

Accounting Solutions Center Inc

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QuickBooks Desktop Level B

Inventory Tasks

- Adding stock inventory items
- Adding assemblies
- Converting Units of Measure
- Setting Pricing Levels
- Changing Prices

Working with Special Item Types

- Fixed Assets
- Sales Taxes

Users and Passwords

- Creating Admin Users
- Creating Limited Users
- Using Multi-user Mode

Using Classes for Departmental Reporting

- Creating a Class
- Using Classes in Transactions
- Reporting Departmental Gross Profit

Transaction Shortcuts

- Time & Expense Billing
- Progress Billing
- Copying Transactions
- Memorized Transactions

Payroll

- Setting Up Payroll
- Adding Employees
- Creating Timesheets
- Creating Paychecks
- Paying Taxes and Filing Forms

Customizing Forms (Estimates, Invoices, POs, Credit Memos, Statements)

- Copying Standard Templates
- Adding a Logo
- Changing Field Order