

Electronic Timesheets Training Manual Cerebral Palsy Of

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closing company files 9 opening a company file using lists 1 using lists 2 the chart of accounts 3
 the customers jobs list 4 the employees list 5 the vendors list 6 using custom fields 7 sorting list 8
 inactivating and reactivating list items 9 printing lists 10 renaming merging list items 11 adding
 multiple list entries from excel 12 customer groups setting up sales tax 1 the sales tax process 2
 creating tax agencies 3 creating individual sales tax items 4 creating a sales tax group 5 setting
 sales tax preferences 6 indicating taxable non taxable customers and items setting up inventory
 items 1 setting up inventory 2 creating inventory items 3 creating a purchase order 4 receiving
 items with a bill 5 entering item receipts 6 matching bills to item receipts 7 adjusting inventory
 setting up other items 1 service items 2 non inventory items 3 other charges 4 subtotals 5 groups 6
 discounts 7 payments 8 changing item prices basic sales 1 selecting a sales form 2 creating an
 invoice 3 creating batch invoices 4 creating a sales receipt 5 finding transaction forms 6 previewing
 sales forms 7 printing sales forms using price levels 1 using price levels creating billing statements
 1 setting finance charge defaults 2 entering statement charges 3 applying finance charges and
 creating statements payment processing 1 recording customer payments 2 entering a partial
 payment 3 applying one payment to multiple invoices 4 entering overpayments 5 entering down
 payments or prepayments 6 applying customer credits 7 making deposits 8 handling bounced
 checks 9 automatically transferring credits between jobs 10 manually transferring credits between
 jobs handling refunds 1 creating a credit memo and refund check 2 refunding customer payments
 entering and paying bills 1 setting billing preferences 2 entering bills 3 paying bills 4 early bill
 payment discounts 5 entering a vendor credit 6 applying a vendor credit 7 upload and review bills
 using bank accounts 1 using registers 2 writing checks 3 writing a check for inventory items 4
 printing checks 5 transferring funds 6 reconciling accounts 7 voiding checks 8 adding bank feeds 9
 reviewing bank feed transactions 10 bank feed rules 11 disconnecting bank feed accounts paying
 sales tax 1 sales tax reports 2 using the sales tax payable register 3 paying your tax agencies
 reporting 1 graph and report preferences 2 using quickreports 3 using quickzoom 4 preset reports
 5 modifying a report 6 rearranging and resizing report columns 7 memorizing a report 8 memorized
 report groups 9 printing reports 10 batch printing forms 11 exporting reports to excel 12 saving
 forms and reports as pdf files 13 comment on a report 14 process multiple reports 15 scheduled
 reports using graphs 1 using graphs 2 company snapshot customizing forms 1 creating new form
 templates 2 performing basic customization 3 performing additional customization 4 the layout
 designer 5 changing the grid and margins in the layout designer 6 selecting objects in the layout
 designer 7 moving and resizing objects in the layout designer 8 formatting objects in the layout
 designer 9 copying objects and formatting in the layout designer 10 adding and removing objects
 in the layout designer 11 aligning and stacking objects in the layout 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 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 payment reminders 7 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

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entering and paying bills 1 setting billing preferences 2 entering bills 3 paying bills 4 early bill payment discounts 5 entering a vendor credit 6 applying a vendor credit using bank accounts 1 using registers 2 writing checks 3 writing a check for inventory items 4 printing checks 5 transferring funds 6 reconciling accounts 7 voiding checks paying sales tax 1 sales tax reports 2 using the sales tax payable register 3 paying your tax agencies reporting 1 graph and report preferences 2 using quickreports 3 using quickzoom 4 preset reports 5 modifying a report 6 rearranging and resizing report columns 7 memorizing a report 8 memorized report groups 9 printing reports 10 batch printing forms 11 exporting reports to excel 12 saving forms and reports as pdf files 13 comment on a report 14 process multiple reports 15 scheduled reports using graphs 1 using graphs 2 company snapshot customizing forms 1 creating new form templates 2 performing basic customization 3 performing additional customization 4 the layout designer 5 changing the grid and margins in the layout designer 6 selecting objects in the layout designer 7 moving and resizing objects in the layout designer 8 formatting objects in the layout designer 9 copying objects and formatting in the layout designer 10 adding and removing objects in the layout designer 11 aligning and stacking objects in the layout 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 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

