 one of the most popular general ledger software packages for small and medium sized businesses With this text students gain an understanding of the accounting concepts as they are processed in the software The text is designed around features that support student mastery of skills and concepts while providing flexibility in approach for instructors The Instructor Resources CD includes a wealth of resources that ease and enhance course instruction including teaching hints lecture notes a sample course syllabi case studies mid term and final exams and more After completing Computerized Accounting with QuickBooksA R 2013 students will be able to create a company file run accounts receivable and accounts payable manage time tracking and payroll track inventory and fixed assets manage budgets maintain ledgers and journals and create reports Key FeaturesIncludes 140 day trail CD of QuickBooks Pro and Accountant 2013 Student Trial Edition Software Features case problems a comprehensive problem procedure reviews and quizzes to ensure software mastery Challenges students to create a company file run accounts receivable and accounts

payable manage time tracking and payroll track inventory and fixed assets manage budgets maintain ledgers and journals and create reports Offers helpful instructor resources that make teaching easy and allow for course flexibility Introduces New Company Setup after basic accounting concepts are addressed Uses a Building Block Approach that teaches what to do and why after each step in each exercise Includes Practice Exercises that require students to apply new skills immediately after completing stepped exercises Author prepared Company Starter Files coincide with chapters and build in complexity Provides a Procedure Review at the end of each chapter that offers excellent reinforcement of learning and review for exams Features a strong emphasis on accounting concepts Each chapter begins with an Accounting Overview with an introduction of software features *QuickBooks Pro 2013 Comprehensive* Trisha Conlon,2013 **QuickBooks 2013 All-in-One For Dummies** Stephen L. Nelson,2012-11-12 A soup to nuts guide to the leading accounting software for small businesses QuickBooks 2013 Owners of small businesses will love this complete guide to the newest version of QuickBooks the premier small business accounting program Written by CPA and bestselling financial author Stephen L Nelson this all in one guide includes 8 self contained minibooks covering every aspect of QuickBooks and how it is used Coverage includes accounting basics getting started with QuickBooks bookkeeping and accounting chores a short course in financial management tips on creating a business plan how to maintain QuickBooks and some valuable additional resources Helps you understand basic accounting practices and concepts customize QuickBooks for your specific needs and protect your data Explains how to invoice customers pay vendors track inventory and manage cash and bank accounts with QuickBooks Leads you step by step through navigating the payroll process understanding double entry bookkeeping preparing financial statements building a budget and tackling your taxes Delves into advanced financial strategies like ratio analysis Economic Value Added analysis forecasting and capital budgeting QuickBooks 2013 All in One For Dummies is the key to keeping your business and budget on track *QuickBooks 2013: The Missing Manual* Bonnie Biafore,2012-10-29 Explains how to use QuickBooks to set up and manage bookkeeping systems track invoices pay bills manage payroll generate reports and determine job costs

**QuickBooks 2013 The Guide** Leslie Capachietti,2012-11-20 Shows you step by step how to use the software to control your businesses finances process invoices track inventory and manage payroll [QuickBooks Professional Training Study Guide 2026-2027](#) Matilda Pearce, If you use QuickBooks in your business or career you already know one thing small mistakes can create big financial problems Late reconciliations Incorrect payroll entries Confusing reports Disorganized charts of accounts These issues cost time money and credibility QuickBooks Professional Training Handbook 2025 2026 was designed to help you move from basic familiarity to confident professional level proficiency Whether you are a small business owner bookkeeper accountant or aspiring financial professional this handbook gives you structured practical training you can apply immediately Inside you will learn how to Set up and customize company files correctly Build and manage a clean organized chart of accounts Record transactions with accuracy and efficiency Handle accounts payable and accounts

receivable workflows Process payroll and manage tax obligations Perform bank reconciliations step by step Generate and interpret financial reports with confidence Troubleshoot common errors before they become costly problems Each chapter is written in clear straightforward language and follows real business scenarios Instead of abstract theory you work through practical examples that mirror day to day bookkeeping tasks The handbook also includes guided exercises and applied practice sections so you do not just read about QuickBooks you actively use the system logic in realistic scenarios This reinforces learning and builds long term confidence For small business owners this means stronger financial control and better decision making For bookkeepers and job seekers it means increased marketability and professional credibility For accounting students it means real world skills that employers value Financial accuracy builds trust Professional bookkeeping builds stability This handbook helps you build both Master the software Strengthen your financial skills Work with clarity and control

**QuickBooks Professional Training Study Guide 2026-2027** Matilda Pearce,2026-02-28 If you use QuickBooks in your business or career you already know one thing small mistakes can create big financial problems Late reconciliations Incorrect payroll entries Confusing reports Disorganized charts of accounts These issues cost time money and credibility QuickBooks Professional Training Handbook 2025 2026 was designed to help you move from basic familiarity to confident professional level proficiency Whether you are a small business owner bookkeeper accountant or aspiring financial professional this handbook gives you structured practical training you can apply immediately Inside you will learn how to Set up and customize company files correctly Build and manage a clean organized chart of accounts Record transactions with accuracy and efficiency Handle accounts payable and accounts receivable workflows Process payroll and manage tax obligations Perform bank reconciliations step by step Generate and interpret financial reports with confidence Troubleshoot common errors before they become costly problems Each chapter is written in clear straightforward language and follows real business scenarios Instead of abstract theory you work through practical examples that mirror day to day bookkeeping tasks The handbook also includes guided exercises and applied practice sections so you do not just read about QuickBooks you actively use the system logic in realistic scenarios This reinforces learning and builds long term confidence For small business owners this means stronger financial control and better decision making For bookkeepers and job seekers it means increased marketability and professional credibility For accounting students it means real world skills that employers value Financial accuracy builds trust Professional bookkeeping builds stability This handbook helps you build both Master the software Strengthen your financial skills Work with clarity and control

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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

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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  
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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  
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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  
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lifesaver it automates boring tasks and helps you do your books correctly saving you time costs and trouble It even helps you  
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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 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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