QuickBooks Desktop Pro 2024

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Quick Reference Guide

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The Chart of Accounts

Adding a New Account

- 1. Select "Lists) Chart of Accounts' from the Manurities.
- 3. Choose an account type and click "Continue.
- 4. Enter the account information and click "Lave It."

Editing an Account.

- 1. Select "Lints" Chart of Acopures" from the Meny Bar.
- 2. Click to highlight the account.
- It Click the "Account" bulton and choose "Edit Account Turney N
- 4. \$50 the information and click "lave & Cline."

Deleting or Inactivating an Account

- 1. Select "Lists) Chart of Accounts" from the Menu Bar.
- 2. Click to highlight the account.
- 3. Click the "Noopurs" button and choose "Make Account Inactive" or "Delete Account," [2010], h.
- 4. Click "O6" to confirm any deleted accounts.

Customers, Employees & Vendors

Accessing the Centers

I. Click "Customers," "Employees" or "Vendors' thore the Monu Bor and select the Center Inten the manu-

Adding a New Customer

- 1. Click the "Customers & Jobs" tab in the Customer Cambon
- 2. Choose 'New Customer' from the 'New Customer As July decay chosen places the talk I do seen
- 3. Enter all cystomer information on each of the take in the "New Customer" window and dick "OK."

Editing or Deleting a Customer

- 1. Click to highlight the customer in the "Customer & Jobs' tao in the Customer Center.
- J. Select 'Edit Edit Contomector' or 'Edit Delete' Commercials' from the Minns flat:
- 3. If editing make any changes and then click "OC".

Adding a New Employee

is in the appearing American Street Laboratory Miletak "OK." aphoyee

the Tourseett

Instructions

TRACE CORNER, THE .. AND RESIDENCE



Mary Ser Street,

Managing List Items

Creating Item List Custom Fields

- 1. Select "Lists! Horn Unit" from the Monu Bar.
- 2. Olick the "Rocount" button & choose "Yere " arms 1). 2. Click the "flem" button and then either "Yere" Or Table Seeds, Toronto.
 - It. Click the "Cudorin Felds" button and then the Define Fields' botton. In
 - A. Erner bein label names, check "Use," and click "OK."
 - 5. Enter any "Custom Relds" values and click "OK." 6: For existing custom fields, select "Lists! Item Ust" Soper the Many Ray and select the item. Click the "there" bustion and then "Edit Item," Click the

Sorting Lists:

1. To manually unst, click and To manually sort, chick and to our less drain the drain name. The same

"Custom Fields" bulton, enter values, and click "CK."

- 2. To automatically sort, click the column heading.
- I. Remove auto sort by clicking the new diamond that appears at the far-left of the solumn headings (4)
- 4. Nestons original sort order by selecting "View". Re-Sort Unit" from the Menu Bor, Then click "CK."

Inactivating and Reactivating Items.

- 1. To inactivate, right-click on an item-and choose Make Stat Barn tuped mactive:
- 2. To show treactive items NOT in a Center list, check the "include inactive" checkbox.
- 3. No show imactive items in a Center list, solect "All Your hein type? In the "View" menu.
- 4. To reactivate, show the treactive forms within the lot and click to remove the "X" sent to the item name.

Renaming and Merging List Items

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5. To remarks, opinin the "Edit" window of the list item. 2. Type a now name in the name field at the very top. and other materials are

JULY AND ADDRESS SPACE

Payling Sales Tax

- Select "Vendors) Sales Too! Pay Sales Too" from the Millerton Blanch
- 2. Make selections for the account and dates.
- 3. Click to select the "Pay" column for agencies to pay-
- A. Click the "Adjust" button to make any headed too adjustments and click "OK."
- 5. Check the "To be printed" checkbox. If desired.
- 6. Click "CNT to record the document

Inventory

Enabling Inventory in QuickBooks

- 1. Select "Edit Preferences,," from the Many Bar.
- 2: Sallest "Rems. B. Imwestony" on the left;
- E. Check the Triventory and purchase orders are action" checkbox in the "Company Preferences" tal-
- A. Set any preferences and click "OK.

Creating New Inventory Part Items 1. Select "Lists) them Use" from the Monu But.

- 2. Select "New" from the "hem" button menu. Inc. in.
- 1. Select "Inventors Part" from the "Type" drop-down.
- 4. Enter Inventory part information and click "DIC"

Creating a Purchase Order

- 1. Select "Vendord Create Purchase Crokes" from the Internal Ren.
- 21 Salard Sharkenshor Soon the "Stinding" door almost 3. Enter purchase order information and click either the "Save & Close" or "Save & New Subset.

Creating Purchase Order Reports

- 1. Select 'Until Chart of Accounts' from the Mona Ban.
- E. Click to highlight the "Purchase Orders" account.
- 3. Click the "Reports" builton, and select [from 4] "Quickflaport: Purchase Crobins" from the mentu-

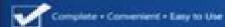
Receiving Inventory with a Bill

See Mary Response

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In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Pro Desktop 8 Training Manual**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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