

SETUP

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

COMPANY

- Set/Change company preferences
- Backup
- Chart of Accounts
- 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
- 1099's
- Account Payable Reports

REPORTS

- Generating Reports
- Customizing Reports
- Memorizing Reports

BANKING

- Bank Reconciliation
- Credit Cards