

# manual entry credit card processing

Manual Entry Credit Card Processing: What It Is and How It Works

**manual entry credit card processing** is a fundamental part of many business transactions, especially when the physical card isn't present or the usual card reader is unavailable. While it might sound a bit old-fashioned in the age of contactless payments and chip readers, manual entry remains a vital tool for merchants and service providers. Whether you're running a small business, managing remote sales, or handling phone orders, understanding how manual entry works can help you process payments smoothly and securely.

## What Is Manual Entry Credit Card Processing?

Manual entry credit card processing refers to the method of entering credit card details directly into a payment terminal or processing software, rather than swiping, dipping, or tapping the card. Instead of reading the card's magnetic stripe or chip, the merchant inputs the card number, expiration date, CVV code, and billing details manually.

This process is often called "card-not-present" processing because the physical card isn't used at the point of sale. It's common in scenarios such as phone orders, mail orders, online transactions without integrated payment systems, or when the card's chip reader is malfunctioning.

## Why Use Manual Entry?

While the convenience of swiping or tapping cards has become the norm, manual entry is necessary in several situations:

- **Remote sales:** Phone orders or mail orders require the merchant to input card data received from the customer.
- **Technical issues:** When card readers fail or the magnetic stripe is unreadable.
- **Recurring payments:** Sometimes manual entry is used to set up subscription or recurring billing.
- **Virtual terminals:** Businesses that use software-based payment terminals often rely on manual entry for remote transactions.

The ability to process payments manually ensures that businesses don't lose sales when the usual card processing methods aren't available.

## The Manual Entry Process Explained

Understanding the step-by-step process can demystify manual entry credit card processing and highlight its role in ensuring seamless payment flow.

## Step 1: Collect Card Information

The merchant collects the necessary card details from the customer, including:

- Card number
- Expiration date
- Card Verification Value (CVV)
- Cardholder's name
- Billing address (sometimes required for additional verification)

Accuracy at this stage is crucial since any errors in the numbers can lead to transaction declines.

## Step 2: Enter Information into Payment System

Next, the merchant inputs the collected data into a payment gateway or virtual terminal. This can be a software application provided by a payment processor or bank, often accessed via a computer or mobile device.

## Step 3: Authorization

Once the information is entered, the system sends the details to the card networks and issuing banks for authorization. This step verifies the card's validity, available credit, and fraud checks.

## Step 4: Transaction Completion

If the authorization is approved, the payment is processed, and a receipt can be generated for the customer. If declined, the merchant may need to ask for an alternative payment method.

## Security Considerations in Manual Entry Credit Card Processing

Manual entry inherently carries greater risks compared to in-person card swipes or chip reads. Since the card is not physically present and the data is typed in, there are more opportunities for fraud or data breaches.

## Common Security Challenges

- **Increased fraud risk:** Without the physical card, it's harder to verify the cardholder's identity.
- **Data exposure:** Manual entry often involves transmitting sensitive card data, which if not encrypted properly, can be intercepted.

- **Human error:** Mistyping card details can lead to failed transactions or security flags.

## Best Practices for Secure Manual Entry

To mitigate these risks, businesses should follow security protocols such as:

- Using PCI-compliant payment gateways that encrypt data end-to-end.
- Implementing strong identity verification processes when taking orders over the phone.
- Avoiding storing sensitive card data unless absolutely necessary and if so, ensuring compliance with PCI Data Security Standards.
- Regularly training staff on secure handling of credit card information.
- Utilizing Address Verification Service (AVS) and Card Verification Value (CVV) checks to reduce fraudulent transactions.

## Advantages and Disadvantages of Manual Entry Credit Card Processing

Like any payment method, manual entry has its pros and cons, which can affect whether it's the right option for your business.

### Advantages

- **Flexibility:** Enables payment acceptance without physical card presence.
- **Business continuity:** Keeps sales flowing even when card readers or POS systems are down.
- **Accessibility:** Useful for remote transactions such as phone or mail orders.
- **Cost-effective:** No need for specialized hardware for each transaction.

### Disadvantages

- **Higher risk of fraud:** More prone to fraudulent activities compared to chip or contactless payments.
- **Potentially higher fees:** Some processors charge extra fees on card-not-present transactions.
- **Slower processing:** Manual entry can be time-consuming and prone to human error.
- **Limited customer trust:** Customers may feel uneasy providing card details over the phone or email.

