

# QuickBooks® Pro 2015

## 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. Enter any "Custom Fields" values and click "OK."
6. For existing custom fields, select "List" Item List" from the Menu Bar and select the item. Click the "Item" button and then "Edit Item." Click the "Custom Fields" button, enter 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. Then click "OK."

#### 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. Click the "Item" button and choose "Edit Item." 
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. Change dates, as needed.
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 Pro 2015 User Manual

**Bonnie Biafore**



## **Quickbooks Pro 2015 User Manual:**

QuickBooks 2015: The Missing Manual Bonnie Biafore, 2014-10-20 How can you make your bookkeeping workflow smoother and faster Simple With this Missing Manual you re in control you get step by step instructions on how and when to use specific features along with basic bookkeeping and accounting advice to guide you through the learning process Discover new and improved features like the Insights dashboard and easy report commenting You ll soon see why this book is the Official Intuit Guide to QuickBooks 2015 The important stuff you need to know Get started fast Quickly set up accounts customers jobs and invoice items Follow the money Track everything from billable and unbillable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Gain insights Open a new dashboard that highlights your company s financial activity and status the moment you log in Spend less time on bookkeeping Create and reuse bills invoices sales receipts and timesheets Find key info Use QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers QuickBooks 2015 All-in-One For Dummies Stephen L. Nelson, 2014-11-24 Everything you need to learn about QuickBooks and small business finances in one handy guide QuickBooks All in One For Dummies is the solution small business owners and managers have been looking for A compilation of eight content rich minibooks in one this guide provides the information and tools you need to get the most out of QuickBooks Get expert advice from a CPA on common accounting tasks financial management business planning how to protect your financial information and more Written in the easy to read For Dummies style this book provides clear concise practical instruction into taking advantage of everything QuickBooks can do for your business This book is your roadmap to complete business finance management guiding you through the basics of QuickBooks and then taking you even further You ll start from the beginning and move into more advanced operations as you learn to Set up customize and fine tune QuickBooks for your business Invoice customers pay vendors and employees and track inventory Manage accounts financial statements reports budgets set up project and job costing and keep track of payroll Analyze your data to create a business forecast or write a business plan that can help you find your niche Discover useful online resources for businesses More than just a user manual this guide walks you through topics that are important to small business success QuickBooks All in One For Dummies is a comprehensive guide to keeping your business on track QuickBooks 2016: The Missing Manual Bonnie Biafore, 2015-10-19 How can you make your bookkeeping workflow smoother and faster Simple With QuickBooks 2016 The Missing Manual which covers the Windows version of QuickBooks you re in control you get step by step instructions on how and when to use specific features along with basic bookkeeping and accounting advice to guide you through the learning process Discover new and improved features like the Insights dashboard and easy report commenting The important stuff you need to know Get started fast Quickly set up accounts customers jobs and invoice items Follow the money Track everything from billable and unbillable time and expenses to income and profit Keep your company financially

fit Examine budgets and actual spending income inventory assets and liabilities Gain insights Open a dashboard that highlights your company s financial activity and status the moment you log in Spend less time on bookkeeping Create and reuse bills invoices sales receipts and timesheets Find key info Use QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers *QuickBooks 2016 All-in-One For Dummies* Stephen L. Nelson,2015-11-06 Simplify your small business accounting with confidence Managing the books for a small business can be a challenging task just ask any of the countless business owners and managers who have spent hour after hour hunched over multiple spreadsheets QuickBooks 2016 All In One For Dummies takes the pain out of managing your small business finances through one essential reference This reference covers virtually everything you need to take control of your business and guide your company s financial processes in the right direction QuickBooks is a trusted resource for small businesses because its software is designed to help you handle your financial and business management tasks efficiently and effectively With QuickBooks you can establish fundamental accounting practices that help keep your company successful and healthy Cover the basics including understanding double entry bookkeeping planning and setting up a QuickBooks accounting system and loading master file lists Create a dynamic accounting environment by adding customer invoices vendor payments inventory tracking cash management and bank account information Establish DIY payroll processes and prepare essential financial statements and reports Manage and balance financial needs through activity based costing project and job costing systems ratio analysis economic value added analysis capital budgeting budget building business plan forecasts and more QuickBooks 2016 All In One For Dummies is the guide you need to take care of your small business books with confidence

