

## Quickbooks 2018 For Dummies For Dummies Computer Tech

The selling, marketing, and business tips you need to succeed eBay is the perfect place to learn the ropes of what it's like running an online business. It provides the tools, technology, and platform a would-be entrepreneur needs to launch their first successful small business. It takes some know-how, however, to get that business off the ground and grow it into a success. In eBay Business All-in-One For Dummies, Marsha Collier shares the expertise she gained as one of eBay's first Power Sellers on how to get ahead, stay ahead, and expand your business onto other platforms when it's time to grow. eBay continues to grow as it connects new individuals with items to sell with would-be buyers every day. Combining essential information covering seven key topics, this all-encompassing guide shows fledgling entrepreneurs how to sell like a pro, present and market your items, become a power seller, deal with office and legal issues, and so much more. Discover the secrets behind driving views for listings Find out how to source merchandise for resale Get advice on the back-office tasks of running a business Grow your business beyond the eBay platform If you have an eye on building a business on eBay—and beyond—this is the one-stop guide you need to succeed.

Using a hands-on approach, Computer Accounting with QuickBooks 2018 integrates understanding accounting with mastery of QuickBooks software. The text provides proven instructional techniques throughout the new edition to make students mastery of QuickBooks as effortless as possible. Access to QuickBooks Accountant 2018 software is included with every text. CONNECT is available for Computer Accounting with QuickBooks 2018. CONNECT saves you time by making grading quick and easy. Exercises located throughout the chapter are auto-graded after students enter the answers from their work in Quickbooks into CONNECT. Doing so allows instructors and students to benefit from Insight, the analytic tools within CONNECT that provide at-a-glance information regarding class performance and assignment effectiveness. CONNECT also includes SmartBook, the first and only adaptive reading experience designed to change the way students read and learn. SmartBook creates a personalized reading experience by highlighting the most impactful concepts a student needs to learn at that moment in time. As a student engages with SmartBook, the reading experience continuously adapts by highlighting content based on what the student knows and doesn't know. The end result? Students are more engaged with course content, can better prioritize their time, and come to class prepared. Contact your local learning science representative for more information!

For one-semester courses in microcomputer accounting. A real-world experience with extensive hands-on material Designed for students familiar with the essentials of the accounting cycle and how it relates to business, QuickBooks(R) Desktop 2018: A Complete Course is a comprehensive instructional must have learning resource. The 17th Edition provides training using the QuickBooks Premier Accountant 2018 accounting program. This text covers using QuickBooks in a service business, a merchandising business, a sole proprietorship, and a partnership. Preparing payroll and creating a new company are also included. No prior knowledge of, or experience with

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computers, Microsoft(R) Windows(R), or QuickBooks(R) is required.

Learn QuickBooks Pro 2018. Find out how to create and back up your company's QuickBooks file and quickly set up shop.

The perennial bestseller—now in a new edition QuickBooks allows small businesses to manage their own accounting and financial management tasks—without needing to hire expensive financial professionals. This perennial bestseller is here to show you step by step how to build the perfect budget, simplify tax return preparation, manage inventory, track job costs, generate statement and financial reports, and every other accounting-related task that crosses your desk. Written by CPA Stephen L. Nelson, it shows you how to get the most out of the software that helps over six million small businesses manage their finances. Handle your financial and business management tasks more effectively Get the most out of QuickBooks' features Create invoices and memos with ease Pay bills, prepare payroll, and record sales receipts If you use QuickBooks at work—or want to implement it in 2020—this book has you covered.