## How to Choose the Right Payment Processor for Manual Entry

Selecting a payment processor that supports manual entry credit card processing with robust security

and user-friendly features is crucial.

## Key Features to Look For

- **Virtual terminal availability:** Access to an easy-to-use virtual terminal for entering card details.
- **PCI compliance:** Ensures that the processor meets strict security guidelines.
- **Fraud prevention tools:** Features like AVS, CVV verification, and transaction monitoring.
- **Transparent fees:** Clear pricing for card-not-present and manual entry transactions.
- **Customer support:** Responsive help for troubleshooting or security concerns.

## Integrations and Compatibility

If your business uses invoicing software or CRM systems, look for payment processors that integrate manual entry capabilities seamlessly to streamline workflows.

## Tips for Efficient Manual Entry Credit Card Processing

Even though manual entry might seem straightforward, a few practical tips can improve efficiency and reduce errors.

- **Double-check card details:** Verify the numbers and expiration date carefully before submitting.
- **Confirm billing information:** Accurate billing addresses help prevent declines and fraud alerts.
- **Keep software updated:** Use the latest versions of payment software to benefit from enhanced security features.
- **Train employees:** Ensure staff understands the importance of security and accuracy in manual entry.
- **Use secure networks:** Process payments only on trusted, encrypted internet connections.

## The Future of Manual Entry in a Digital Payment World

With the rise of contactless payments, mobile wallets, and integrated e-commerce platforms, manual entry credit card processing might appear to be on the decline. However, its relevance remains, especially for small businesses, remote sellers, and industries where physical cards can't always be used.

Moreover, advancements in virtual terminals and fraud detection technologies continue to make manual entry safer and more convenient. Payment processors increasingly offer hybrid solutions that combine manual entry with tokenization and encryption, minimizing risks.

In many ways, manual entry credit card processing acts as a safety net—ensuring that no matter the situation, businesses can accept payments and customers can complete purchases without hassle.

Whether you're a business owner looking to understand all your payment options or someone curious about how card-not-present transactions are handled, knowing the ins and outs of manual entry will serve you well in today's diverse payment landscape.

## **Frequently Asked Questions**

### **What is manual entry credit card processing?**

Manual entry credit card processing involves entering credit card information by hand into a payment terminal or online system, rather than swiping or using a chip reader.

### **When is manual entry credit card processing typically used?**

Manual entry is commonly used when the physical card is not present, such as in phone orders, mail orders, or when the card reader is malfunctioning.

### **Are there higher risks associated with manual entry credit card processing?**

Yes, manual entry transactions carry a higher risk of fraud and chargebacks because the card is not physically verified during the transaction.

### **How can businesses reduce fraud when using manual entry credit card processing?**

Businesses can reduce fraud by verifying card details, requesting CVV codes, using address verification services (AVS), and monitoring transactions for suspicious activity.

### **Does manual entry credit card processing have higher fees compared to swiped transactions?**

Often, yes. Payment processors may charge higher fees for manually entered transactions due to the increased risk of fraud and chargebacks.

## **Additional Resources**

Manual Entry Credit Card Processing: An In-Depth Review of Its Role and Relevance in Modern Payment Systems

**manual entry credit card processing** continues to hold a significant, albeit specialized, place within the landscape of electronic payments. Despite the widespread adoption of chip readers, contactless payments, and mobile wallets, manual entry remains a critical fallback method that enables businesses to process credit card transactions without physical card swiping or insertion. This process involves keying in the card details — including the card number, expiration date, and CVV code — directly into a payment terminal or online gateway. While often viewed as less efficient and more vulnerable to fraud compared to other methods, manual entry credit card processing retains operational importance in specific contexts, demanding a closer examination of its functionality, advantages, limitations, and security implications.

## Understanding Manual Entry Credit Card Processing

Manual entry credit card processing is essentially a non-automated transaction method used when a physical card is unavailable or when the card's magnetic stripe or chip cannot be read. Common scenarios include telephone orders (telephonic point-of-sale), mail orders, or in-person transactions where the card reader malfunctions. The process requires the merchant or operator to input the cardholder's information manually into a secure terminal or payment software.

