



# Quickbooks Point of Sale (POS)

## **Module 1: Creating and Setting Up Your Point of Sale Company File**

Intro To Point Of Sale  
Creating And Setting Up Point Of Sale

## **Module 2: Installing your System**

Determining Your Point Of Sale Additions

## **Module 3: Navigating and Customizing the Home Page**

Navigating And Customizing The Homepage

## **Module 4: Company Preferences**

Company Preferences

## **Module 5: Financial- Setting up QuickBooks Connection**

Setting Up Quickbooks Connection

## **Module 6: Setting up Sales Tax**

Setting Up Sales Tax

## **Module 7: Workstation Preferences**

Workstation Preferences

## **Module 8: Additional Features**

Additional Features

## **Module 9: Employees and Security**

Employees And Security

## **Module 10: Customers**

Customers

## **Module 11: Rewards Program**

Reward Programs

## **Module 12: Vendors**

Vendors

## **Module 13: Setting Up Your Inventory**

Setting Up Inventory

## **Module 14: Item Styles, Assemblies, and Group**

Adding Styles Assemblies And Groups

## **Module 15: Working with Inventory**

Working With Inventory

## **Module 16: Sales**

Sales

## **Module 17: Working with Price Levels and Discounts**

Working With Price Level And Discounts

## **Module 18: Collecting Sales Tax**

Collecting Sales Tax

## **Module 19: Adding Shipping Information (Pro/MS)**

Adding Shipping Info

## **Module 20: Tracking Sales Commissions**

Tracking Sales And Commission

## **Module 21: Taking Payment and Giving Change**

Taking Payments And Giving Change

## **Module 22: Recording Tips**

Recording Tip

## **Module 23: Handling Tricky Sales Returns**

Handling Tricky Sales And Returns

## **Module 24: Working with Sales Orders, Work Orders, and Layaways**

Working With Sales And Work Orders

## **Module 25: Purchasing Merchandise**

Purchasing Merchandise

## **Module 26: Receiving from a PO**

Receiving Purchase Orders

## **Module 27: Managing Inventory**

Managing Inventory

## **Module 28: Reporting**

Reporting Point Of Sales

## **Module 29: QuickBooks Financial**

Quickbooks Financial

## **Module 30: Multi-Store**

Multi-Store

## **Module 31: Protect your data**

Protecting Your Data

## **Module 32: Adding Third Party Applications**

Adding 3rd Party Apps

Summary of Point of Sale