

Quickbooks Pro 2013 Learning Guide

"This book provides a comprehensive collection of research on current technological developments and organizational perspectives on the scale of small and medium enterprises"--Provided by publisher.

A record 21.6 million students attended American colleges and universities in the fall of 2012. Of those students, the U.S. Census Bureau says, more than 4.4 million were in the 15-19 age bracket, the market primed and ready for the advice dispensed by college consultants. The experts at Entrepreneur zero in on this growing marketing and show education enthusiasts how to turn their passion into profits with a college planning and consultant business.

Complete classroom training manual for JavaScript. 283 pages and 128 individual topics. Includes practice exercises and keyboard shortcuts. The purpose of this course is to educate the student in the basic language skills necessary to use JavaScript. There are many resources available on the Internet that allow you to download code and place it into your HTML document or JavaScript code file. However, it is important to first understand the underlying language and components of JavaScript to be able to alter the code to work in

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your desired application, and easily troubleshoot any errors that may occur. Whether you are looking to add interactivity to your website, control how a browser acts or alter your HTML document's content, it is important to have a firm grasp of the basics of JavaScript. We begin this course by discussing the basic components and structure of JavaScript as well as learning the terminology. Then, we'll advance through topics to cover some more advanced concepts and uses for JavaScript. Topics Covered: Getting Acquainted with JavaScript 1. Introduction to JavaScript 2. JavaScript vs. Java 3. The Tag 4. External JavaScript 5. Uses for JavaScript The Makeup of JavaScript 1. JavaScript Statements 2. Code and Code Blocks 3. Whitespace 4. Case Sensitivity 5. Breaking Up a Line of Code JavaScript Comments 1. Single Line Comments 2. Multi-Line Comments 3. End of Line Comments 4. Using Comments to Stop Execution JavaScript Variables 1. What are JavaScript Variables? 2. Syntax for Text and Numerical Values 3. Creating (Declaring) Variables 4. Re-Declaring Variables 5. Undefined Value 6. Using One Statement for Multiple Variables 7. Local Variables and Global Variables Exploring JavaScript Data Types 1. Dynamic Data Types in JavaScript 2. Null 3. Number 4. String 5. Boolean 6. Array 7. Object JavaScript Objects 1. Creating Objects 2. Accessing Object Properties 3. Accessing Object Methods JavaScript

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Functions 1. JavaScript Function Definition and Syntax 2. Functions with a Return Value 3. Calling a Function with Arguments 4. Assigning Values to Undeclared Variables JavaScript Operators 1. Arithmetic Operators 2. Assignment Operators 3. Adding Strings and Numbers 4. Comparison Operators 5. Logical Operators 6. Conditional Operators JavaScript Conditions 1. If Statements 2. The Switch Statement JavaScript Loops 1. The FOR Loop 2. The FOR...IN Loop 3. The WHILE Loop 4. The DO...WHILE Loop JavaScript Break and Continue 1. The Break Statement 2. The Continue Statement 3. JavaScript Labels JavaScript Errors 1. The Try...Catch Statement 2. The Throw Statement JavaScript Form Validation 1. Form Validation 2. E-Mail Validation JavaScript RegExp Object 1. RegExp Definition and Modifiers 2. RegExp Special Characters 3. RegExp Methods JavaScript Hoisting 1. Declarations 2. Initializations JavaScript USE STRICT Directive 1. What is the USE STRICT Directive and Why Use It? 2. What's Not Allowed in STRICT Mode? JavaScript HTML DOM 1. What is HTML DOM? 2. HTML DOM Methods and Properties 3. HTML DOM Document 4. Finding HTML Elements 5. Changing the Output Stream 6. Changing the Value of an Attribute 7. Changing CSS HTML DOM Events 1. Using Events 2. The ONCHANGE Event HTML DOM Navigation 1. DOM Nodes 2. Node Relationships 3. Child Nodes and