The quickest way to do the books! Finances don't have to put you in a funk! With the help of this all-encompassing book, you'll get the easy-to-follow instruction you need to get your business' ducks in a row—without ever losing your cool. Whether you're a numbers person or have never spent much time with a calculator, you'll discover how to use QuickBooks 2019 to make it easier than ever to handle your finances. This value-priced reference combines eight content-rich mini-books into one complete package, providing the answers you need to get the most out of the latest version of QuickBooks. No stone is left unturned, giving you everything you need to turn what used to be harrowing tasks into simple items you can check off on your to-do list. Helps you use QuickBooks to ease accounting chores, financial management, and business planning Provides guidance from an industry expert Shows you how to set up a QuickBooks accounting system, load the master files lists, invoice customers, pay vendors, track inventory, manage cash and bank accounts, and more Gives helpful troubleshooting tips to make your accounting easy Your time is precious—why waste a minute when QuickBooks can make it easier? Get started today!

Bookkeeping made easy Bookkeeping is an essential skill required in every industry, with a certain concentration in wholesale and retail trade, manufacturing, payroll services, accounting and tax preparation. If you're a small business owner looking for clear and concise instructions on keeping the books, tracking transactions, recognizing assets and liabilities and keeping ledgers and journals, this book is your one-stop guide to making it easier! Bookkeeping For Canadians For Dummies covers how to create financial statements and also shows how to operate accounts for businesses. In addition, it teaches you how to recognize the assets and liabilities to the business. Keep the books Track transactions Compete against larger competitors Stay on top of journals Small business owners keeping their own books will rejoice to have this handy guide by their side!

Make business chores easy with QuickBooks Managing the books for a small business can be a challenging, onerous task. If you're looking to spend fewer hours hunched over multiple spreadsheets and more time focused on other aspects of your growing business, this all-in-one guide gives you everything you need to put QuickBooks to work for you. Combining eight content-rich books into one complete package, this value-priced reference provides answers to all the questions you have about how QuickBooks can manage your business finances—even the ones you didn't know to ask! With the help of QuickBooks 2017 All-In-One For Dummies, you'll quickly and painlessly discover how to use this fan-favorite software program to establish fundamental accounting practices that will keep your company successful and healthy. From

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installing the software and configuring QuickBooks to setting up payroll reminders and keeping track of your business checkbook and credit cards, everything you need to effectively—and efficiently—stay on top of those dollars and cents is only a page away! Organize all of your business finances in one place Pay vendors, invoice customers, and track inventory Prepare financial statements and reports Access your cloud-based account using your smartphone This is your all-encompassing guide to putting your financial woes to rest and simplifying your business accounting with confidence!

The perennial bestseller—now in a new edition for QuickBooks 2018 QuickBooks 2018 For Dummies is here to make it easier than ever to familiarize yourself with the latest version of the software. It shows you step by step how to build the perfect budget, simplify tax return preparation, manage inventory, track job costs, generate income statements and financial reports, and every other accounting-related task that crosses your desk at work. Written by highly qualified CPA Stephen L. Nelson, this trusted bestseller shows you how to get the most out of the software that helps over six million small businesses manage their finances. Removing the need to hire expensive financial professionals, it empowers you to take your small business' finances into your own hands. Handle your financial and business management tasks more effectively Implement QuickBooks and get the most out of its features Create invoices and credit memos with ease Pay bills, prepare payroll, and record sales receipts If you're a small business owner, manager, or employee who utilizes QuickBooks at work, this bestselling guide has answers for all of your business accounting needs.

Master the skills of QuickBooks Online Accountant (QBOA) at your own pace with the unique self-directed learning approach found in Owen's USING QUICKBOOKS ONLINE FOR ACCOUNTING, 4E. This edition focuses exclusively on QBOA, allowing you to refine skills while reviewing your understanding of financial accounting, reporting and analysis tools. Learn how accounting information is both created and used to make key decisions. Easy-to-follow instructions, real examples and manageable assignments reinforce your accounting skills as you practice using the QBOA application to analyze business events. Learn how to set up QBOA for a business and use it to record business events. Discover how to generate financial statements and reports and communicate critical information to business owners, investors and creditors. These skills translate into on-the-job success no matter what accounting applications you use in the future. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Ever since advising or arguing about the law became a way to make a living around the 12th century, and lawyers began to take money for their work, there have been requirements for lawyers to be able to account to their clients for money given to them. Since about the same time, to

