SETUP
- Create a new company using the interview process
- QuickBooks Window and Navigators

COMPANY
- Set/Change company preferences
- Backup
- Chart of Accounts
- Generating Customer Letters
- Profit and Loss Statement
- Balance Sheet

CUSTOMERS
- Customer List
- Generate Invoice
- Receive payments/credits
- Make deposits
- Generate Statements
- Account Receivable Reports
- Open Balances

VENDORS
- Vendor List
- Enter bills
- Pay bills
- Create Purchase Orders
- Update Inventory
- Sales Tax
- 1099's
- Account Payable Reports

EMPLOYEES
- Employee List
- Time Sheets
- Pay Checks
- Payroll Taxes
- Payroll Forms

REPORTS
- Generating Reports
- Customizing Reports
- Memorizing Reports