This method contrasts with other prevalent processing mechanisms such as EMV chip reading, magnetic stripe swiping, or contactless NFC payments, all of which rely on machine-to-machine data capture. While the manual approach offers flexibility, it inherently carries higher risks related to human error and fraud exposure, making it a less preferred option in routine commerce.

## Key Features and Workflow

Manual entry transactions typically follow a straightforward workflow:

- **Cardholder Data Collection:** The merchant obtains card details directly from the customer, either verbally or written.
- **Data Input:** The card number, expiration date, card verification value (CVV), and sometimes billing address are entered into the payment terminal or virtual terminal.
- **Authorization Request:** The system sends the transaction data to the payment processor for authorization.
- **Transaction Approval:** Approval or decline is received based on the card issuer's response.
- **Receipt Generation:** Once approved, a receipt is printed or emailed to the customer.

The process relies heavily on the accuracy of the entered data and the integrity of the communication channel between the merchant's system and the payment processor.

# **When and Why Businesses Use Manual Entry**

Although manual entry credit card processing is not the frontline method for handling payments, it remains indispensable under certain conditions:

## **Fallback During Hardware Failures**

One of the primary use cases for manual entry is as a contingency when card readers or POS terminals malfunction. Businesses cannot afford transaction downtime, so the ability to manually process payments ensures continuity of service.

## **Remote or Card-Not-Present Transactions**

Manual entry is often utilized in card-not-present (CNP) scenarios such as phone orders, mail orders, or online transactions where the physical card is not accessible. Here, the merchant inputs card details received through customer communication channels.

## **Limited Infrastructure Environments**

Small businesses or vendors operating in remote locations with limited access to advanced payment terminals may rely on manual entry methods, often through virtual terminals on standard computers.

## **Security Considerations and Fraud Risks**

Manual entry credit card processing inherently introduces elevated security risks. Unlike EMV chip transactions or contactless payments that generate dynamic data to thwart fraud, manual entry relies on static card information, making it more susceptible to various fraudulent activities.

## **Increased Fraud Vulnerability**

Because the card details are typed in without the card's physical presence, fraudsters find manual entry transactions easier to exploit using stolen card data. The absence of chip verification or real-time card authentication mechanisms increases the probability of chargebacks and disputed transactions.

## **PCI Compliance Challenges**

Merchants processing payments manually must adhere strictly to the Payment Card Industry Data

Security Standard (PCI DSS). This involves implementing robust security protocols to protect cardholder data during input, transmission, and storage. Failure to comply not only risks data breaches but also subjects businesses to fines and penalties.

## Mitigating Risks Through Technology

To counterbalance vulnerabilities, many payment gateways incorporate fraud detection tools such as address verification system (AVS) checks, CVV validation, and transaction velocity monitoring. Additionally, tokenization and encryption technologies, when applied in manual entry environments, help secure sensitive information.

## Comparing Manual Entry with Other Credit Card Processing Methods

Understanding the place of manual entry within the broader payment ecosystem requires contrasting it with common alternatives:

| Processing Method        | Speed          | Security                      | Use Case                   | Cost                                 |
|--------------------------|----------------|-------------------------------|----------------------------|--------------------------------------|
| EMV Chip Reading         | Fast (seconds) | High (dynamic authentication) | In-person, retail          | Moderate                             |
| Contactless/NFC Payments | Very fast      | High                          | Quick in-person payments   | Moderate                             |
| Manual Entry             | Slower         | Lower (static data)           | Card-not-present, fallback | Varies, sometimes higher due to risk |
| Magnetic Stripe Swiping  | Fast           | Moderate (static data)        | In-person                  | Low to moderate                      |

While manual entry is the least secure and often slower, it remains valuable for its versatility and reliability when other methods fail.

## Cost Implications

Merchants using manual entry credit card processing may face higher transaction fees due to increased risk of fraud and chargebacks. Payment processors often categorize manual entry transactions as higher risk, resulting in elevated interchange rates or additional surcharges. Businesses must weigh these costs against the necessity of maintaining uninterrupted payment acceptance.

