

# Your SedonaOffice Guide: Start Here

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We've put together the below outline to guide you on your knowledge journey. For a complete list of all the SedonaOffice content, reference our **SedonaOffice Knowledge Base**.

We recommend you start with watching the **SedonaOffice User Overview** eLearning.

## SedonaSetup

**SedonaSetup** is located within the SedonaOffice application which assists your company in setting up your system. Before setting up your system, please reference **this article**.

**SedonaSetup KB Category**

## SedonaOffice Menu

The below categories follow the menu in SedonaOffice. The links will take you to those sections within the Knowledge Base (KB) where you will find helpful information.

**SedonaOffice Menu Options**

## Client Management

**Client Management KB Category**

This category includes topics such as:

- Cancellations
- Collections
- Company Rate Change
- Customer Explorer
- Customer Query Builder
- EFT Customer
- Manage Chain Accounts
- Master Account Management
- New Customer

**Client Management Overview**

**Client Management How To Videos**

## Accounts Receivable

**Accounts Receivable KB Category**

This category includes topics such as:

- Credits
- Cycle Invoicing
- EFT Processing
- Invoicing
- Deposits
- Payment Processing
- Print Invoices
- Sales Tax
- Statements
- Unapplied Cash & Credits

### **Accounts Receivable How To Videos**

## **General Ledger**

### **General Ledger KB Category**

This category includes topics such as:

- Account Register
- Chart of Accounts
- Deferred Income
- GL Query Builder
- Journal Entry
- Reconcile Bank Account
- Royalties & Commissions

### **General Ledger How To Videos**

## **Accounts Payable**

### **Accounts Payable KB Category**

This category includes topics such as:

- Bills
- Checks - Print Checks, Write Checks
- Comdata Interface
- Purchase Orders
- Recurring Items
- Vendors & Vendor Credits

### **Accounts Payable How To Videos**

## **Inventory**

## **Inventory KB Category**

This category includes topics such as:

- Costing Methods
- Issues/Returns
- Parts
- Physical Inventory
- Repair Order
- Stock Adjustments
- Transfers
- Warehouses

## **Inventory How To Videos**

**Inventory: It's What Counts (webinar)**

**How to do Physical Inventory (video)**

# **Job Management**

## **Job Management KB Category**

This category includes topics such as:

- Job Approvals Functionality & Setup
- Job Costing
- Job Management Setup
- Job Templates
- New Job Creation
- Processing a Job
- The Job Record

## **Job Management How To Videos**

# **Payroll**

## **Payroll KB Category**

This category includes topics such as:

- Imports
- Timesheets

# **Service**

## **Service KB Category**

This category includes topics such as:

- Appointments
- Inspections
- Service Tickets

**Service How To Videos**

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