Master the skills of QuickBooks Online Accountant (QBOA) at your own pace with the unique self-directed learning approach found in Owen's USING QUICKBOOKS ONLINE FOR ACCOUNTING, 5E. This edition focuses exclusively on QBOA, allowing you to refine skills while reviewing your understanding of financial accounting, reporting and analysis tools. Learn how accounting information is both created and used to make key decisions. Easy-to-follow instructions, real examples and manageable assignments reinforce your accounting skills as you practice using the QBOA application to analyze business events. Learn how to set up QBOA for a business and use it to record business events. Discover how to generate financial statements and reports and communicate critical information to business owners, investors and creditors. These skills translate into on-the-job success no matter what accounting applications you use in the future. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Feeling stuck? Find out how to work toward the career of your dreams If you're slogging through your days in a boring or unrewarding job, it may be time to

make a big change. *Careers For Dummies* is a comprehensive career guide from a top career coach and counselor that will help you jump start your career and your life. Dive in to learn more about career opportunities, with a plethora of job descriptions and the certifications, degrees, and continuing education that can help you build the career you've always wanted. Whether you're entering the workforce for the first time or a career-oriented person who needs or wants a change, this book has valuable information that can help you achieve your career goals. Find out how you can build your personal brand to become more attractive to potential employers, how to create a plan to "get from here to there" on your career path, and access videos and checklists that help to drive home all the key points. If you're not happy in your day-to-day work now, there's no better time than the present to work towards change. Get inspired by learning about a wide variety of careers Create a path forward for a new or better career that will be rewarding and fun Determine how to build your personal brand to enhance your career opportunities Get tips from a top career coach to help you plan and implement a strategy for a more rewarding work life *Careers For Dummies* is the complete resource for those looking to enhance their careers or embark on a more rewarding work experience.

### Retirement and Employee Benefit Plans

Are you tired of using two and three programs to run your Accounting needs for your Law Practice? You don't have to have a program for entering Time, one for all other Accounting and one for Payroll or using a Service for Payroll. You can do it all with QuickBooks. I walk you step by step how to cover all your tasks including Trust Accounts. Get started on making your Law Practice more streamlined and efficient. Pick up Your Copy Today!

Now updated and revised to cover the latest features of Microsoft Office 2019 The world's leading suite of business productivity software, Microsoft Office helps users complete common business tasks, including word processing, email, presentations, data management and analysis, and much more. Whether you need accessible instruction on Word, Excel, PowerPoint, Outlook, or Access—or all of the above—this handy reference makes it easier. In *Office X For Dummies*, you'll get help with typing and formatting text in Word, creating and navigating an Excel spreadsheet, creating a powerful PowerPoint presentation, adding color, pictures, and sound to a presentation, configuring email with Outlook, designing an Access database, and more. Information is presented in the straightforward but fun language that has defined the *Dummies* series for more than twenty years. Get insight into common tasks and advanced tools Find full coverage of each application in the suite Benefit from updated information based on the newest software release Make your work life easier and more efficiently If you need to make sense of Office X and don't have time to waste, this is the trusted reference you'll want to keep close at hand!

The perennial bestseller—updated for the latest release of QuickBooks If you're like most people involved with a small business, accounting isn't necessarily your



strong suit, and certainly isn't the reason you got involved with your venture. Luckily, this bestselling guide shows you just how easy it is to use QuickBooks to keep your ducks in a row—so you can spend less time worrying about finances and more time concentrating on other aspects of your growing business. With easy-to-follow guidance and plain-English explanations that cut through confusing financial jargon, QuickBooks 2017 For Dummies assumes no prior knowledge of the software and gets you started at the very beginning. In no time, you'll discover how to install the software and configure QuickBooks for your business needs, set up payroll reminders, download bank and credit card transactions, pay bills online, keep track of your checkbook and credit cards, and so much more. Organize all of your business finances in one place Create invoices and credit memos, record sales receipts, and pay the bills Track inventory, calculate job costs, and monitor your business reports Make tax time easier Written by a CPA who knows QuickBooks and understands your unique business needs, this is your go-to guide for getting past the paperwork and putting the program to work for you.

