

Accounting Solutions Center Inc

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QuickBooks Online Level 2

Inventory Tasks

- Adding stock inventory items
- Adding Services
- Tracking stock levels

Users and Passwords

- Creating Admin Users
- Creating Limited Users
- Creating Reports Only or Time Tracking Only Users

Special Transaction Types

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