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Values 4. NODE...Properties 5. HTML DOM Nodelist 6. Root Nodes Adding and Removing DOM Nodes 1. Creating New HTML Elements (Nodes) 2. Removing Existing HTML Elements (Nodes) 3. Replacing HTML Elements (Nodes) JavaScript Browser Object Model (BOM) 1. What is the Browser Object Model (BOM)? 2. The Window Object 3. Window Size Properties 4. Other Window Methods and Properties Window Screen Object 1. What does the Window Screen Object Do? 2. Window Screen Object Properties. Window Location Object 1. What does the Window Location Object Do? 2. Window Location HREF Property 3. Window Location PATHNAME Property 4. Window Location ASSIGN() Method Window History Object 1. What does the Window History Object Do? 2. Window History Back and Forward Methods Window Navigator Object 1. What does the Window Navigator Object Do? JavaScript Popup Boxes 1. The Alert Box 2. The Confirm Box 3. The Prompt Box JavaScript Timing Events 1. What are JavaScript Timing Events? 2. SETINTERVAL() and CLEARINTERVAL() Methods 3. SETTIMEOUT() and CLARTIMEOUT() Methods 4. Creating a Clock JavaScript Cookies 1. What are Cookies? 2. Working with Cookies The JavaScript Console Object 1. The Console Object 2. Inline Grouping 3. Timers 4. String Substitution Advanced JavaScript Objects 1. The Object Literal and the Keyword New 2. Using an Object Constructor 3.

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JavaScript Prototype 4. Mutable Objects and Immutable Primitive Values 5. JavaScript Object Properties 6. Adding New Properties and Deleting Properties Number Object 1. What is a Number Object? 2. Hexadecimal Numbers 3. NaN – Not a Number 4. Infinity String Object 1. Using the String Object 2. String Properties and Methods 3. Special Characters Date Object 1. The Date Object 2. Set and Compare Dates 3. Convert the Date to a String Array Object 1. Create and Access an Array Object 2. Joining Arrays 3. Working with Arrays Math Object 1. The Math Object and Mathematical Constants 2. Math Object Methods JavaScript Libraries (Frameworks) 1. JavaScript Libraries or Frameworks 2. Testing jQuery

Do more in less time! Whether you're an entrepreneur, accountant, or bookkeeper, this comprehensive guide will help you get the most out of QuickBooks 2014: more productivity, more business knowledge, and more value! Drawing on her unsurpassed QuickBooks consulting and accounting experience, Laura Madeira delivers quickstart instructions plus step-by-step guides and practical checklists for taking total control over business finances. With Quickbooks and this book at your disposal, you'll improve everything from planning to reporting and payroll to invoicing. Create a new QuickBooks file; convert from other software; and set up users, permissions, and preferences

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Expanded! Learn how to use tools specific to your version of QuickBooks, including QuickBooks Enterprise Solutions Understand QuickBooks lists from the chart of accounts, items, classes, and more Set up and manage inventory, vendors, customers, and payroll Track product or service sales and manage the profitability of your company Efficiently use Bank Feeds to download bank and credit card transactions Master all the essentials of financial reporting; customize and memorize reports Review the accuracy of your data, with step-by-step instructions accompanied by checklists Share QuickBooks data with your accountant or client at tax time Use QuickBooks 2014's tools for managing loans, planning and preparing for year-end, and syncing with Outlook contacts Efficiently review and correct client data errors, from misclassified transactions to incorrect beginning balances Prepare customized reports and documents using MS Excel and Word integration Master powerful shortcuts for working more efficiently and saving precious time Learn how to reliably back up your data, troubleshoot database errors, and manage QuickBooks data integrity All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can't fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning, reference, problem-solving...the only

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QuickBooks 2014 book you need! Register your book at quepublishing.com/register

The Official Intuit Guide to QuickBooks 2013 for Windows Your bookkeeping workflow will be smoother and faster with QuickBooks 2013 for Windows, and as the program's Official Guide, this Missing Manual puts you firmly in control. You get step-by-step instructions on how and when to use specific features, along with basic accounting advice to guide you through the learning process. The important stuff you need to know: Get started. Set up your accounts, customers, jobs, and invoice items quickly. Follow the money. Track everything from billable time and expenses to income and profit. Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets, and liabilities. Spend less time on bookkeeping. Use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets. Find key info fast. Rely on QuickBooks' Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers. Exchange data with other programs. Move data between QuickBooks, Microsoft Office, and other programs.

