QuickBooks Pro 2014 Quick Reference Training Card - Laminated Guide Cheat Sheet (Instructions And Tips)


QuickBooks Pro 2014
Quick Reference Guide
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TEACHUCOMP, INC.

The Chart of Accounts
Adding a New Account
Editing an Account
Deleting or Inactivating an Account
Customers, Employees & Vendors
Accessing the Centers
Adding a New Customer
Editing or Deleting a Customer
Adding a New Employee
Editing or Deleting an Employee
Adding a New Vendor
Editing or Deleting a Vendor
Creating Custom Fields

Managing List Items
Creating Item List Custom Fields
Sorting Lists
Inactivating and Reactivating Items
Renaming and Merging List Items
Sales Tax
Creating a Sales Tax Item or Group
Setting Default Sales Tax Preferences
Indicating a Taxable Customer
Indicating a Taxable Item
Creating a Sales Tax Report

Paying Sales Tax
Inventory
Enabling Inventory in QuickBooks
Creating New Inventory Part Items
Creating a Purchase Order
Creating Purchase Order Reports
Receiving Inventory with a Bill
Creating an Item Receipt
Matching a Bill to an Item Receipt
Manually Adjusting Inventory

Synopsis

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in QuickBooks Pro 2014. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Topics Include: The Chart of Accounts; Customers, Employees, and Vendors; Managing List Items; Sales Tax; Inventory; Other Items; Basic Sales; Price Levels; Billing Statements; Payment Processing; Entering and Paying Bills; Bank Accounts; Reporting; Estimating; Time Tracking; Payroll; Credit Card Accounts; The Loan Manager; Company Management.

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Customer Reviews

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This is a great little reference guide for newbies like me!Seller was also great. The price was great, product was received within specified delivery time and packaging was perfect! I would definitely buy from this seller again!

Great go to for a quick reference instead of having to flip thru a bulky manual.

This comes in very handy as a quick reference as I'm learning/working my way through this new program for me.

very handy and has a little of everything that you might want to do in qb, but you do need to know qb to use it

Very helpful.

It is a nice quick reference. I'm new at QB, so use it 3-4 times a week. Durable, easy read, organized.

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