QuickBooks Pro 2016 Quick Reference Training Card - Laminated Tutorial Guide Cheat Sheet (Instructions And Tips)

Synopsis

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in QuickBooks Pro 2016. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Topics Include: The Chart of Accounts; Customers, Employees, and Vendors; Managing List Items; Sales Tax; Inventory; Other Items; Basic Sales; Price Levels; Billing Statements; Payment Processing; Entering and Paying Bills; Bank Accounts; Reporting; Estimating; Time Tracking; Payroll; Credit Card Accounts; The Loan Manager; Company Management.

Book Information

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Customer Reviews

This laminated quick reference guide makes for a great cheat sheet to do various basic tasks with Quickbooks Pro 2016. It provides detailed step by step instructions to set up a chart of accounts, make entries into accounts, doing payroll, setting up inventory, etc. I found it to be a wonderful training tool for a new employee, who will be assisting me with Quickbooks entries, etc. I went over each section with her that was applicable to our business, showing her how to do the task at hand using the steps on the guide. She is keeping this in her desk to remind her of the steps to complete the various tasks and is happy because she feels she can work more independently since the steps are clearly written out for her if she forgets. Obviously, I will continue monitoring her work, but this nifty guide is really helping us to work efficiently and well. I love it and strongly recommend it to anyone who is learning Quickbooks or is training someone to use Quickbooks!

Nice! It’s 4 full pages (like a book) front, middle, back... Very helpful and nicely done.

Very helpful cheat-sheet!

Quick and easy.

I didn’t find anything that I didn’t already know. Mostly I am self-taught when it comes to Quickbooks, along with some help from accountants I have worked with. I thought this reference would give me some advanced tips, but it was really stuff I already know. Doesn’t mean it wouldn’t be helpful to some, just not really to me.

nice consolidated presentation.

This is so awesome for the Quickbooks learner, intermediate or pro. I’m not going to buy any other Quickbooks learning tool. This is all I need. TeachUcomp was brilliant to create this!

Wasn’t exactly what I was hoping for. I was looking more for a quick reference on how to use and access different parts of the program.

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