

# QuickBooks® Pro 2014

## Quick Reference Guide

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### The Chart of Accounts

#### Adding a New Account

1. Select "List|Chart of Accounts" from the Menu Bar.
2. Click the "Account" button & choose "New."
3. Choose an account type and click "Continue."
4. Enter the account information and click "Save & Close."

#### Editing an Account

1. Select "List|Chart of Accounts" from the Menu Bar.
2. Click to highlight the account.
3. Click the "Account" button and choose "Edit Account."
4. Edit the information and click "Save & Close."

#### Deleting or Inactivating an Account

1. Select "List|Chart of Accounts" from the Menu Bar.
2. Click to highlight the account.
3. Click the "Account" button and choose "Make Account Inactive" or "Delete Account."
4. Click "OK" to confirm any deleted accounts.

### Customers, Employees & Vendors

#### Accessing the Centers

1. Click "Customers," "Employees" or "Vendors" from the Menu Bar and select the Center from the menu.

#### Adding a New Customer

1. Click the "Customers & Jobs" tab in the Customer Center.
2. Choose "New Customer" from the "New Customer & Job" drop-down above the tab.
3. Enter all customer information on each of the tabs in the "New Customer" window and click "OK."

#### Editing or Deleting a Customer

1. Click to highlight the customer in the "Customer & Jobs" tab in the Customer Center.
2. Select "Edit|Edit Customer/Job" or "Edit|Delete Customer/Job" from the Menu Bar.
3. If editing, make any changes and then click "OK."

#### Adding a New Employee

1. Click the "New Employee..." button in the upper-left corner of the Employee Center.
2. Enter all employee information on each of the tabs in the "New Employee" window and click "OK."

#### Editing or Deleting an Employee

1. Click to highlight the employee in the "Employees" tab in the Employee Center.
2. Select "Edit|Edit Employee" or "Edit|Delete Employee" from the Menu Bar.
3. If editing, make any changes and then click "OK."

#### Adding a New Vendor

1. Choose "New Vendor" from the "New Vendor" drop-down in the Vendor Center.
2. Enter all vendor information on each of the tabs in the "New Vendor" window and click "OK."

#### Editing or Deleting a Vendor

1. Click to highlight the vendor on the "Vendors" tab in the Vendor Center.
2. Select "Edit|Edit Vendor" or "Edit|Delete Vendor" from the Menu Bar.
3. If editing, make any changes and then click "OK."

#### Creating Custom Fields

1. Open the Vendor, Company or Employee Center.
2. Click the "Define Fields" button on the "Additional Info" tab of the "New [List Item]" or "Edit [List Item]" window. (List Item=Vendor, Company or Employee).
3. Enter custom field names and select lists to include.
4. Click "OK."
5. Enter any "Custom Fields" values and click "OK."

### Managing List Items

#### Creating Item List Custom Fields

1. Select "List|Item List" from the Menu Bar.
2. Click the "Item" button and then either "New" Or "Edit Item."
3. Click the "Custom Fields" button and then the "Define Fields" button.
4. Enter item label names, select "Use," and click "OK."
5. To enter values, select "List|Item Lists" from the Menu Bar and click to select the item to edit.
6. Click the "Item" button and then "Edit Item."
7. Click the "Custom Fields" button, enter the values, and click "OK."

#### Sorting Lists

1. To manually sort, click and drag the diamond next to the item name.
2. To automatically sort, click the column heading.
3. Remove auto sort by clicking the new diamond that appears at the far-left of the column headings.
4. Restore original sort order by selecting "View|Re-Sort List" from the Menu Bar.

#### Inactivating and Reactivating Items

1. To inactivate, right-click on an item and choose "Make [List Item type] Inactive."
2. To show inactive items NOT in a Center list, check the "Include Inactive" checkbox.
3. To show inactive items in a Center list, select "All [List Item type]" in the "View" menu.
4. To reactivate, show the inactive items within the list and click to remove the "X" next to the item name.

#### Renaming and Merging List Items

1. To rename, open the "Edit" window of the list item.
2. Type a new name in the name field at the very top of the window.
3. Click the "OK" or "Save and Close" button.
4. To merge, change the name to the same as another item and choose "Yes" when prompted to merge.

### Sales Tax

#### Creating a Sales Tax Item or Group

1. Select "List|Item List" from the Menu Bar.
2. Select "New" from the "Item" button pop-up menu.
3. Select "Sales Tax Item" or "Sales Tax Group" from the drop-down.
4. Enter tax item or group information and click "OK."

#### Setting Default Sales Tax Preferences

1. Select "Edit|Preferences..." from the Menu Bar.
2. Click "Sales Tax" on the left and then the "Company Preferences" tab on the right.
3. Select preferences and click "OK."

#### Indicating a Taxable Customer

1. Select "Customers|Customer Center" from the Menu Bar.
2. Click the "Customers & Jobs" tab at the left side.
3. Double-click on the name of the customer in the list.
4. On the "Sales Tax Settings" tab, make selections and click "OK."