Offers expert advice on selling handmade creations online, covering such topics as building an online presence, creating a business plan, writing copy, developing a marketing strategy, and advertising through social media.

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Basic updating of resources and interviews with successful owners in the fashion accessories business. Trendy entrepreneurs learn how to create and sell their own accessories, buy wholesale accessories for resale or establish their own online or traditional store. Our experts take them step by step from creating a business plan, to setting up a home workshop and office, exploring the market, managing finances, publicizing and advertising the business and much more. Industry professionals and practicing home-based business owners provide unique insights, tips and tricks to ensure success. This step-by-step guide gives aspiring entrepreneurs everything they need to know to turn their passion for fashion into a successful business.

This book teaches students how to use the QuickBooks Pro 2001 version accounting software. The first part of the text provides a hands-on introduction to QuickBooks, while the second half focuses on a service and merchandising business, as well as advanced features of QuickBooks. Step-by-step instructions are given for easy learning, with an abundance of exercises and projects to reinforce new concepts. PC Magazine rates QuickBooks as one of the top five software packages for small businesses.

How can you make your bookkeeping workflow smoother and faster? Simple. With this Missing Manual, you're in control: you get step-by-step

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instructions on how and when to use specific features, along with basic bookkeeping and accounting advice to guide you through the learning process. Discover new and improved features like the Insights dashboard and easy report commenting. You'll soon see why this book is the Official Intuit Guide to QuickBooks 2015. The important stuff you need to know: Get started fast. Quickly set up accounts, customers, jobs, and invoice items. Follow the money. Track everything from billable and unbillable time and expenses to income and profit. Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets, and liabilities. Gain insights. Open a new dashboard that highlights your company's financial activity and status the moment you log in. Spend less time on bookkeeping. Create and reuse bills, invoices, sales receipts, and timesheets. Find key info. Use QuickBooks' Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers.

This practical guide covers not only bookkeeping essentials but also a range of accounting and taxation issues that bookkeepers need to be aware of when dealing with their clients and their accountants. It has a very practical approach, with numerous worked examples, diagrams, checklists, tables and FAQs. Adapted for New Zealand from the popular Australian edition by Stephen Marsden, this

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book is an invaluable resource for bookkeepers, accounting technicians and accountants.

Indexes are arranged by geographic area, activities, personal name, and consulting firm name.

"Contains material adapted and abridged from The everything start your own business book, 4th edition, by Julia B. Harrington"--T.p. verso.

Written from a teaching perspective, *Counseling the Nursing Mother: A Lactation Consultant's Guide*, Sixth Edition presents topics within a counseling framework with practical suggestions and evidence-based information interwoven throughout. Completely updated and revised, it includes new research on milk composition, the importance of the gut microbiome and skin-to-skin care, Affordable Care Act changes, and the latest guidelines from the World Health Organization for breastfeeding with HIV. Also explored and expanded are discussions on cultural competence, working effectively and sensitively with LGBTQ families, addressing disparities in health equity, milk banking issues, and social media trends for lactation information and support. Additionally, the Sixth Edition also serves as a significant teaching tool for students, interns, and other healthcare professionals. With an extensive glossary and bulleted lists at the end of each chapter, it is an ideal study guide for International Board Certified Lactation Consultant (IBCLC) certification and practice. Each new print copy

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includes Navigate 2 Advantage Access that unlocks a comprehensive and interactive eBook.

