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12 resizing columns in the layout designer estimating 1 creating a job 2 creating an estimate 3 duplicating estimates 4 invoicing from estimates 5 updating job statuses 6 inactivating estimates 7 making purchases for a job 8 invoicing for job costs 9 using job reports time tracking 1 tracking time and printing a blank timesheet 2 weekly timesheets 3 time enter single activity 4 invoicing from time data 5 using time reports 6 tracking vehicle mileage 7 charging customers for mileage payroll 1 the payroll process 2 creating payroll items 3 setting employee defaults 4 setting up employee payroll information 5 creating payroll schedules 6 creating scheduled paychecks 7 creating unscheduled paychecks 8 creating termination paychecks 9 voiding paychecks 10 tracking your tax liabilities 11 paying your payroll tax liabilities 12 adjusting payroll liabilities 13 entering liability refund checks 14 process payroll forms 15 tracking workers compensation using credit card accounts 1 creating credit card accounts 2 entering credit card charges 3 reconciling and paying credit cards assets and liabilities 1 assets and liabilities 2 creating and using an other current asset account 3 removing value from other current asset accounts 4 creating fixed asset accounts 5 creating liability accounts 6 setting the original cost of fixed assets 7 tracking depreciation 8 the fixed asset item list equity accounts 1 equity accounts 2 recording an owner s draw 3 recording a capital investment writing letters with quickbooks 1 using the letters and envelopes wizard 2 editing letter templates company management 1 viewing your company information 2 setting up budgets 3 using the to do list 4 using reminders and setting preferences 5 making general journal entries 6 using payment reminders 7 receipt management using quickbooks tools 1 company file cleanup 2 exporting and importing list data using iif files 3 advanced importing of excel data 4 updating quickbooks 5 using the calculator 6 using the portable company files 7 using the calendar 8 the income tracker 9 the bill tracker 10 the lead center 11 moving quickbooks desktop using the migrator tool using the accountant s review 1 creating an accountant s copy 2 transferring an accountant s copy 3 importing accountant s 4 removing restrictions using the help menu 1 using help

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