Your all-in-one accounting resource If you're a numbers person, it's your lucky day! Accounting jobs are on the rise — in fact, the Bureau of Labor Statistics projects a faster-than-average growth rate of 11% in the industry through 2024. So, if you're seeking long-term job security while also pursuing your passion, you'll be stacking the odds in your favor by starting a career in accounting. Accountants don't necessarily lead a solitary life behind a desk in a bank. The field offers opportunities in auditing, budget analysis, financial accounting, management accounting, tax accounting, and more. In Accounting All-in-One For Dummies, you'll benefit from cream-of-the-crop content culled from several previously published books. It'll help you to flourish in whatever niche you want to conquer in the wonderful world of accounting. You'll also get free access to a quiz for each section of the book online. Report on financial statements Make savvy business decisions Audit and detect financial fraud Handle cash and make purchasing decisions Get free access to topic quizzes online If you're a student studying the application of accounting theories or a professional looking for a valuable desktop reference you can trust, this book covers it all.

Get more experience and confidence using QuickBooks with this realistic practice set. You will set up a new company and enter transactions for three months of activity. Transactions entered include: invoices, sales receipts, receive payments, deposits, enter and pay bills, checks, credit card charges, sales tax payments, purchase orders, inventory adjustments and credit memos. You will reconcile the bank and credit card accounts and create reports to check your progress. If you want a realistic company to practice and get more experience using QuickBooks, then this practice set is perfect for you.

Using a hands-on approach, Computer Accounting with QuickBooks® 2015 integrates understanding accounting with mastery of QuickBooks software. The text provides proven instructional techniques based throughout the new edition to

make students mastery of QuickBooks as effortless as possible. The Sixteenth Edition offers a complete package to learn the leading small business accounting software: QuickBooks software, comprehensive text, Student Blog, and LIVE Projects. The text uses a highly effective three-step approach to streamline your learning: 1. Chapter Tutorials. Providing numerous screen shots and detailed instructions, chapters in Computer Accounting with QuickBooks are designed as tutorials for the student to initially learn the accounting software features. All chapters are based on realistic, virtual company cases to enhance your understanding of the business environment in which QuickBooks is used. YouTube videos @ [www.myquickbooks.me](http://www.myquickbooks.me) reinforce chapter tutorials. 2. Learning Activities. To improve long-term retention of student software skills and mastery of QuickBooks, learning activities are included at the end of the chapters. Designed with fewer instructions to test the understanding and, when needed, to develop skills at quickly seeking out additional information to complete tasks, the activities consist of exercises, projects and web quests. JIT Learning, the ability to seek out information as needed, is an increasingly important skill in a rapidly changing business environment. Computer Accounting with QuickBooks is designed to seamlessly facilitate your development of this crucial skill. In addition, the virtual cases challenge you to apply and develop both software and problem-solving skills. 3. Reflection. Reflection improves learning and retention. A reflection exercise, A Wish and A Star, appears at the end of each chapter to highlight what the student has learned. New with QuickBooks 2015, we are pleased to include a Quick Guide in Section 3 to streamline your review for the QuickBooks User Certification examination.

The easy way to manage business finances QuickBooks is known for helping their users effectively handle their financial and business management tasks, and QuickBooks 2018 All-in-One For Dummies is the go-to guide for anyone looking to gain insight into the latest version of the software. It gets you up to speed on the key features of QuickBooks and small business accounting and makes managing finances a breeze. This book will help you learn all the skills you need to know, like how to invoice customers, pay vendors, manage cash and bank accounts, use activity-based costing, and write a business plan. Written by highly qualified CPA Stephen L. Nelson, this detailed reference combines eight mini-books into one complete resource. Small business finances can be complicated, but QuickBooks 2018 is a valuable tool for getting them right—and this guide makes it easier. Troubleshoot and protect your financial data Utilize Cloud storage and access your information from a smartphone Plan and set up a QuickBooks system Make sense of double-entry bookkeeping Handle your financial and business management tasks more effectively QuickBooks 2018 All-in-One For Dummies is a helpful resource for getting started with QuickBooks 2018, and a reference guide that will provide insight and answers to experienced users as well.