Thanks to today's busy lifestyles, nearly 4,500 institutions of higher learning, and more than 21 million students, the need for college admissions consulting services continues to grow. The experts at Entrepreneur detail how education enthusiasts and/ or those with a passion for counseling others can take advantage of this home-based business opportunity. Coached by our experts, entrepreneurs learn how to identify their specialty or services—from steering high school students towards acceptance to assisting in filing admission and financial applications and other market needs. They also learn business basics such as establishing their company as a legal entity, outfitting a home office, handling the finances, promoting your services and the like. Given contact lists, resource lists, sample documents, and even interviews from practicing entrepreneurs sharing money-saving tips, pitfalls to avoid, and tricks of the trade, entrepreneurs gain all the intel they need to make their business startup and launch a success.

Essential guidance for the financial auditor in need of a working knowledge of IT If you're a financial auditor needing working knowledge of IT and application controls, Automated Auditing Financial Applications for Small and Mid-Sized Businesses provides you with the guidance you need. Conceptual

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overviews of key IT auditing issues are included, as well as concrete hands-on tips and techniques. Inside, you'll find background and guidance with appropriate reference to material published by ISACA, AICPA, organized to show the increasing complexity of systems, starting with general principles and progressing through greater levels of functionality. Provides straightforward IT guidance to financial auditors seeking to develop quality and efficacy of software controls Offers small- and middle-market business auditors relevant IT coverage Covers relevant applications, including MS Excel, Quickbooks, and report writers Written for financial auditors practicing in the small to mid-sized business space The largest market segment in the United States in quantity and scope is the small and middle market business, which continues to be the source of economic growth and expansion. Uniquely focused on the IT needs of auditors serving the small to medium sized business, *Automated Auditing Financial Applications for Small and Mid-Sized Businesses* delivers the kind of IT coverage you need for your organization.

Structured around the idea that innovation is at the core of successful entrepreneurship, *New Venture Creation: An Innovator's Guide to Startups and Corporate Ventures*, Second Edition by Marc H. Meyer and Frederick G. Crane is an insightful, applied-methods guide that establishes innovation

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as a necessary first step before writing a business plan or developing a financial model. With a focus on pragmatic methods, this guide helps students develop the innovative concepts and business plans they need to raise start-up capital.

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Explains how to set up and customize QuickBooks to manage small business finances, covering such topics as creating invoices, tracking inventory, running payroll, monitoring sales, and securing data.

Do more in less time! Whether you're an entrepreneur, accountant, or bookkeeper, this comprehensive guide will help you get the most out of QuickBooks 2013: more productivity, more business knowledge, and more value! Drawing on her unsurpassed QuickBooks consulting and accounting experience, Laura Madeira delivers step-by-step guides and practical checklists for taking total control over business finances and improving everything from planning to reporting and payroll to invoicing. • Create a new QuickBooks file; convert from other software; and set up users, permissions, and preferences • New! Learn how to use tools specific to your version of QuickBooks, including QuickBooks

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Enterprise Solutions • Understand QuickBooks lists from the chart of accounts, items, classes, and more • Set up and manage inventory, vendors, customers, and payroll • Track product or service sales and manage the profitability of your company • Efficiently download bank and credit card transactions • Master all the essentials of financial reporting; customize and memorize reports • Review the accuracy of your data, with step-by-step instructions accompanied by checklists • Share QuickBooks data with your accountant or client at tax time • Use QuickBooks 2013's tools for managing loans, planning and preparing for year-end, and syncing with Outlook contacts • Efficiently review and correct client data errors, from misclassified transactions to incorrect beginning balances • Prepare customized reports and documents using MS Excel and Word integration • Master powerful shortcuts for working more efficiently and saving precious time • Learn how to reliably back up your data, troubleshoot database errors, and manage QuickBooks data integrity All In Depth books offer • Comprehensive coverage with detailed solutions • Troubleshooting help for tough problems you can't fix on your own • Outstanding authors recognized worldwide for their expertise and teaching style Learning, reference, problem-solving...the only QuickBooks 2013 book you need!