# Best Practices for Manual Entry Transactions

To optimize the use of manual entry while minimizing associated risks, merchants should adopt certain best practices:

- **Verify Cardholder Identity:** Whenever possible, confirm the customer's identity through additional means such as phone verification or email confirmation.
- **Use Secure Payment Software:** Employ virtual terminals or payment gateways that comply with PCI DSS and incorporate fraud detection features.
- **Limit Manual Entry Use:** Restrict manual entry transactions to situations where other methods are unavailable or impractical.
- **Monitor Transactions Closely:** Regularly review transaction reports for suspicious activity and promptly address chargebacks.
- **Educate Staff:** Train employees on the importance of data security and the correct procedures for manual data input.

Adhering to these guidelines can significantly reduce the operational risks of manual entry credit card processing.

## The Future Outlook for Manual Entry Credit Card Processing

As payment technologies evolve toward more secure and seamless solutions, the reliance on manual entry credit card processing is expected to decline. Innovations such as biometric authentication, tokenization, and AI-powered fraud detection are shaping the future of payments, prioritizing card-present and contactless methods.

However, manual entry will persist as a necessary backup in specific niches, especially in sectors where technology adoption is slower or where card-not-present transactions dominate. Payment service providers are increasingly integrating enhanced security layers and smarter fraud prevention tools tailored to manual entry scenarios, balancing convenience with risk mitigation.

In sum, manual entry credit card processing remains a vital, if secondary, component of the payments ecosystem. Its continued relevance underscores the importance of versatile payment infrastructures capable of accommodating diverse transaction environments while maintaining security and operational efficiency.

## **Manual Entry Credit Card Processing**

**manual entry credit card processing:** *Beginner's Guide to Dropshipping in 2025: Step-by-Step Proven Strategy to Start a Shopify Store* Lucas Reed Montgomery , 2025-07-09 Beginner's Guide to Dropshipping in 2025 Step-by-Step Proven Strategy to Start a Shopify Store Dreaming of launching a profitable Shopify store with minimal risk and zero inventory? Beginner's Guide to Dropshipping in 2025 delivers a clear, actionable roadmap—designed to take you from newbie to store owner with ease and confidence. □ Why This Book Stands Out Leading dropshipping titles recommend tutorials that “introduce basic concepts and real-world strategies” and guide readers from startup to six-figure success. This guide follows that blueprint—and updates it for 2025's fast-changing e-commerce landscape. □ Inside You'll Discover: Shopify Store Setup Learn step-by-step how to build a sleek, mobile-ready store—even if you've never coded before. Product Research that Works Access 2025-approved methods, including in-depth tutorials on leveraging Shopify's trending lists and AI-assisted tools to find hot, high-margin products. Credible Supplier Sourcing Understand how to vet and partner with reliable suppliers, ensuring your business runs smoothly and builds customer trust. Marketing & Traffic Mastery Learn proven strategies—SEO, social media, influencer tactics, and optimizing ad campaigns—to drive consistent sales and grow your brand. Order & Customer Flow Optimization Automate everything from inventory management to order fulfillment and customer service—so your store runs while you sleep. Scaling & Profit Growth Uncover advanced techniques like upsells, repeat buyer flows, seasonal campaigns, and scaling strategies used by successful Shopify dropshippers. □ What You'll Gain Launch with Zero Guesswork: Clear, proven steps mean you don't need experience—just action. Risk-Free Start: Use the zero-inventory model: list first, source later—classic dropshipping simplicity. Effortless Growth: Automation tools let your business scale without demanding more of your time. Profit-Ready Mindset: Learn how to price, market, and manage like a pro—even as a complete beginner. □ Why You Should Buy Now Updated for 2025: Packed with the newest tools, trends, and research-backed tactics. Action-Oriented Learning: Each chapter closes with concrete “Your Next Steps”—so you build as you read. Trusted Format: Guided by techniques featured in “best dropshipping books to read in 2025”. Smart ROI: Hundreds of dollars in knowledge—most readers earn it back with their first successful sale. Beginner's Guide to Dropshipping in 2025 equips you with everything you need to confidently launch and grow a Shopify store. If you're ready to build an income-generating business without inventory or stress—click Buy Now and begin your journey today!

