

Accounting Solutions Center Inc

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QuickBooks Desktop Level A

Overview

- Introduction to QuickBooks
- The Home Page
- Lists Vs. Transactions

Sales Transactions

- Adding and Maintaining Customer Records
- Adding Jobs
- Creating Estimates
- Entering Cash Sales
- Converting an Estimate To A Sale
- Receiving Payments
- Depositing Funds
- Issuing Credits

Purchase Transactions

- Adding and Maintaining Vendor Records
- Receiving Items
- Entering Bills and Paying Vendor Invoices
- Vendor Credits
- Using the Check Register

Starting a New Company File

- Using the New Company Wizard
- Customizing the Chart of Accounts
- Backing up and Restoring Data

Bank Account Reconciliation

- Why Reconcile
- Importing Online Transactions
- Manual Reconciliation

General Journal Entries

- Debits and Credits
- Recording The Entry

Reports and Financial Statements

- Generating Reports
- Memorizing Reports