I wrote this little guidebook of essentials, for new entrepreneurs to essentially cut through the vast world of information that seems to abound on the internet. The spirit of this book and the energy behind anything I do for small business owners is only to be helpful and share things that I know from real world experience. The first year is when your excitement and drive is at its peak, and it should also be the time that you setup a workflow that actually helps you stay ahead of the game. That is what this Do-It-Yourself guidebook will help you do. This book is meant to be

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functional and based on years and years of experience operating small businesses and assisting entrepreneurs in the real world – the everyday, nitty-gritty stuff that keeps us compliant and able to see a growing bottom line through do-it-yourself means. In other words, this book is for the rest of us. I am very confident in the information I have gathered, simply because it is from real world experience. Also, the fact that I have helped many other small business owners who were overwhelmed get caught up with their books, tax reporting and corporate paperwork and helped them have a streamlined workflow that is compliant for their industry makes me know that this will work for you. But only if you do what is recommended. Fill in the planners and checklists, email me and ask questions, bring your business just one level up from where it is now and see the profitable difference and the time and stress it will save you to do this stuff. You will be glad you did.

Get your business organized with QuickBooks Now more than ever, keeping track of every penny is crucial to making it in business. And the owners of thousands of small-to-mid-size businesses turn to QuickBooks to help them manage their finances without having to hire an outside accounting professional. Bestselling author Stephen Nelson updates his popular QuickBooks For Dummies to cover the latest revisions and enhancements to this leading small business accounting software package. After a quick review of bookkeeping basics, you'll discover how QuickBooks 2013 can help you build the perfect budget, process payroll, simplify your tax return prep work, create invoices, manage inventory, generate income statements, balance accounts, and much more. You'll learn what you should do before you install and set up QuickBooks, then move on to basic bookkeeping concepts and the fundamentals of building a solid budget. You'll also discover how to enter data, create

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invoices, record and print sales receipts, monitor your job costs, and generate most common financial reports with ease. Veteran author Stephen Nelson updates his perennial bestseller and offers you easy-to-understand coverage of the newest release of QuickBooks Enables you to take control of managing your own business accounting and financial management tasks so you can avoid having to hire expensive outside help Provides expert advice for getting started with QuickBooks, building the perfect budget, processing payroll, creating invoices, managing inventory, tracking job costs, generating income statements, balancing accounts, creating financial reports, and more Takes you through the steps of going online with QuickBooks, backing up your data, and simplifying tax preparation QuickBooks 2013 For Dummies helps you take control of your financial management tasks. Big or small, your business will benefit!

QuickBooks 2013: The Missing Manual The Official Intuit Guide to QuickBooks 2013 "O'Reilly Media, Inc."

QuickBooks 2013 QuickSteps provides key details for new and beginner users, and shows how to set up and use QuickBooks to run, track, and manage a small business. Intuit will release QuickBooks 2013 late in 2012, and this book will cover the new features and tools in an easy to follow fashion. The books 4-color figures and illustrations on each page make learning turnkey and easy to follow

A billion-dollar industry, fashion accessories offer a world of business possibilities for stylish entrepreneurs like you! From jewelry and handbags to scarves and hats, Entrepreneur covers the hottest accessories businesses within the flourishing fashion industry. Learn how to create and sell your own accessories, buy wholesale accessories for resale, or establish your own online or traditional store! Providing insider advice, tips, and tricks along the way, our expert fashionistas take you step by step and show you how to

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discover your specialty, establish your business, set up your home workshop and office, manage your finances, and much more!