**manual entry credit card processing: SAP S/4HANA Finance Blueprint: An Expert's Guide to Implementation, Configuration, and Optimization 2025** Author 1: MADHUSUDANA KAMBALLI, Author 2: DR. S. SRINIVASAN, PREFACE In the rapidly evolving world of enterprise resource planning, SAP S/4HANA Finance stands out as a transformative platform that redefines how organizations manage and optimize their financial processes. As traditional financial systems struggle to keep pace with dynamic market demands and increasingly complex regulatory environments, S/4HANA Finance offers an in-memory, real-time solution that empowers finance professionals with unprecedented visibility, agility, and control. This book—SAP S/4HANA Finance Blueprint: An Expert's Guide to Implementation, Configuration, and Optimization—is designed to guide you through every stage of your S/4HANA Finance journey, from foundational principles to innovative innovations. Who Should Read This Book? Whether you are a finance manager, SAP consultant, solution architect, or a project leader, this book provides practical insights and proven methodologies to ensure smooth deployment and sustained value realization. You will find step-by-step configuration examples, best practices drawn from real-world implementations, and deep dives into advanced topics that address both technical and business challenges. How This Book Is Structured · Chapter 1: Foundations of SAP S/4HANA Finance introduces the architectural paradigm of S/4HANA Finance, its embedded analytics capabilities, and the simplifications it brings compared to legacy ECC systems. · Chapter 2: System Architecture and Deployment Strategies explores on-

premises, cloud, and hybrid approaches, guiding you through landscape planning, sizing, and high-availability considerations. · Chapter 3: Core Financial Components and Data Models demystifies Universal Journal (ACDOCA), master data design, and integration points with S/4HANA modules. · Chapter 4: General Ledger and Financial Accounting Configuration provides a detailed walkthrough of configuring the new ledger architecture, document splitting, and parallel valuations. · Chapter 5: Controlling (CO) and Profitability Management covers cost element accounting, cost centers, internal orders, COPA, and the transition to Margin Analysis. · Chapter 6: Asset Accounting in S/4HANA explains asset master setup, depreciation calculation, and integration with the Universal Journal. · Chapter 7: Accounts Payable and Receivable Optimization addresses vendor and customer workflows, automatic payment programs, credit management, and dispute resolution. · Chapter 8: Bank Communication and Cash Management dives into electronic bank statement processing, liquidity forecasting, and the advanced cash management cockpit. · Chapter 9: Advanced Financial Closing and Group Reporting details period-end closing tasks, intercompany reconciliation, and the consolidation process using Group Reporting. · Chapter 10: Next-Gen Finance in S/4HANA: From Cash Management to Governance examines regulatory reporting, financial risk management, and integration with SAP Financial Compliance. · Chapter 11: Next-Gen Digital Finance: Automation, Intelligence & Integration explores robotic process automation, machine learning use cases, and API-driven integrations. · Chapter 12: Smart Finance: Emerging Technologies and Integrated Insights looks ahead to technologies such as embedded predictive analytics, blockchain in finance, and the evolving role of the digital CFO. Why This Book Matters? Implementing S/4HANA Finance is more than a system upgrade—it is a business transformation that realigns finance operations around strategic insights and continuous improvement. By combining deep technical guidance with business-centric examples, this book equips you to reduce cycle times, improve data quality, and deliver actionable intelligence to stakeholders. We hope this guide becomes your trusted companion as you embark on—or accelerate—your SAP S/4HANA Finance initiative. May it help you unlock new levels of financial transparency, efficiency, and innovation. Authors

**manual entry credit card processing: How to Survive and Thrive in the Merchant Services Industry**, 2003-06 How to guide on the Merchant Services industry. Indepth sales and marketing techniques to help outside sales people, ISOs, Financial Institutions gain success.

