

# 15 Federal Pay Period Calendar

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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 loan manager 9 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 the cash flow projector 7 using payment reminders 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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 creating an invoice 3 creating batch invoices 4 creating a sales receipt 5 finding  
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 payment processing 1 recording customer payments 2 entering a partial payment 3  
 applying one payment to multiple invoices 4 entering overpayments 5 entering down  
 payments or prepayments 6 applying customer credits 7 making deposits 8 handling  
 bounced checks 9 automatically transferring credits between jobs 10 manually  
 transferring credits between jobs handling refunds 1 creating a credit memo and refund  
 check 2 refunding customer payments entering and paying bills 1 setting billing  
 preferences 2 entering bills 3 paying bills 4 early bill payment discounts 5 entering a  
 vendor credit 6 applying a vendor credit using bank accounts 1 using registers 2 writing  
 checks 3 writing a check for inventory items 4 printing checks 5 transferring funds 6  
 reconciling accounts 7 voiding checks paying sales tax 1 sales tax reports 2 using the  
 sales tax payable register 3 paying your tax agencies reporting 1 graph and report  
 preferences 2 using quickreports 3 using quickzoom 4 preset reports 5 modifying a  
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 report groups 9 printing reports 10 batch printing forms 11 exporting reports to excel  
 12 saving forms and reports as pdf files 13 comment on a report 14 process multiple  
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