

QuickBooks® Desktop Pro 2020

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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 "Type 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. Select "Employees & Payroll" from the Menu Bar and click "New Employee" .
2. Enter all employee information on each of the tabs in the "New Employee" window 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.

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 Inventory with a Bill" 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.

Instructions



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Online Key Card



See manual card for details

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 Sleeter, Alicia Pollock, 2020-08-15 QuickBooks 2016 For Dummies Stephen L. Nelson, 2015-10-19 The perennial bestseller
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through basic bookkeeping concepts data management fundamentals and need to know accounting guidelines to help you track your finances with ease Keep your business finances on track on budget and in control with QuickBooks 2014 and QuickBooks 2014 For Dummies *FINPACK User's Manual* Center for Farm Financial Management University of Minnesota, 2012-01-27 The FINPACK User s Manual is the definitive guide on how to use the financial analysis software FINPACK Created and developed by the Center for Farm Financial Management at the University of Minnesota More information at <http://www.FINPACK.com>

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