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quickbooks company file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more topics covered the quickbooks environment

- 1 the home page and insights tabs
- 2 the centers
- 3 the menu bar and keyboard shortcuts
- 4 the open window list
- 5 the icon bar
- 6 customizing the icon bar
- 7 the chart of accounts
- 8 accounting methods
- 9 financial reports

creating a quickbooks company file

- 1 using express start
- 2 using the easystep interview
- 3 returning to the easy step interview
- 4 creating a local backup copy
- 5 restoring a company file from a local backup copy
- 6 setting up users
- 7 single and multiple user modes
- 8 closing company files
- 9 opening a company file using lists

- 1 using lists
- 2 the chart of accounts
- 3 the customers jobs list
- 4 the employees list
- 5 the vendors list
- 6 using custom fields
- 7 sorting list
- 8 inactivating and reactivating list items
- 9 printing lists
- 10 renaming merging list items
- 11 adding multiple list entries from excel
- 12 customer groups

setting up sales tax

- 1 the sales tax process
- 2 creating tax agencies
- 3 creating individual sales tax items
- 4 creating a sales tax group
- 5 setting sales tax preferences
- 6 indicating taxable non taxable customers and items

setting up inventory items

- 1 setting up inventory
- 2 creating inventory items
- 3 creating a purchase order
- 4 receiving items with a bill
- 5 entering item receipts
- 6 matching bills to item receipts
- 7 adjusting inventory

setting up other items

- 1 service items
- 2 non inventory items
- 3 other charges
- 4 subtotals
- 5 groups
- 6 discounts
- 7 payments
- 8 changing item prices

basic sales

- 1 selecting a sales form
- 2 creating an invoice
- 3 creating batch invoices
- 4 creating a sales receipt
- 5 finding transaction forms
- 6 previewing sales forms
- 7 printing sales forms using price levels

- 1 using price levels
- creating billing statements
- 1 setting finance charge defaults
- 2 entering statement charges
- 3 applying finance charges and creating statements

payment processing

- 1 recording customer payments
- 2 entering a partial payment
- 3 applying one payment to multiple invoices
- 4 entering overpayments
- 5 entering down payments or prepayments
- 6 applying customer credits
- 7 making deposits
- 8 handling bounced checks
- 9 automatically transferring credits between jobs
- 10 manually transferring credits between jobs

handling refunds

- 1 creating a credit memo and refund check
- 2 refunding customer payments

entering and paying bills

- 1 setting billing preferences
- 2 entering bills
- 3 paying bills
- 4 early bill payment discounts
- 5 entering a vendor credit
- 6 applying a vendor credit
- 7 upload and review bills

using bank accounts

- 1 using registers
- 2 writing checks
- 3 writing a check for inventory items
- 4 printing checks
- 5 transferring funds
- 6 reconciling accounts
- 7 voiding checks

paying sales tax

- 1 sales tax reports
- 2 using the sales tax payable register
- 3 paying your tax agencies

reporting

- 1 graph and report preferences
- 2 using quickreports
- 3 using quickzoom
- 4 preset reports
- 5 modifying a report
- 6 rearranging and resizing report columns
- 7 memorizing a report
- 8 memorized report groups
- 9 printing reports
- 10 batch printing forms
- 11 exporting reports to excel
- 12 saving forms and reports as pdf files
- 13 comment on a report
- 14 process multiple reports
- 15 scheduled reports

using graphs

- 1 using graphs
- 2 company snapshot

customizing forms

- 1 creating new form templates
- 2 performing basic customization
- 3 performing additional customization
- 4 the layout designer
- 5 changing the grid and margins in the layout designer
- 6 selecting objects in the layout designer
- 7 moving and resizing objects in the layout designer
- 8 formatting objects in the layout designer
- 9 copying objects and formatting in the layout designer
- 10 adding and removing objects in the layout designer
- 11 aligning and stacking objects in the layout 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 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 payment reminders 7 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