- Choose from popular fashion accessory niches—handcrafted jewelry, handbags, belts, scarves, and hats
- Discover the right sales avenue for your products
- Outfit your home workshop and office with the right tools and supplies
- Partner with retailers and designers to boost brand recognition
- Efficiently manage inventory and supplies for easy order fulfillment
- Boost profits by expanding and cross-marketing your product line
- And more

Turn your passion for fashion into a successful business today! All Entrepreneur Step-By-Step Startup Guides Include:

- Essential industry-specific startup steps with worksheets, calculators, checklists and more
- Bestselling title, *Start Your Own Business* by Entrepreneur Media Inc., a guide to starting any business and surviving the first three years
- Downloadable, customizable business letters, sales letters, and other sample documents
- Entrepreneur's Small Business Legal Toolkit

The tax facts and strategies that every small business owner needs to know

Owning a small business is a big responsibility. While all small business owners seek to improve their bottom line, few realize all the ways that both current and new tax laws can help them do so. With J.K. Lasser's *Small Business Taxes 2013*, you'll quickly discover how. Written in a straightforward and accessible style, this reliable resource offers a complete overview of small business tax planning and provides you with the information needed to make tax-smart decisions throughout the year. Focusing on strategies that help you use deductions and tax credits effectively, shield business income, and maximize other aspects of small business taxes, this practical guide will show you how

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your actions in business today can affect your bottom line from a tax perspective tomorrow. Includes detailed coverage of the newest tax laws and IRS rules Shares ideas that can help you run a tax-smart business all year long and plan your exit strategy Contains comprehensive information on each deductible expense, including dollar limits and record-keeping requirements Offers clear instructions on where to report income and claim deductions on your tax forms Includes a free online supplement at JKLasser.com, which contains up-to-the-minute tax law changes Other titles by Barbara Weltman: J.K. Lasser's 1001 Deductions & Tax Breaks 2013 Making the right tax moves can make your business better. Let J.K. Lasser's Small Business Taxes 2013 show you how, with strategies and advice that will help you understand and plan for both today's and tomorrow's tax laws.

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The beam and lumber requirements for your jobs aren't always clear, especially with changing building codes and lumber products. If you need to figure any type of on-the-job lumber engineering, this book will help fill the gap between what you can find in building code span tables and the complex calculations that you need to hire a

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certified engineer to do. The book covers most building types and framing systems, including door, window and roof framing. And there's a chapter on connections, retrofitting with anchor bolts, framing anchors and tie-downs, plus the latest requirements for cross-bridging and anchoring. Also included is an important chapter on designing concrete formwork -- figuring the pressures, tolerances, and thickness for plywood, Plyform, composition, and fiber-reinforced plastic. In the back of the book you'll find a computer disk with an easy-to-use version of Northbridge Software's Wood Beam Sizing "TM". Just follow the step-by-step instructions in the program to find out what size member you need for the spans and loads that you require based on the wood species that you're using. Requires Windows 3.1 or higher.

Complete classroom training manual for QuickBooks Online. 387 pages and 178 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to set up a QuickBooks Online company file, pay employees and vendors, create custom reports, reconcile your accounts, use estimating, time tracking and much more. Topics Covered: The QuickBooks Online Plus Environment 1. The QuickBooks Online Interface 2. The Dashboard Page 3. The Navigation Bar 4. The + New Button 5. The Settings Button 6. Accountant View and Business View Creating a Company File 1. Signing Up for QuickBooks Online Plus 2. Importing Company Data 3. Creating a New Company File 4. How Backups Work in QuickBooks Online Plus 5. Setting Up and Managing Users 6. Transferring the