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**QuickBooks 2015: The Best Guide for Small Business** Bobbi Sandberg,Leslie Capachietti,2014-12-09 Set up

QuickBooks 2015 to work the way your business does QuickBooks ProAdvisors reveal best practices for customizing and using the 1 small business financial software QuickBooks The Best Guide for Small Business takes the guesswork out of setting up and running a business with QuickBooks Our QuickBooks ProAdvisors have worked one on one with thousands of small business owners and they are here to help you This book explains what's new in QuickBooks 2015 how to choose the right edition best practices from other users and how to avoid common mistakes Learn proven methods for managing your business finances processing invoices tracking inventory monitoring sales and administering payroll Maximize the software's capabilities and run your small business efficiently using the time saving techniques packed inside this practical resource Helps you quickly identify which features you need to know to run your business Topics organized logically so you can get to mission critical tasks in the order you need them Easy to follow examples of best practices employed by other QuickBooks users Includes valuable tips on accounting inventory management payroll budgets business reports tax preparation and more

*J.K. Lasser's Small Business Taxes 2015* Barbara Weltman, 2014-10-27 Eliminate confusion maximize deductions reduce payments and conquer your small business taxes with ease In J K Lasser's Small Business Taxes 2015 the most trusted name in tax guidance helps small business owners maximize their bottom line Fully updated for 2014 tax returns and 2015 tax planning this detailed guide provides concise plain English explanations of tax laws tailored to business owners who are experts in their field not in taxes A complete listing of available business expense deductions includes comprehensive information on dollar limits and record keeping requirements allowing business owners to quickly recognize the deductions for which they qualify and make tax savvy business decisions year round Sample forms and checklists allow you to organize your preparation and clear instruction on tax form navigation helps you get it right the first time Small business owners have a full plate Indeed just keeping the business going is a more than full time job But when tax time rolls around you still need to file correctly on time and without making errors or leaving money on the table Small Business Taxes 2015 simplifies the process breaking down tax laws and the filing process You'll get expert insight on every step of the process from organizing paperwork to sending the check including clear guidance on how to Create a year long record keeping system that will streamline the filing process Clarify income and losses and deal with operational income and losses capital gains and property sales Discover the latest tax credits and deductions that may apply to your business Tailor a tax strategy to your business's size maturity and growth potential Frustration free filing is not a myth With the proper planning and understanding you can save your business a significant amount of money without wading through volumes of tax legalese J K Lasser's Small Business Taxes 2015 provides the facts strategies and up to date information you need to get it done right and get back to work

**QuickBooks 2014 The Guide** Leslie Capachietti, 2013-11-08 Maximize the power of QuickBooks 2014 Create a comprehensive streamlined small business financial management system with help from an expert Written by an Advanced Certified QuickBooks ProAdvisor QuickBooks 2014 The Guide shows you step by step how to customize the 1

bestselling financial software to suit your business Learn proven methods for managing your business finances processing invoices tracking inventory monitoring sales and administering payroll Maximize the software s capabilities and run your small business efficiently using the best practices and time saving techniques packed inside this practical resource Configure and customize QuickBooks for your business Enter transactions quickly and accurately Manage accounts payable and receivable Monitor and manage inventory Integrate with online banking services Track employee hours and manage payroll Reconcile bank accounts Manage budgets and project cash flow Prepare for tax time Secure your data Run analytical business reports Make key business decisions with confidence     The Oxford Handbook of Creativity, Innovation, and Entrepreneurship Jing Zhou,2015-04-15

Research based investigations of creativity innovation and entrepreneurship have the potential to inform each other and enrich our knowledge of each of these areas particularly with regard to cognitive processes and effective behaviors Yet while these research streams have increasingly received a great deal of attention they have developed largely independently of one another The Oxford Handbook of Creativity Innovation and Entrepreneurship addresses the critical need to integrate these three interrelated literatures The handbook features contributions from the leading scholars in these research areas As a group the chapters examine the intersections of these topics to synthesize contemporary research and provide direction and stimulation for further interdisciplinary investigations of organizational creativity innovation and entrepreneurship     **Bookkeeping All-In-One For Dummies** Consumer Dummies,2015-08-31

