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The Chart of Accounts

Adding a New Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account Type" dropdown.
3. Enter an account name and "Account Number".
4. Enter the account information and click "Next to Save".

Editing an Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account Type" dropdown.
3. Select the account name and "Account Number".
4. Select the account information and click "Next to Save".

Deleting an Existing Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account Type" dropdown.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Customers, Employees & Vendors

Adding a New Customer

1. Select "New Customer" from the "New Customer" menu.
2. Select "New Customer" from the "New Customer" menu.

Editing an Existing Customer

1. Select "New Customer" from the "New Customer" menu.
2. Select "New Customer" from the "New Customer" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Deleting an Existing Customer

1. Select "New Customer" from the "New Customer" menu.
2. Select "New Customer" from the "New Customer" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Adding a New Employee

1. Select "New Employee" from the "New Employee" menu.
2. Select "New Employee" from the "New Employee" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Editing an Existing Employee

1. Select "New Employee" from the "New Employee" menu.
2. Select "New Employee" from the "New Employee" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Adding a New Vendor

1. Select "New Vendor" from the "New Vendor" menu.
2. Select "New Vendor" from the "New Vendor" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Deleting an Existing Vendor

1. Select "New Vendor" from the "New Vendor" menu.
2. Select "New Vendor" from the "New Vendor" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Creating a New Vendor

1. Select "New Vendor" from the "New Vendor" menu.
2. Select "New Vendor" from the "New Vendor" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing List Items

Creating a New List Item

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "New Item List" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Editing a List Item

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "New Item List" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing and Reconciling Items

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "New Item List" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing and Reconciling List Items

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "New Item List" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Using Tax

Creating a New Tax Item

1. Select "New Tax Item" from the menu bar.
2. Select "New Tax Item" from the "New Tax Item" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Editing a Tax Item

1. Select "New Tax Item" from the menu bar.
2. Select "New Tax Item" from the "New Tax Item" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing a Taxable Customer

1. Select "New Tax Item" from the menu bar.
2. Select "New Tax Item" from the "New Tax Item" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing a Taxable Item

1. Select "New Tax Item" from the menu bar.
2. Select "New Tax Item" from the "New Tax Item" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Creating a New Tax Report

1. Select "New Tax Item" from the menu bar.
2. Select "New Tax Item" from the "New Tax Item" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

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1. Select "New Sales Tax" from the menu bar.
2. Select "New Sales Tax" from the "New Sales Tax" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Inventory

Managing Inventory in QuickBooks

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "New Inventory" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

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1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "New Inventory" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

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1. Select "New Purchase Order" from the menu bar.
2. Select "New Purchase Order" from the "New Purchase Order" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing Purchase Order Reports

1. Select "New Purchase Order" from the menu bar.
2. Select "New Purchase Order" from the "New Purchase Order" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing Inventory with a Bill

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "New Inventory" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing an Item Receipt

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "New Inventory" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing a Bill to an Item Receipt

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "New Inventory" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Managing Inventory

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "New Inventory" menu.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.



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R Bogdan



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