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Primary Admin 7. Customizing Company File Settings 8. Customizing Billing and Subscription Settings 9. Usage Settings 10. Customizing Sales Settings 11. Customizing Expenses Settings 12. Customizing Payment Settings 13. Customizing Advanced Settings 14. Signing Out of QuickBooks Online Plus 15. Switching Company Files 16. Cancelling a Company File Using Pages and Lists 1. Using Lists and Pages 2. The Chart of Accounts 3. Adding New Accounts 4. Assigning Account Numbers 5. Adding New Customers 6. The Customers Page and List 7. Adding Employees to the Employees List 8. Adding New Vendors 9. The Vendors Page and List 10. Sorting Lists 11. Inactivating and Reactivating List Items 12. Printing Lists 13. Renaming and Merging List Items 14. Creating and Using Tags 15. Creating and Applying Customer Types Setting Up Sales Tax 1. Enabling Sales Tax and Sales Tax Settings 2. Adding, Editing, and Deactivating Sales Tax Rates and Agencies 3. Setting a Default Sales Tax 4. Indicating Taxable & Non-taxable Customers and Items Setting Up Inventory Items 1. Setting Up Inventory 2. Creating Inventory Items 3. Enabling Purchase Orders and Custom Fields 4. Creating a Purchase Order 5. Applying Purchase Orders to Vendor Transactions 6. Adjusting Inventory Setting Up Other Items 1. Creating a Non-inventory or Service Item 2. Creating a Bundle 3. Creating a Discount Line Item 4. Creating a Payment Line Item 5. Changing Item Prices and Using Price Rules Basic Sales 1. Enabling Custom Fields in Sales Forms 2. Creating an Invoice 3. Creating a Recurring Invoice 4. Creating Batch Invoices 5. Creating a Sales Receipt 6. Finding Transaction Forms

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7. Previewing Sales Forms 8. Printing Sales Forms 9. Grouping and Subtotaling Items in Invoices 10. Entering a Delayed Charge 11. Managing Sales Transactions 12. Checking and Changing Sales Tax in Sales Forms

Creating Billing Statements 1. About Statements and Customer Charges 2. Automatic Late Fees 3. Creating Customer Statements

Payment Processing 1. Recording Customer Payments 2. Entering Overpayments 3. Entering Down Payments or Prepayments 4. Applying Customer Credits 5. Making Deposits 6. Handling Bounced Checks by Invoice 7. Handling Bounced Checks by Expense or Journal Entry 8. Handling Bad Debt

Handling Refunds 1. Refund Options in QuickBooks Online 2. Creating a Credit Memo 3. Creating a Refund Receipt 4. Refunding Customer Payments by Check 5. Creating a Delayed Credit

Entering And Paying Bills 1. Entering Bills 2. Paying Bills 3. Creating Terms for Early Bill Payment 4. Early Bill Payment Discounts 5. Entering a Vendor Credit 6. Applying a Vendor Credit 7. Managing Expense

Transactions Using Bank Accounts 1. Using Registers 2. Writing Checks 3. Printing Checks 4. Transferring Funds Between Accounts 5. Reconciling Accounts 6. Voiding Checks 7. Creating an Expense 8. Managing Bank and Credit Card Transactions 9. Creating and Managing Rules 10. Uploading Receipts and Bills

Paying Sales Tax 1. Sales Tax Reports 2. Using the Sales Tax Payable Register 3. Paying Your Tax Agencies

Reporting 1. Creating Customer and Vendor QuickReports 2. Creating Account QuickReports 3. Using QuickZoom 4. Standard Reports 5. Basic Standard Report

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Customization 6. Customizing General Report Settings 7. Customizing Rows and Columns Report Settings 8. Customizing Aging Report Settings 9. Customizing Filter Report Settings 10. Customizing Header and Footer Report Settings 11. Resizing Report Columns 12. Emailing, Printing, and Exporting Preset Reports 13. Saving Customized Reports 14. Using Report Groups 15. Management Reports 16. Customizing Management Reports Using Graphs

1. Business Snapshot Customizing Forms 1. Creating Custom Form Styles 2. Custom Form Design Settings 3. Custom Form Content Settings 4. Custom Form Emails Settings 5. Managing Custom Form Styles

Projects and Estimating 1. Creating Projects 2. Adding Transactions to Projects 3. Creating Estimates 4. Changing the Term Estimate 5. Copy an Estimate to a Purchase Order 6. Invoicing from an Estimate 7. Duplicating Estimates 8. Tracking Costs for Projects 9. Invoicing for Billable Costs 10. Using Project Reports

Time Tracking 1. Time Tracking Settings 2. Basic Time Tracking 3. QuickBooks Time Timesheet Preferences 4. Manually Recording Time in QuickBooks Time 5. Approving QuickBooks Time 6. Invoicing from Time Data 7. Using Time Reports 8. Entering Mileage