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Become a machine learning pro! Google TensorFlow has become the darling of financial firms and research organizations, but the technology can be intimidating and the learning curve is steep. Luckily, TensorFlow For Dummies is here to offer you a friendly, easy-to-follow book on the subject. Inside, you'll find out how to write applications with TensorFlow, while also grasping the concepts underlying machine learning—all without ever losing your cool! Machine learning has become ubiquitous in modern society, and its applications include language translation, robotics, handwriting analysis, financial prediction, and image recognition.

TensorFlow is Google's preeminent toolset for machine learning, and this hands-on guide makes it easy to understand, even for those without a background in artificial intelligence. Install TensorFlow on your computer Learn the fundamentals of statistical regression and neural networks Visualize the machine learning process with TensorBoard Perform image recognition with convolutional neural networks (CNNs) Analyze sequential data with recurrent neural networks (RNNs) Execute TensorFlow on mobile devices and the Google Cloud Platform (GCP) If you're a manager or software developer looking to use TensorFlow for machine learning, this is the book you'll want to have close by.

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The bestselling guide to QuickBooks—now in a new edition QuickBooks 2019 For Dummies is here to make it easier than ever to familiarize yourself with the latest version of the software. It shows you step by step how to build the perfect budget, simplify tax return preparation, manage inventory, track job costs, generate income statements and financial reports, and every other accounting-related task that crosses your desk at work. Written by CPA Stephen L. Nelson, this perennial bestseller shows you how to get the most out of the software that helps over six million small businesses manage their finances. Removing the need to hire expensive financial professionals, it empowers you to take your small business' finances into your own hands. Handle your financial and business

management tasks more effectively Implement QuickBooks and get the most out of its features Create invoices and credit memos with ease Pay bills, prepare payroll, and record sales receipts If you're a small business owner, manager, or employee who utilizes QuickBooks at work, this bestselling guide has answers for all of your business accounting needs.

Learn how to track and manage your business finances with QuickBooks 2018.

This clear and engaging book provides step-by-step instructions on how and when to use QuickBooks' features, along with basic bookkeeping and accounting advice. Get started quickly at the beginning of the book or jump directly to the topics you need. Download bonus appendixes from the book's website. This book shows you how to make the most of QuickBooks, so your bookkeeping flows smoother and faster.

- Get started quickly. Find your way around QuickBooks and quickly set up accounts, customers, jobs, vendors, and items you sell.
- Follow the money. Track everything from billable and nonbillable expenses and time to accounts payable, accounts receivable, income, and profit.
- Keep your company financially fit. Stay on top of financial tasks, track and manage inventory and sales tax, and compare actual performance to your budget.
- Track performance. Track finances with reports, graphs, and built-in dashboards.
- Spend less time on bookkeeping. Reuse bills, invoices, sales receipts, timesheets, reports, and more. Link your company file to your real-world bank accounts.
- Make QuickBooks work the way you want. Configure QuickBooks preferences to match the way you work. Customize the QuickBooks interface, forms, and reports.
- Integrate QuickBooks with other programs. Make your QuickBooks data do more by sharing it with Word, Excel, Outlook, or external applications.
- Keep your data secure. Protect your financial data by setting up users and specifying who can access what.

Complete classroom training manuals for QuickBooks Pro 2020 for Lawyers. Full classroom manual in one book. 344 pages and 212 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create and effectively manage a legal company file as well as use QuickBooks for trust accounting. In addition, you'll receive our complete QuickBooks curriculum.

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 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 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 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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