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with years of experience using
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Settings 12. Customizing
Payment Settings 13.
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Settings 14. Signing Out of
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Switching Company Files 16.
Cancelling a Company File
Using Pages and Lists 1.
Using Lists and Pages 2. The**

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Account Numbers 5. Adding
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Customers Page and List 7.
Adding Employees to the
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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

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Line Item 5. Changing Item
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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 7.
Previewing Sales Forms 8.
Printing Sales Forms 9.
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Items in Invoices 10.
Entering a Delayed Charge
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Tax Payable Register 3.
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