Payroll 1. Setting Up QuickBooks Online Payroll and Payroll Settings 2. Editing Employee Information 3. Creating Pay Schedules 4. Creating Scheduled Paychecks 5. Creating Commission Only or Bonus Only Paychecks 6. Changing an Employee's Payroll Status 7. Print, Edit, Delete, or Void Paychecks 8. Manually Recording External Payroll Using Credit Card Accounts

1. Creating Credit Card Accounts 2. Entering Charges on

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Credit Cards 3. Entering Credit Card Credits 4. Reconciling and Paying Credit Cards 5. Pay Down Credit Card Assets and Liabilities 1. Assets and Liabilities 2. Creating and Using Other Current Assets Accounts 3. Removing Value from Other Current Assets Accounts 4. Creating Fixed Assets Accounts 5. Creating Liability Accounts 6. Setting the Original Cost of the Fixed Asset 7. Tracking Depreciation Equity Accounts 1. Equity Accounts 2. Recording an Owner's Draw 3. Recording a Capital Investment Company Management 1. Viewing Your Company Information 2. Setting Up Budgets 3. Using the Reminders List 4. Making General Journal Entries Using QuickBooks Tools 1. Exporting Report and List Data to Excel 2. Using the Audit Log Using QuickBooks Other Lists 1. Using the Recurring Transactions List 2. Using the Location List 3. Using the Payment Methods List 4. Using the Terms List 5. Using the Classes List 6. Using the Attachments List Using Help, Feedback, and Apps 1. Using Help 2. Submitting Feedback 3. Extending QuickBooks Online Using Apps and Plug-ins

Complete classroom training manual for HTML 5 and CSS. 190 pages and 125 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create a website from scratch, while exploring all of the techniques to add the various elements of a website – text, links, images, CSS and much more. Topics Covered: Getting Acquainted with HTML 1. Introduction to the Internet 2. Introduction to HTML Terminology 3. Options for Writing HTML 4. Unicode Transformation Format (UTF) 5. HTML5 Resources New

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for HTML5 1. What's different in HTML5? 2. !DOCTYPE in HTML5 Designing a Webpage 1. Design Considerations and Planning 2. Basic Tags and Document Structure 3. HTML Tags 4. Head Tags 5. Title Tags 6. Body Tags 7. Metadata 8. Saving an HTML Page Page Formatting 1. Adding a New Paragraph 2. Adding a Line Break 3. Inserting Blank Space 4. Preformatted Text 5. Changing a Pages's Background Color 6. Div Element Text Items and Objects 1. Headings 2. Comments 3. Block Quotes 4. Horizontal Lines 5. Special Characters Creating Lists 1. Numbered (Ordered) Lists 2. Bulleted (Unordered) Lists 3. Nested Lists 4. Definition Lists Links 1. What are Links? 2. Text Links 3. Image Links 4. Opening a Page in a New Window or Tab 5. Setting All Links on a Page to Open in a New Window or Tab 6. Linking to an Area on the Same Page (Bookmarks) 7. Linking to an E-mail Address 8. Linking to Other Types of Files Images 1. Introduction to Images for Webpages 2. Adding Images to Webpages 3. Re-Scaling an Image 4. Alternative (ALT) Text 5. Image Labels Basic Tables 1. Inserting a Table 2. Table Borders 3. Table Headers Iframes 1. What is an Iframe? 2. Inserting Iframes 3. Setting Height and Width 4. Using an Iframe for a Link Target Forms 1. About Forms 2. Sending to E-mail 3. Text Boxes 4. Text Areas 5. Check Boxes 6. Menu Lists 7. Radio Buttons 8. Submit Button 9. Reset Button 10. Changing the Tab Order Video and Audio 1. About Video and Audio Files 2. Linking to Video and Audio Files 3. Adding Video 4. Adding Audio 5. Using YouTube to Display Video Troubleshooting 1. Troubleshooting Cascading Style Sheets 1. What are

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