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**Introducing QuickBooks Pro**

- Presenting QuickBooks Pro
- Accounting Basics
- What is GAAP
- Accrual vs. Cash Basis Accounting
- Following a Transaction Path
- Managing Basic QuickBooks Files
- Working with the QuickBooks Window
- Backing Up and Updating Your Company File

**Working with Customers**

- The Customer Center
- Creating and Editing Customers
- Working with Lists
- Select the Correct Form for Customer Sales
- Receiving Payments
- Adjusting Customer Transactions
- Running Customer-Related Reports

**Performing Banking Tasks**

- Moving Funds Between Accounts
- Working with an Account Register
- The Chart of Accounts
- Creating and Editing Accounts
- Making Deposits
- Managing Credit and Debit Card Transactions
- Type of Account and Normal Balance
- Using a Debit Card for Transactions
- Paying a Bill with a Credit Card
- Dealing with Bounced Checks
- Reconciling Accounts
- When Your Accounts Don't Match
- Reconciling Credit Cards
- Fixing Banking Transactions
- Working with Banking and Balance Sheet Reports
- Banking Reports
- QuickReports from the Register
- Reconciliation Reports
- Alternatives to Printing Reports
- Balance Sheet Reports
- Company Snapshot
- Importing Banking Transactions
- Bank Feeds and Reconciliation
- Setting Up Bank Feeds in QuickBooks
- Matching and Recording Bank Feeds
- QuickBooks Doc Center

**Working with Vendors**

- The Vendor Center
- Entering Bills
- Paying Bills
- Writing and Printing Checks
- Editing Vendor Transactions
- Producing Vendor and Profit & Loss Reports

**Creating a Company File**

- Planning and Creating the Company
- Editing Preferences
- Customizing a Company File
- Modifying Lists
- Customizing the Chart of Accounts
- Subaccounts
- Using Classes
- Entering and Editing Opening Balance
- Creating Summary Transactions
- Entering an Opening Balance
- Creating a Summary Journal Entry
- Multiple Additions of Customers, Vendors, and Items
- Finding Help in QuickBooks
- Setting Up Users
- Administrators and Users
- Restricting Access
- Setting Passwords
- Setting Up a Multi-User Environment
- The Report Center
- Contributed Reports
- List Reports in QuickBooks
- Viewing Sample Report Images
- Customizing Reports
- Email Functionality in Reports

**Appendix A: Need to Know Accounting**

- Working with Financial Statements
- The Accounting Equation
- The Balance Sheet
- The Income Statement
- Debits and Credits: The Double-Entry Accounting System
- Types of Accounts and Normal Balances
- The Trial Balance Report