

QuickBooks® Pro 2015

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The Chart of Accounts

Adding a New Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account" menu.
3. Enter an account name and "Account" type.
4. Enter the account information and click "Next >" button.

Editing an Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account" menu.
3. Select the account to edit from the "List" menu.
4. Select "Edit" from the "List" menu.

Deleting an Existing Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account" menu.
3. Select the account to delete from the "List" menu.
4. Click "OK" to delete the account.

Customers, Employees & Vendors

Adding New Customers

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer" menu.

Editing a Customer

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer" menu.
3. Select the customer to edit from the "List" menu.
4. Click "Edit" from the "List" menu.

Deleting a Customer

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer" menu.
3. Select the customer to delete from the "List" menu.
4. Click "Delete" from the "List" menu.

Adding a New Employee

1. Select "New Employee" from the menu bar.
2. Select "New Employee" from the "Employee" menu.

Editing an Employee

1. Select "New Employee" from the menu bar.
2. Select "New Employee" from the "Employee" menu.
3. Select the employee to edit from the "List" menu.
4. Click "Edit" from the "List" menu.

Adding a New Vendor

1. Select "New Vendor" from the menu bar.
2. Select "New Vendor" from the "Vendor" menu.

Editing a Vendor

1. Select "New Vendor" from the menu bar.
2. Select "New Vendor" from the "Vendor" menu.
3. Select the vendor to edit from the "List" menu.
4. Click "Edit" from the "List" menu.

Creating Vendor Invoice

1. Select "New Vendor Invoice" from the menu bar.
2. Select "New Vendor Invoice" from the "Vendor" menu.
3. Select the vendor to invoice from the "List" menu.
4. Click "OK" from the "List" menu.
5. Enter any "Customer" information and click "OK".

Managing List Items

Creating Item List Custom Fields

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Enter the "Item List" name and "Item List" type.
4. Enter the "Item List" information and click "Next >" button.
5. Select the "Item List" information and click "Next >" button.
6. Select the "Item List" information and click "Next >" button.
7. Select the "Item List" information and click "Next >" button.
8. Select the "Item List" information and click "Next >" button.

Editing Item

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Select the item to edit from the "List" menu.
4. Click "Edit" from the "List" menu.
5. Enter the "Item List" information and click "Next >" button.
6. Select the "Item List" information and click "Next >" button.

Deleting and Restoring Item

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Select the item to delete from the "List" menu.
4. Click "Delete" from the "List" menu.
5. Select the "Item List" information and click "Next >" button.
6. Select the "Item List" information and click "Next >" button.

Renaming and Merging Item Names

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Select the item to rename from the "List" menu.
4. Click "Rename" from the "List" menu.
5. Enter the "Item List" information and click "Next >" button.
6. Select the "Item List" information and click "Next >" button.

List Tools

Creating a Sales Tax Item or Group

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Enter the "Item List" information and click "Next >" button.
4. Select the "Item List" information and click "Next >" button.

Setting Default Sales Tax Preferences

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Select the "Item List" information and click "Next >" button.
4. Select the "Item List" information and click "Next >" button.

Importing a Vendor Customer

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Select the "Item List" information and click "Next >" button.
4. Select the "Item List" information and click "Next >" button.

Importing a Vendor Item

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Select the "Item List" information and click "Next >" button.
4. Select the "Item List" information and click "Next >" button.

Creating a Sales Tax Report

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Select the "Item List" information and click "Next >" button.
4. Select the "Item List" information and click "Next >" button.

Managing Sales Tax

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List" menu.
3. Select the "Item List" information and click "Next >" button.
4. Select the "Item List" information and click "Next >" button.
5. Select the "Item List" information and click "Next >" button.
6. Select the "Item List" information and click "Next >" button.

Inventory

Adding Inventory to QuickBooks

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory" menu.
3. Select the "Inventory" information and click "Next >" button.
4. Select the "Inventory" information and click "Next >" button.

Creating Item Inventory Part Name

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory" menu.
3. Select the "Inventory" information and click "Next >" button.
4. Select the "Inventory" information and click "Next >" button.

Creating a Purchase Order

1. Select "New Purchase Order" from the menu bar.
2. Select "New Purchase Order" from the "Purchase Order" menu.
3. Select the "Purchase Order" information and click "Next >" button.
4. Select the "Purchase Order" information and click "Next >" button.

Creating Purchase Order Report

1. Select "New Purchase Order" from the menu bar.
2. Select "New Purchase Order" from the "Purchase Order" menu.
3. Select the "Purchase Order" information and click "Next >" button.
4. Select the "Purchase Order" information and click "Next >" button.

Reconciling Inventory with a Bill

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory" menu.
3. Select the "Inventory" information and click "Next >" button.
4. Select the "Inventory" information and click "Next >" button.

Creating an Item Receipt

1. Select "New Item Receipt" from the menu bar.
2. Select "New Item Receipt" from the "Item Receipt" menu.
3. Select the "Item Receipt" information and click "Next >" button.
4. Select the "Item Receipt" information and click "Next >" button.

Managing a Bill to an Item Receipt

1. Select "New Item Receipt" from the menu bar.
2. Select "New Item Receipt" from the "Item Receipt" menu.
3. Select the "Item Receipt" information and click "Next >" button.
4. Select the "Item Receipt" information and click "Next >" button.

Manually Adjusting Inventory

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory" menu.
3. Select the "Inventory" information and click "Next >" button.
4. Select the "Inventory" information and click "Next >" button.



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Katrin Zwirglmaier



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