**manual entry credit card processing: Web Stores Do-It-Yourself For Dummies** Joel Elad, 2010-12-15 Are you excited about opening your Web store, but a little intimidated too? Relax! Web Stores Do-It-Yourself For Dummies is here to guide you step by step through the whole process. You'll find the easiest and best ways to choose a provider, sign up with payment processors, and open for business in no time. This make-it-happen guide for online entrepreneurs walks you through the process of opening an account, designing your store for easy shopping, creating a catalog that shoppers can't resist, processing orders and payments efficiently, and much more. You'll find the best ways to choose merchandise, establish store information, create a skype phone number, develop store policies, and reach the customers you want. Discover how to: Pick products that will really sell Find and evaluate storefront providers Establish payment options Accept credit card payments safely Lay out your design from the ground up Set up a catalog of goods Arrange for shipping Incorporate the best practices of super-selling sites Keep your store up to date Put your Web store at the hub of your sales Fine-tune before you open Take advantage of search engines and pay-per-click campaigns Complete with lists of the top ten things every Web store needs, tips for designing your store, and traps to avoid while building and running your store, Web Stores Do-It-Yourself For Dummies makes opening your Web store fast, fun, and simple!

**manual entry credit card processing: *Practice Management for the Veterinary Team - E-Book*** Heather Prendergast, 2023-11-09 #NAME?

**manual entry credit card processing: QuickBooks Desktop Pro 2023 Training Manual Classroom in a Book** TeachUcomp, 2023-02-09 Complete classroom training manual for QuickBooks Desktop Pro 2023. 315 pages and 194 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to set up a QuickBooks company file, pay employees and vendors,

create custom reports, reconcile your accounts, use estimating, time tracking and much more.

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QuickBooks Company File 1. Using Express Start 2. Using the EasyStep Interview 3. Returning to the Easy Step Interview 4. Creating a Local Backup Copy 5. Restoring a Company File from a Local Backup Copy 6. Setting Up Users 7. Single and Multiple User Modes 8. Closing Company Files 9.

Opening a Company File Using Lists 1. Using Lists 2. The Chart of Accounts 3. The Customers & Jobs List 4. The Employees List 5. The Vendors List 6. Using Custom Fields 7. Sorting List 8.

Inactivating and Reactivating List Items 9. Printing Lists 10. Renaming & Merging List Items 11.

Adding Multiple List Entries from Excel 12. Customer Groups Setting Up Sales Tax 1. The Sales Tax Process 2. Creating Tax Agencies 3. Creating Individual Sales Tax Items 4. Creating a Sales Tax Group 5. Setting Sales Tax Preferences 6. Indicating Taxable & Non-taxable Customers and Items

Setting Up Inventory Items 1. Setting Up Inventory 2. Creating Inventory Items 3. Creating a Purchase Order 4. Receiving Items with a Bill 5. Entering Item Receipts 6. Matching Bills to Item Receipts 7. Adjusting Inventory Setting Up Other Items 1. Service Items 2. Non-Inventory Items 3. Other Charges 4. Subtotals 5. Groups 6. Discounts 7. Payments 8. Changing Item Prices Basic Sales

1. Selecting a Sales Form 2. Creating an Invoice 3. Creating Batch Invoices 4. Creating a Sales Receipt 5. Finding Transaction Forms 6. Previewing Sales Forms 7. Printing Sales Forms Using Price Levels 1. Using Price Levels Creating Billing Statements 1. Setting Finance Charge Defaults 2.

Entering Statement Charges 3. Applying Finance Charges and Creating Statements 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 7. Upload and Review Bills 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 8. Adding Bank

Feeds 9. Reviewing Bank Feed Transactions 10. Bank Feed Rules 11. Disconnecting Bank Feed

Accounts 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 Report 6. Rearranging and Resizing Report Columns 7.

Memorizing a Report 8. Memorized 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 Reports 15. Scheduled Reports Using Graphs 1. Using Graphs 2. Company

Snapshot Customizing Forms 1. Creating New Form Templates 2. Performing Basic Customization 3.

Performing Additional Customization 4. The Layout Designer 5. Changing the Grid and Margins in

the Layout Designer 6. Selecting Objects in the Layout Designer 7. Moving and Resizing Objects in

the Layout Designer 8. Formatting Objects in the Layout Designer 9. Copying Objects and

Formatting in the Layout Designer 10. Adding and Removing Objects in the Layout Designer 11.

Aligning and Stacking Objects in the Layout Designer 12. Resizing Columns in the Layout Designer

Estimating 1. Creating a Job 2. Creating an Estimate 3. Duplicating Estimates 4. Invoicing From

Estimates 5. Updating Job Statuses 6. Inactivating Estimates 7. Making Purchases for a Job 8.

Invoicing for Job Costs 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

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