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billing statements 1 setting finance charge defaults 2 entering statement charges 3 applying
 finance charges and creating statements payment processing 1 recording customer payments 2
 entering a partial payment 3 applying one payment to multiple invoices 4 entering overpayments 5
 entering down payments or prepayments 6 applying customer credits 7 making deposits 8
 handling bounced checks 9 automatically transferring credits between jobs 10 manually
 transferring credits between jobs handling refunds 1 creating a credit memo and refund check 2
 refunding customer payments entering and paying bills 1 setting billing preferences 2 entering bills
 3 paying bills 4 early bill payment discounts 5 entering a vendor credit 6 applying a vendor credit
 using bank accounts 1 using registers 2 writing checks 3 writing a check for inventory items 4
 printing checks 5 transferring funds 6 reconciling accounts 7 voiding checks paying sales tax 1
 sales tax reports 2 using the sales tax payable register 3 paying your tax agencies reporting 1
 graph and report preferences 2 using quickreports 3 using quickzoom 4 preset reports 5 modifying
 a report 6 rearranging and resizing report columns 7 memorizing a report 8 memorized report
 groups 9 printing reports 10 batch printing forms 11 exporting reports to excel 12 saving forms and
 reports as pdf files 13 comment on a report 14 process multiple reports 15 scheduled reports using
 graphs 1 using graphs 2 company snapshot customizing forms 1 creating new form templates 2
 performing basic customization 3 performing additional customization 4 the layout designer 5
 changing the grid and margins in the layout designer 6 selecting objects in the layout designer 7
 moving and resizing objects in the layout designer 8 formatting objects in the layout designer 9
 copying objects and formatting in the layout designer 10 adding and removing objects in the layout
 designer 11 aligning and stacking objects in the layout 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 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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upload and review bills using bank accounts 1 using registers 2 writing checks 3 writing a check for inventory items 4 printing checks 5 transferring funds 6 reconciling accounts 7 voiding checks 8 adding bank feeds 9 reviewing bank feed transactions 10 bank feed rules 11 disconnecting bank feed accounts paying sales tax 1 sales tax reports 2 using the sales tax payable register 3 paying your tax agencies reporting 1 graph and report preferences 2 using quickreports 3 using quickzoom 4 preset reports 5 modifying a report 6 rearranging and resizing report columns 7 memorizing a report 8 memorized report groups 9 printing reports 10 batch printing forms 11 exporting reports to excel 12 saving forms and reports as pdf files 13 comment on a report 14 process multiple reports 15 scheduled reports using graphs 1 using graphs 2 company snapshot customizing forms 1 creating new form templates 2 performing basic customization 3 performing additional customization 4 the layout designer 5 changing the grid and margins in the layout designer 6 selecting objects in the layout designer 7 moving and resizing objects in the layout designer 8 formatting objects in the layout designer 9 copying objects and formatting in the layout designer 10 adding and removing objects in the layout designer 11 aligning and stacking objects in the layout 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 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 payment reminders 7 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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excel 12 saving forms and reports as pdf files 13 comment on a report 14 process multiple reports
 15 scheduled reports using graphs 1 using graphs 2 company snapshot customizing forms 1
 creating new form templates 2 performing basic customization 3 performing additional
 customization 4 the layout designer 5 changing the grid and margins in the layout designer 6
 selecting objects in the layout designer 7 moving and resizing objects in the layout designer 8
 formatting objects in the layout designer 9 copying objects and formatting in the layout designer 10
 adding and removing objects in the layout designer 11 aligning and stacking objects in the layout
 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 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 payment reminders 7 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
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