

REFERENCE MATERIALS GUIDE

Transaction or Other Activity
Vendors & Purchases
Prepare a Purchase Order
Receive Goods On a Purchase Order
Purchase Inventory Without a Purchase Order — No Payment Made At Time of Purchase
Purchase Non-Inventory Items or Services Without a Purchase Order — No Payment Made At Time of Purchase
Pay a Vendor’s Outstanding Invoice
Purchase Inventory Without a Purchase Order — Payment Made At Time of Purchase
Purchase Non-Inventory Items or Services Without a Purchase Order — Payment Made At Time of Purchase
Return Inventory From a Purchase
Add, Change, or Delete a Vendor record
Customers & Sales
Make a Credit Sale
Collect an Account Receivable
Make a Deposit
Make a Cash Sale
Process a Sales Return or Allowance (Credit Memo)
Write Off an Uncollectible Account Receivable
Receive a Miscellaneous Cash Receipt
Prepare a Statement for Accounts Receivable
Add, Change, or Delete a Customer record
Employees & Payroll
Pay Employees
Add, Change, or Delete an Employee record
Company
Prepare a General Journal Entry
Add, Change, or Delete a General Ledger account
Inventory & Services
Adjust Perpetual Inventory Records
Add, Change, or Delete an Inventory record
Banking
Prepare a Bank Reconciliation