

QuickBooks® Pro 2014

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. To enter values, select "List|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, 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.

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. Select "Edit" from the "Item" button menu. 
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.
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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Time Management for Beginners: How to Get the Most Out of Every Day Learn2succeed.com Incorporated,2014-05-14 This book is about managing time effectively It helps readers set their priorities and objectives and then organize them into the ones which are the most important down to those which are the least pressing It provides tips on how to handle time consuming activities such as replying to e mail faxes and snail mail It shows readers how to create time blocks Since meetings and conferences can eat up a lot of precious time suggestions are offered on how to make meetings more effective and take less time Readers are given a review of some software programs which can help with online conferencing and interactive learning so as to cut down on travel time This book covers time management during a crisis A key component of time management is being organized and a whole chapter is devoted to software programs which can help In addition customer relationship management software can assist with the effective time management of customer or client contacts Time management is dynamic and this book recommends that readers monitor their progress and make changes when necessary It will help them get the most out of every day

J.K. Lasser's Small Business Taxes 2014 Barbara Weltman,2013-10-18 The tax facts and strategies that every small business owner needs to know Owning a small business is a big responsibility While all small business owners seek to improve their bottom line few realize all the ways that both current and new tax laws can help them do so With J K Lasser s Small Business Taxes 2014 you ll quickly discover how Written in a straightforward and accessible style this reliable resource offers a complete overview of small business tax planning and provides you with the information needed to make tax smart decisions throughout the year Focusing on strategies that help you use deductions and tax credits

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Whispering the Strategies of Language: An Emotional Journey through **Quickbooks Pro 2014 User Manual**

In a digitally-driven world wherever screens reign great and quick interaction drowns out the subtleties of language, the profound strategies and mental subtleties hidden within phrases often move unheard. However, located within the pages of **Quickbooks Pro 2014 User Manual** a fascinating fictional value blinking with natural emotions, lies a fantastic quest waiting to be undertaken. Penned by an experienced wordsmith, this enchanting opus encourages readers on an introspective journey, lightly unraveling the veiled truths and profound affect resonating within the very cloth of each word. Within the emotional depths of the poignant review, we will embark upon a honest exploration of the book is core themes, dissect its captivating publishing style, and yield to the effective resonance it evokes strong within the recesses of readers hearts.

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