# 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,

#### ared official 10007 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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Stephen L. Nelson

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