

QuickBooks Tips Volumes 1, 2, 3, & 4

Course Introduction

QuickBooks Tips Volume 1

Lecture 1.1

1. Change the Color Scheme
2. Add Colored Icon Buttons
3. De-clutter the Top Icon Bar

Lecture 1.2

1. Add or Remove the Transaction Beep
2. Add a Password
3. Change a Password

Lecture 1.3

1. Add a Footer to a Report
2. Adjust Columns on the Open Invoice Report (Part 1)

Lecture 1.4

1. Adjust Columns on the Open Invoice Report (Part 2)
2. Display Negative Numbers in Red Parentheses on a Report (Part 1)
3. Display Negative Numbers in Red Parentheses on a Report (Part 2)

QuickBooks Tips Volume 1 video tutorials were recorded and uploaded in HD resolution using QuickBooks Accountant Edition 2014 (toggled to QuickBooks Pro). The information in the video should work on previous versions of QuickBooks (2013, 2012, etc.) and will more than likely work on future versions.

QuickBooks Tips Volume 2

Lecture 2.1

1. How to Add a New Customer
2. How to Add a New Vendor
3. How to Create an Estimate

Lecture 2.2

1. How to Create an Invoice from an Estimate
2. How to Make an Estimate Inactive
3. How to Create and Memorize an Invoice

Lecture 2.3

1. How to Create and Memorize a Check
2. How to Create and Memorize a Bill
3. How to Edit a Memorized Transaction

Lecture 2.4

1. How to Remove Memorized Transactions
2. How to Create a Report for a Single Account (Part 1)
3. How to Create a Report for a Single Account (Part 2)

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QuickBooks Tips Volume 3

Lecture 3.1

1. How to Display the Open Window List
2. How to Print an Invoice
3. How to Print a Batch of Invoices

Lecture 3.2

1. How to Remove the Paid Stamp from a Paid Invoice
2. How to Adjust Columns on a Quick Report (Part 1)
3. How to Adjust Columns on a Quick Report (Part 2)

Lecture 3.3

1. How to Change the Bank Account for a Check
2. How to Set the Report Basis to Cash or Accrual
3. How to Merge Customer Records

Lecture 3.4

1. How to Merge Vendor Records
2. How to put a Logo on an Invoice Template
3. How to Export & Import a Vendor List

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QuickBooks Tips Volume 4 & Course Conclusion

Lecture 4.1

1. How to Select and Pay All Open Bills for One Vendor
2. How to Set a Vendor to be Eligible for a 1099
3. How to Set the Default Payment Terms for a Vendor

Lecture 4.2

1. How to Set the Default Payment Terms for a Customer
2. How to Turn Spell Checker On / Off
3. How to Remove a Misspelled Word from the Dictionary

Lecture 4.3

1. How to Print Multiple Reports at Once
2. How to Adjust Date Warnings
3. How to Organize Bank Accounts by Color

Lecture 4.4

1. How to do Basic Math Functions
2. How to Create a Check Detail Report
3. How to Create a Sales Receipt

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