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*INTERNATIONAL:QuickBooks Pro Quick Reference (Quick Reference) [Glenda Friesen] on calendrierdelascience.com \*FREE\* shipping on qualifying offers. Focusing on a referential approach, this work covers and explains QuickBooks Pro.*

Laminated Cheat Sheet Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in QuickBooks Pro When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Adding a New Account 2. Editing an Account 3. Adding a New Customer 3. Editing or Deleting a Customer 4. Adding a New Employee 5. Editing or Deleting an Employee 6. Adding a New Vendor 7. Editing or Deleting a Vendor 8. Creating Custom Fields 1. Creating Item List Custom Fields 2. Inactivating and Reactivating Items 4. Creating a Sales Tax Item or Group 2. Setting Default Sales Tax Preferences 3. Indicating a Taxable Customer 4. Indicating a Taxable Item 5. Creating a Sales Tax Report 6. Paying Sales Tax 1. Enabling Inventory in QuickBooks 2. Creating New Inventory Part Items 3. Creating a Purchase Order 4. Creating Purchase Order Reports 5. Receiving Inventory with a Bill 6. Creating an Item Receipt 7. Matching a Bill to an Item Receipt 8.

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*Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in QuickBooks Pro When you need an answer fast, you will find it right at your fingertips.*

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