



QuickBooks 2008 Basic

1.0 Getting Started

- 1.1 Starting QuickBooks
- 1.2 Exploring the Interface and Centers
- 1.3 Open Additional QuickBooks Windows
- 1.4 Set Up QuickBooks for Multiple Users
- 1.5 Navigating Multi-User Mode

2.0 Working with QuickBooks

- 2.1 Set Up a Company
- 2.2 Working with the Chart of Accounts
- 2.3 Entering an Open Balance
- 2.4 Working with Lists
- 2.5 List Management Techniques
- 2.6 Using the Vendors Center
- 2.7 Using the Employees Center
- 2.8 Customizing Fields

3.0 Managing Inventory

- 3.1 Entering Products in Inventory
- 3.2 Ordering Items and Inventory
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- 3.4 Paying for Inventory
- 3.5 Adjusting Inventory Manually

4.0 Tracking Basics

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- 4.3 Tracking the Chart of Accounts

5.0 Working with Services

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6.0 Banking Tasks

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7.0 Managing Bills

- 7.1 Entering Bills
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