

QuickBooks® Pro 2014

Quick Reference Guide

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The Chart of Accounts

Adding a New Account

1. Select "Lists| 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 "Lists| 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 "Lists| 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 "Lists| 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 items labeled names, select "Use" and click "OK".
5. To enter values, select "Lists| 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 deactivate, 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 "Lists| 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 "Lists| 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.

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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 "Lists| 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 "Lists| 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 2013: The Missing Manual Bonnie Biafore,2012-10-29 Explains how to use QuickBooks to set up and manage bookkeeping systems track invoices pay bills manage payroll generate reports and determine job costs

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TeachUcomp ,2019-10-01 Complete classroom training manual for QuickBooks Desktop Pro 2020 296 pages and 189 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 Topics Covered The QuickBooks Environment 1 The Home Page and Insight Tabs 2 The Centers 3 The Menu Bar and Keyboard Shortcuts 4 The Open Window List 5 The Icon Bar 6 Customizing the Icon Bar 7 The Chart of Accounts 8 Accounting Methods 9 Financial Reports Creating a 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

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QuickBooks Pro 2013 Comprehensive Trisha Conlon,2013 **QuickBooks Pro**

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Importing Accountant s 4 Removing Restrictions Using the Help Menu 1 Using Help *QuickBooks 2013 The Guide* Leslie Capachietti,2012-11-20 Shows you step by step how to use the software to control your businesses finances process invoices track inventory and manage payroll *Computerized Accounting with QuickBooks 2013* Kathleen Villani,James B. Rosa,2014 Computerized Accounting with QuickBooksA R 2013 teaches both accountant and non accountant students how to use QuickBooks 2013 one of the most popular general ledger software packages for small and medium sized businesses With this text students gain an understanding of the accounting concepts as they are processed in the software The text is designed around features that support student mastery of skills and concepts while providing flexibility in approach for instructors The Instructor Resources CD includes a wealth of resources that ease and enhance course instruction including teaching hints lecture notes a sample course syllabi case studies mid term and final exams and more After completing Computerized Accounting with QuickBooksA R 2013 students will be able to create a company file run accounts receivable and accounts payable manage time tracking and payroll track inventory and fixed assets manage budgets maintain ledgers and journals and create reports Key FeaturesIncludes 140 day trial CD of QuickBooks Pro and Accountant 2013 Student Trial Edition Software Features case problems a comprehensive problem procedure reviews and quizzes to ensure software mastery Challenges students to create a company file run accounts receivable and accounts payable manage time tracking and payroll track inventory and fixed assets manage budgets maintain ledgers and journals and create reports Offers helpful instructor resources that make teaching easy and allow for course flexibility Introduces New Company Setup after basic accounting concepts are addressed Uses a Building Block Approach that teaches what to do and why after each step in each exercise Includes Practice Exercises that require students to apply new skills immediately after completing stepped exercises Author prepared Company Starter Files coincide with chapters and build in complexity Provides a Procedure Review at the end of each chapter that offers excellent reinforcement of learning and review for exams Features a strong emphasis on accounting concepts Each chapter begins with an Accounting Overview with an introduction of software features **Intuit**

QuickBooks Certified User QBCU Certification Exam Unofficial Review Questions and Answers

Examreview,2016-06-20 QuickBooks is the industry leader in managerial accounting software for small business With the QBCU certification candidates can validate their QuickBooks knowledge though completing the QuickBooks Certified User exam The newest exams have simulation items as well as regular MC items This book primarily provides MC items for practice and review We create these self practice MC test questions module referencing the principles and concepts currently valid in the corresponding trade Each question comes with an answer and a short explanation which aids you in seeking further study information For purpose of exam readiness drilling this product includes questions that have varying numbers of choices Some have 2 while some have 5 or 6 We want to make sure these questions are tough enough to really test your readiness and draw your focus to the weak areas You should use this product together with other study resources

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TeachUcomp Inc., 2019-09-23 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in QuickBooks Pro 2020 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 98 topics covered this guide is perfect for someone new to QuickBooks or upgrading from a previous version Topics Include The Chart of Accounts Customers Employees and Vendors Managing List Items Sales Tax Inventory Other Items Basic Sales Price Levels Billing Statements Payment Processing Entering and Paying Bills Bank Accounts Reporting Estimating Time Tracking Payroll Credit Card Accounts The Loan Manager Company Management **QuickBooks Pro**

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