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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 "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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Table of Contents Quickbooks Pro 2015 Detail Guide

1. Understanding the eBook Quickbooks Pro 2015 Detail Guide
 - The Rise of Digital Reading Quickbooks Pro 2015 Detail Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Quickbooks Pro 2015 Detail Guide
 - 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 Pro 2015 Detail Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Quickbooks Pro 2015 Detail Guide
 - Personalized Recommendations
 - Quickbooks Pro 2015 Detail Guide User Reviews and Ratings
 - Quickbooks Pro 2015 Detail Guide and Bestseller Lists
5. Accessing Quickbooks Pro 2015 Detail Guide Free and Paid eBooks
 - Quickbooks Pro 2015 Detail Guide Public Domain eBooks
 - Quickbooks Pro 2015 Detail Guide eBook Subscription Services
 - Quickbooks Pro 2015 Detail Guide Budget-Friendly Options
6. Navigating Quickbooks Pro 2015 Detail Guide eBook Formats

- ePub, PDF, MOBI, and More
- Quickbooks Pro 2015 Detail Guide Compatibility with Devices
- Quickbooks Pro 2015 Detail Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Quickbooks Pro 2015 Detail Guide
 - Highlighting and Note-Taking Quickbooks Pro 2015 Detail Guide
 - Interactive Elements Quickbooks Pro 2015 Detail Guide
- 8. Staying Engaged with Quickbooks Pro 2015 Detail Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Quickbooks Pro 2015 Detail Guide
- 9. Balancing eBooks and Physical Books Quickbooks Pro 2015 Detail Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Quickbooks Pro 2015 Detail Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Quickbooks Pro 2015 Detail Guide
 - Setting Reading Goals Quickbooks Pro 2015 Detail Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Quickbooks Pro 2015 Detail Guide
 - Fact-Checking eBook Content of Quickbooks Pro 2015 Detail Guide
 - 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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web the wiring diagram of an overload relay is shown below and the connections of an overload relay symbol may seem like two opposite question marks otherwise like the s symbol the overload relay working function is discussed below

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web overload protection the current flows in the circuit based on the demand of loads if the amount of current increases and exceeds the rating of the electrical equipment then the system is overloaded the wires or cables may not withstand the higher current the wires get hot and even melt the insulation this leads to fire hazards

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web a fuse is used for protection of any electrical device from overcurrent it has a small wire or metal which melts due to

large current opens the circuit blocking the flow of faulty currents the iec ieee ansi provide different representation systems

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web an overload relay olr protects an electric motor against overloads and phase failures thermal and electronic olr definition operation and connections

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web sep 26 2020 q1 is a manual motor started with overcurrent protection my question is what is the meaning of the f like

symbol does it represent an edge trigger what is the square after the f like symbol does it represent the coil of the contactor

what is the symbol does it represent overcurrent protection

simple overload protection circuits eleccircuit com - Jan 29 2022

web apr 15 2022 overload protection circuit for voltage regulator ic in the circuit ic3 7812 as the 12 volts regulator will supply voltage to load through the contact c nc of the relay ry1 in normal the point a will has state is 1 cause the output of ic1 1 is 0 so no current to trigger gate of scr1 thus the ry1 not works

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web electrical iec 60617 bs 3939 symbols representing isolators disconnectors fuses contactors and overloads for usage in drawing electrical circuits

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web overload describes a moderate and gradual rise in the value of current over a relatively long period of time it is caused by excessive amounts of current drawn by a motor which may be as high as six times the rated current this is caused by too much load on a motor systems are protected by

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web symbols and designations symbols and designations based on the iec 617 series iec 617 7 1983 and others block symbols and qualifying symbols 1 general block symbols protection relay the asterisk must be replaced by one or more letters or qualifying symbols indicating the parameters of the device protection relay with enabling input