

## 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 on 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 item label names, check "Use," and click "OK."
5. Enter any "Custom Fields" values and click "OK."
6. For existing custom fields, select "Lists| 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 "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 "Type" 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. 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" columns 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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**Puja Mehta**



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## **Table of Contents Quickbooks Reference Guide 2012 Pro**

1. Understanding the eBook Quickbooks Reference Guide 2012 Pro
  - The Rise of Digital Reading Quickbooks Reference Guide 2012 Pro
  - Advantages of eBooks Over Traditional Books
2. Identifying Quickbooks Reference Guide 2012 Pro
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Quickbooks Reference Guide 2012 Pro
  - User-Friendly Interface
4. Exploring eBook Recommendations from Quickbooks Reference Guide 2012 Pro
  - Personalized Recommendations
  - Quickbooks Reference Guide 2012 Pro User Reviews and Ratings
  - Quickbooks Reference Guide 2012 Pro and Bestseller Lists
5. Accessing Quickbooks Reference Guide 2012 Pro Free and Paid eBooks
  - Quickbooks Reference Guide 2012 Pro Public Domain eBooks
  - Quickbooks Reference Guide 2012 Pro eBook Subscription Services
  - Quickbooks Reference Guide 2012 Pro Budget-Friendly Options
6. Navigating Quickbooks Reference Guide 2012 Pro eBook Formats

- ePub, PDF, MOBI, and More
  - Quickbooks Reference Guide 2012 Pro Compatibility with Devices
  - Quickbooks Reference Guide 2012 Pro Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Quickbooks Reference Guide 2012 Pro
  - Highlighting and Note-Taking Quickbooks Reference Guide 2012 Pro
  - Interactive Elements Quickbooks Reference Guide 2012 Pro
8. Staying Engaged with Quickbooks Reference Guide 2012 Pro
- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Quickbooks Reference Guide 2012 Pro
9. Balancing eBooks and Physical Books Quickbooks Reference Guide 2012 Pro
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Quickbooks Reference Guide 2012 Pro
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Quickbooks Reference Guide 2012 Pro
- Setting Reading Goals Quickbooks Reference Guide 2012 Pro
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Quickbooks Reference Guide 2012 Pro
- Fact-Checking eBook Content of Quickbooks Reference Guide 2012 Pro
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks



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