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Stop overpaying on your small business taxes J K Lasser s Small Business Taxes 2016 helps small business owners maximize their bottom line with straightforward yet comprehensive guidance from the most trusted name in tax Featuring a complete listing of all available business expense deductions including dollar limits and record keeping requirements this book helps you quickly determine what kind of tax relief is available to you and how to take it all the way down to where to claim deductions on the forms themselves Tax facts strategies and the latest up to date information help ensure that you don t miss out on money saving opportunities and

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*Start Your Own Retail Business and More* The Staff of Entrepreneur Media, Ciree Linsenmann, 2015-06-22 OPEN THE STORE OF YOUR DREAMS START YOUR OWN RETAIL BUSINESS Retail is one of the fastest growing and fastest changing segments of the economy Apps pop up shops and online shopping have made it easier to reach interact with sell to and gain loyal customers Making this the perfect time for eager entrepreneurs like you to stop dreaming and start selling Whether you re interested in opening a storefront online shop or portable kiosk this detailed guide will help you decide if retail is right for you Supported by practicing entrepreneurs and experts you will understand what it takes to open a business common mistakes to avoid and how to keep your retail enterprise running successfully Learn how to Choose the right retail niche Spot and capitalize on consumer trends Select merchandise that flies off the shelves Set prices that maximize profits Promote your business products and gain loyal customers using Pinterest Facebook and other social media and online marketing tools Hire a staff that will help you succeed Plus gain priceless tips tricks and insight from successful retailers who share hard won advice and cautionary notes Everything you need to open and run your store is in your hands get started today

**Crash Course in Library Budgeting and Finance** Leslie Edmonds Holt, 2016-08-22 Concise informative and well indexed this book helps readers get the big picture as well as the considerable number of details involved in managing the finances for a library For all libraries money is critical to decision making about technology staffing and collections As a result informed budgeting is critically important for any library to succeed This book explains library finance in a practical engaging way using examples of real situations in different types of libraries to teach key points Written by authors with years of experience in budgeting and financial planning within a variety of library settings and in teaching library management or fundraising at the university level *Crash Course in Library Budgeting and Finance* makes it painless to learn how to properly manage money in any library environment The book addresses the entire process of financial planning from a general conceptual overview of library budgeting to the details of generating and spending income and describes best practices for implementing financial controls Subjects covered include building construction and capital projects fund raising capital campaigns moving to fee based services extending and developing earned income financial best practices and

assessment and evaluation The authors also make recommendations regarding when and how to share relevant financial information throughout the organization and with constituents throughout the book

macOS Catalina: The Missing Manual David Pogue, 2019-12-03 Apple gives macOS new features and improvements right on your desktop and under the hood with Catalina aka OS X 10.15 With this updated guide you'll learn how to use your iPad as a second screen work with iPad apps on your Mac and use Screen Time on your Mac This new edition of the 1 bestselling Mac book shows you how to use the revamped apps for Music Podcasts and TV Loaded with illustrations step by step instructions tips and tricks this book from David Pogue Missing Manual series creator New York Times columnist and Emmy winning tech correspondent for CNBC CBS and NPR covers everything Catalina has to offer with lots of humor and technical insight

*Food Truck Business* The Staff of Entrepreneur Media, 2015-05-18 The experts at Entrepreneur provide a two part guide to success First learn all the delicious detail behind starting one the hottest and most affordable food business your own food truck Then master the fundamentals of business startup including defining your business structure funding staffing and more This kit includes Essential industry specific startup essentials including industry trends best practices important resources possible pitfalls marketing musts and more Entrepreneur Editors Start Your Own Business a guide to starting any business and surviving the first three years Interviews and advice from successful entrepreneurs in the industry Worksheets brainstorming sections and checklists Entrepreneur's Startup Resource Kit downloadable More about Entrepreneur's Startup Resource Kit Every small business is unique Therefore it's essential to have tools that are customizable depending on your business's needs That's why with Entrepreneur is also offering you access to our Startup Resource Kit Get instant access to thousands of business letters sales letters sample documents and more all at your fingertips You'll find the following The Small Business Legal Toolkit When your business dreams go from idea to reality you're suddenly faced with laws and regulations governing nearly every move you make Learn how to stay in compliance and protect your business from legal action In this essential toolkit you'll get answers to the how do I get started questions every business owner faces along with a thorough understanding of the legal and tax requirements of your business Sample Business Letters 1000 customizable business letters covering each type of written business communication you're likely to encounter as you communicate with customers suppliers employees and others Plus a complete guide to business communication that covers every question you may have about developing your own business communication style Sample Sales Letters The experts at Entrepreneur have compiled more than 1000 of the most effective sales letters covering introductions prospecting setting up appointments cover letters proposal letters the all important follow up letter and letters covering all aspects of sales operations to help you make the sale generate new customers and huge profits