#### Indicating a Taxable Item

1. Select "List|Item List" from the Menu Bar.
2. Click to highlight the item.
3. Select "Edit" from the "Item" button menu.
4. Make the appropriate selection from the "Tax Code" drop-down and click "OK."

#### Creating a Sales Tax Report

1. Select "Vendors|Sales Tax|Sales Tax Liability" or "Vendors|Sales Tax|Sales Tax Revenue Summary" from the Menu Bar.
2. Click the "X" in the upper-right corner to close.

### Paying Sales Tax

1. Select "Vendors|Sales Tax|Pay Sales Tax" from the Menu Bar.
2. Make selections for the account and dates.
3. Click to select the "Pay" column for agencies to pay.
4. Click the "Adjust" button to make any needed tax adjustments and click "OK."
5. Check the "To be printed" checkbox, if desired.
6. Click "OK" to record the payment.

### Inventory

#### Enabling Inventory in QuickBooks

1. Select "Edit|Preferences..." from the Menu Bar.
2. Select "Items & Inventory" on the left.
3. Check the "Inventory and purchase orders are active" checkbox on the "Company Preferences" tab.
4. Set any preferences and click "OK."

#### Creating New Inventory Part Items

1. Select "List|Item List" from the Menu Bar.
2. Select "New" from the "Item" button menu.
3. Select "Inventory Part" from the "Type" drop-down.
4. Enter inventory part information and click "OK."

#### Creating a Purchase Order

1. Select "Vendors|Create Purchase Orders" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Enter purchase order information and click either the "Save & Close" or "Save & New" button.

#### Creating Purchase Order Reports

1. Select "List|Chart of Accounts" from the Menu Bar.
2. Click to highlight the "Purchase Orders" account.
3. Click the "Reports" button, and select "QuickReport: Purchase Orders" from the menu.

#### Receiving Inventory with a Bill

1. Select "Vendors|Receive Items and Enter Bill" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Enter bill information and click the "Save & Close" button.

#### Creating an Item Receipt

1. Select "Vendors|Receive Items" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Enter the receipt information and click the "Save & Close" button.

#### Matching a Bill to an Item Receipt

1. Select "Vendors|Enter Bill for Received Items" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Select the item receipt and click the "OK" button.
4. Enter the date the bill was received in the "Date" field and click the "Save & Close" button.

#### Manually Adjusting Inventory

1. Select "Vendors|Inventory Activities|Adjust Quantity/Value on Hand" from the Menu Bar.
2. Select the type of inventory adjustment to make from the "Adjustment Type" drop-down.
3. Make the required adjustments to the inventory.
4. Click the "Save & Close" button.

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# Quickbooks Guide Book

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## **Quickbooks Guide Book:**

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**Mastering QuickBooks 2021** Crystalynn Shelton,2021-01-15 This second edition of the bestselling Mastering QuickBooks 2020 is updated and improved to focus on advanced QBO features techniques for managing sales taxes and budgeting and reporting best practices Key Features Understand how to manage sales taxes and transactions Explore advanced bookkeeping techniques such as using the custom chart builder importing budgets and performing smart reporting with Fathom Become proficient in using QuickBooks Online and implement best practices to avoid costly errors Book DescriptionIntuit QuickBooks is an accounting software package that helps small business owners to manage all their bookkeeping tasks independently This latest edition of Mastering QuickBooks takes you through the range of new features

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**The Complete Idiot's Guide to QuickBooks 2012** Barbara Harvie,2011-11-01 In depth and detailed information explains the full functionality of this powerful program [QuickBooks Online Training Manual Classroom in a Book](#) TeachUcomp ,2021-06-07 Complete classroom training manual for QuickBooks Online 415 pages and 177 individual topics Includes practice exercises and keyboard shortcuts You will learn how to set up a QuickBooks Online company file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more Topics Covered The QuickBooks Online Plus Environment 1 The QuickBooks Online Interface 2 The Dashboard Page 3 The Navigation Bar 4 The New Button 5 The Settings Button 6 Accountant View and Business View Creating a Company File 1 Signing Up for QuickBooks Online Plus 2 Importing Company Data 3 Creating a New Company File 4 How Backups Work in QuickBooks Online Plus 5 Setting Up and Managing Users 6 Transferring the Primary Admin 7 Customizing Company File Settings 8 Customizing Billing and Subscription Settings 9 Usage Settings 10 Customizing Sales Settings 11 Customizing Expenses Settings 12 Customizing Payment Settings 13 Customizing Time Settings 14 Customizing Advanced Settings 15 Signing Out of QuickBooks Online Plus 16 Switching Company Files 17 Cancelling a Company File Using Pages and Lists 1 Using Lists and Pages 2 The Chart of Accounts 3 Adding New Accounts 4 Assigning Account Numbers 5 Adding New Customers 6 The Customers Page and List 7 Adding Employees to the Employees List 8 Adding New Vendors 9 The Vendors Page and List 10 Sorting Lists 11 Inactivating and Reactivating List Items 12 Printing Lists 13

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