QuickBooks Pro 2014

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Ouick Reference Guide

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The Chart of Accounts

Adding a New Account

- 1. Select "Lists! Chart of Accounts" from the Menu Bac.
- 2. Click the "Account" button & choose "New."
- 3. Choose an account type and click "Continue."
- 4. Enter the account information and click "Save & of Services "

Editing an Account

- 1. Select "Listal 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." [seem 12]
- 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 Comber.
- 2. Choose "New Customer" from the "New Customer & Job" drop-down above the tab. A seri
- 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 "Editi Edit Customer Job" or "Editi 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 III with
- 2. Enter all employee information on each of the tabs. in the "New Employee" window and click "CK."

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. 8 perms
- 2. Enter all vendor information on each of the tabs in the "New Viendor" window and click "OK."

Editing or Deleting a Vendor

- 1. Click to highlight the vendor on the "Vendors" tab in the Wendor 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=Wendor, Company or Employee).
- 3. Enter custom field names and select lists to include.
- 4 Charles Court
- 5. Enter any "Custom Fields" values and click "OK."

Managing List Items

Creating Item List Custom Fields

1. Select "Lists! them List" from the Menu Rac

- 2. Click the "Item" button and then either "New" Or "Edit Bern" | --- +
- 3. Click the "Custom Fields" button and then the 'Define Fields' button. In-
- 4. Enter item label 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,

aread editeds "COC." Sorting Lists

- To manually sort, click and drag the diamond next to the item name.
- 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

- To inactivate, right-click on an item and choose. 'Make [list item type] inactive."
- 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 flist 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 "lidit" 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.
- To merge, change the name to the same as another item and choose "Yes" when promoted to merge.

Sales Tax

Creating a Sales Tax Item or Group

- 1. Select "Listel Item List" from the Menu Bac.
- 2. Select "New" from the "Item" button pop-up menu.
- 3. Select "Sales Tax Item" or "Sales Tax Group" from the diregi-dewn.
- Enter tax item or group information and click "OK." Setting Default Sales Tax Preferences

1. Select "Editi 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 Makeson Black
- Click the "Customers & Jobs" tab at the left side.
- Double-click on the name of the customer in the list.
- 4. On the "Sales Tax Settings" tab, make selections and efficie "CHC"

Indicating a Taxable Item

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

Creating a Sales Tax Report

- 1. Select "Vendorsi Sales Taxi Sales Tax Liability" or Vendors! Sales Tax! Sales Tax Revenue Summary* from the Menu Bac.
- Click the "X" in the upper-right corner to close.

Paying Sales Tax

- 1. Select "Vendors! Sales Tax! Pay Sales Tax" from the Management Street
- 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 Bac.
- 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 Minerau Black
- 2. Select the vendor from the "Vendor" drop-down.
- 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 | news . "QuickReport Purchase Orders" from the menu.

Receiving Inventory with a Bill

- 1. Select "Vendors! Receive Items and Enter Bill" from One Mercu Bac.
- 2. Select the vendor from the "Vendor" drop-down. 3. Enter bill information and click the "Save & Close"

Creating an Item Receipt

- 1. Select "Vendors! Receive Items" from the Menu Bac. Select the wendor from the "Vendor" drop-down.
- 3. Enter the receipt information and click the "Save & Clinical Investment

Matching a Bill to an Item Receipt

- 1. Select "Vendors! Enter Bill for Received Items" from the Menu Bac.
- 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 Bac
- Select the type of inventory adjustment to make
- from the 'Adjustment Type' drop-down. Make the required adjustments to the inventory.
- 4. Click the "Save & Close" button.

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QuickBooks 2014: The Missing Manual Bonnie Biafore, 2013-10-18 How can you make your bookkeeping workflow smoother and faster Simple With this Missing Manual you re in control of QuickBooks 2014 for Windows You get step by step instructions on how and when to use specific features along with basic accounting advice to guide you through the learning process That's why this book is the Official Intuit Guide to QuickBooks 2014 The important stuff you need to know Get started Quickly set up your accounts customers jobs and invoice items Learn new features Get up to speed on the Bank Feed Center Income Tracker and other improvements Follow the money Track everything from billable time and expenses to income and profit Spend less time on bookkeeping Use QuickBooks to create and reuse bills invoices sales receipts and timesheets Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Find key info fast Rely on QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers QuickBooks Pro 2014 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) TeachUcomp Inc, 2014-02-03 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in QuickBooks Pro 2014 When you need an answer fast you will find it right at your fingertips These easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials 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 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 QuickBooks 2014 The Guide Leslie Capachietti, 2013-11-08 Maximize the power of Inventory and Employee Centers 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

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