The Farmer's Office Julia Shanks, 2016-09-01 A practical how to guide for farmers who want to achieve and maintain financial sustainability in their businesses When you decided to become a farmer you also became an entrepreneur and business person In order to be ecologically and financially sustainable you must understand the basics of

accounting and bookkeeping and learn how to manage a growing business Author Julia Shanks distills years of teaching and business consulting with farmers into this comprehensive accessible guide She covers all aspects of launching running and growing a successful farm business through effective bookkeeping and business management providing tools to make managerial decisions apply for a loan or other financing and offering general business and strategy advice for growing a business Whether you ve been farming for many years or just getting started The Farmer s Office gives you the tools needed to think like an entrepreneur and thoughtfully manage your business for success      QuickBooks 2013 The Guide Leslie Capachietti,2012-10-29 Master the 1 bestselling financial software Set up and maintain a complete efficient small business financial management system with ease QuickBooks 2013 The Guide is filled with best practices for handling essential business tasks and customizing QuickBooks for the way you work Written by an Advanced Certified QuickBooks ProAdvisor with years of experience supporting and training QuickBooks users this practical resource shows you step by step how to use the software to control your businesses finances process invoices track inventory and manage payroll Get the most from the software and run your small business smoothly and effectively using the proven techniques and time saving tips inside this authoritative guide to QuickBooks 2013 Customize QuickBooks for your business Enter transactions quickly and accurately Manage accounts payable and receivable Monitor and manage inventory Integrate with online banking services Track employee hours and manage payroll Reconcile bank accounts Manage budgets and project cash flow Prepare for tax time Share and secure your QuickBooks data Produce and analyze business reports Make sound business decisions with confidence      *The Cyberunion Handbook: Transforming Labor Through Computer Technology* Arthur B Shostak,2015-02-24 In his original CyberUnion the author presented a bold plan for unions to develop a more significant role in the 21st century by adopting four strategic aids futuristics innovations services and traditions F I S T knit together by cutting edge Info Tech resources CyberUnions in Action expands on the F I S T model and looks at gains and setbacks in pioneering efforts to create CyberUnions It highlights relevant websites and features interviews with key CyberUnion advocates and some critics Shostak reviews overseas union efforts for transferable lessons and pays special attention to the AFL CIO campaign to ensure Labor s advances in the use of computer networks the Internet wireless devices and more      Effective Financial Management in Public and Nonprofit Agencies Jerome B. McKinney,2015-02-24 This analytical volume looks at emerging fiscal trends and introduces the tools for effective financial management to American business professionals in the public private and nonprofit sectors This hard hitting book is the most comprehensive reference to financial theory and practice for operating a business profit or nonprofit in the United States today Content focuses on fiscally responsible behaviors and strategies such as the introduction of a financial auditing system to troubleshoot potential problems before they occur the creation of internal control and risk management systems and step by step procedures for ensuring maximum transparency and accountability in every part of the organization Author and financial expert Jerome B McKinney has expanded on the previous

edition of this popular financial text offering the latest best practices in e government applications cash flow analysis revenue forecasting and fiscal health evaluations This fourth edition also looks at sustainability the role of monetary policies and fiscal policy globalization and its competitive impact and the massive growth of outsourcing On a final note the work explains how recent legislation has influenced the development use and implementation of performance measures holding government agencies more accountable for their actions

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