

QuickBooks® Pro 2015

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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Quickbooks 2015 Study Guide

Bonnie Biafore



Quickbooks 2015 Study Guide:

QuickBooks 2015: The Missing Manual Bonnie Biafore, 2014-10-20 How can you make your bookkeeping workflow smoother and faster Simple With this Missing Manual you re in control you get step by step instructions on how and when to use specific features along with basic bookkeeping and accounting advice to guide you through the learning process Discover new and improved features like the Insights dashboard and easy report commenting You ll soon see why this book is the Official Intuit Guide to QuickBooks 2015 The important stuff you need to know Get started fast Quickly set up accounts customers jobs and invoice items Follow the money Track everything from billable and unbillable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Gain insights Open a new dashboard that highlights your company s financial activity and status the moment you log in Spend less time on bookkeeping Create and reuse bills invoices sales receipts and timesheets Find key info Use QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers

QuickBooks

2016: The Missing Manual Bonnie Biafore, 2015-10-19 How can you make your bookkeeping workflow smoother and faster Simple With QuickBooks 2016 The Missing Manual which covers the Windows version of QuickBooks you re in control you get step by step instructions on how and when to use specific features along with basic bookkeeping and accounting advice to guide you through the learning process Discover new and improved features like the Insights dashboard and easy report commenting The important stuff you need to know Get started fast Quickly set up accounts customers jobs and invoice items Follow the money Track everything from billable and unbillable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Gain insights Open a dashboard that highlights your company s financial activity and status the moment you log in Spend less time on bookkeeping Create and reuse bills invoices sales receipts and timesheets Find key info Use QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers

Intuit QuickBooks Certified User QBCU Certification Exam

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Teach Yourself VISUALLY QuickBooks

2015 Elaine Marmel,2014-10-02 The visual way to master QuickBooks 2015 If you learn better by seeing rather than wading through confusing text then this visual guide is for you Teach Yourself VISUALLY QuickBooks 2015 gives you hundreds of succinctly captioned step by step screenshots that reveal how to master QuickBooks 2015 and get your business finances in working order QuickBooks 2015 is the world s most popular accounting software but that doesn t mean it s easy to figure out on your own In this great guide you ll find tons of visual references that make it easy to navigate QuickBooks 2015 Learn how to store and process company names addresses and account information track accounts payable compile and integrate data produce reports for tracking and analyzing financial data and so much more all with visual references that won t make you pull your hair out Find out how to choose a company identity and set up your sales tax Cut through the jargon and see how to edit paycheck information and track employees time records Create invoices and estimates with QuickBooks 2015 Follow along with easy to decipher screenshots that make it clear how to pay bills online and print financial reports If you re a visual learner interested in getting your business finances in order this see as you go guide makes it easier to master QuickBooks 2015 without the headache of trying to figure out hard to read text QuickBooks 2015 Bonnie Biafore,2014 How can you make your bookkeeping workflow smoother and faster Simple With this Missing Manual you re in control you get step by step instructions on how and when to use specific features along with basic bookkeeping and accounting advice to guide you through the learning process Discover new and improved features like the Insights dashboard and easy report commenting You ll soon see why this book is the Official Intuit Guide to QuickBooks 2015 The important stuff you need to know Get started fast Quickly set up accounts customers jobs and invoice items Follow the money Track everything from billable and unbillable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Gain insights Open a new dashboard that highlights your company s financial activity and status the moment you log in Spend less time on bookkeeping Create and reuse bills invoices sales receipts and timesheets Find key info Use QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers QuickBooks 2015 All-in-One For Dummies Stephen L. Nelson,2014-11-24 Everything you need to learn about QuickBooks and small business finances in one handy guide QuickBooks All in One For Dummies is the solution small business owners and managers have been looking for A compilation of eight content rich minibooks in one this guide provides the information and tools you need to get the most out of QuickBooks Get expert advice from a CPA on common accounting tasks financial management business planning how to protect your financial information and more Written in the easy to read For Dummies style this book provides clear concise practical instruction into taking advantage of everything QuickBooks can do for your business This book is your roadmap to complete business finance management guiding you through the basics of QuickBooks and then taking you even further You ll start from the beginning and move into more advanced operations as you learn to Set up customize and fine tune QuickBooks for your business Invoice customers pay

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Networking The Complete Reference, Third Edition Bobbi Sandberg, 2015-03-27 The most comprehensive current guide to networking Build and administer high performance networks of all sizes from small home systems to enterprise internetworks using the practical information in this detailed resource Thoroughly revised to cover the latest technologies Networking The Complete Reference Third Edition offers concise explanations start to finish deployment plans real world examples and expert tips Find out how to select a networking protocol connect devices set up wireless LANs and WANs configure Internet servers virtualize your network and migrate to the cloud Cutting edge backup tuning and security techniques are fully explained Filled with proven solutions to a wide array of networking issues this comprehensive guide is ideal for beginners and seasoned IT professionals alike Design configure and administer wireless and wired networks Work with interface cards hubs routers switches and repeaters Understand Ethernet Token Ring TCP IP and IPX protocols Build wireless LANs using WiFi IEEE 802.11 and Bluetooth technology Deploy server clusters multiprocessors and Fibre Channel connections Deliver Web FTP e mail and Active Directory services Implement a cloud based network infrastructure Set up configure and manage virtual networks Handle troubleshooting and network security Connect Macintosh and Unix systems to Windows networks

Crash Course in Library Budgeting and Finance Leslie Edmonds Holt, 2016-08-22 Concise informative and well indexed this book helps readers get the big picture as well as the considerable number of details involved in managing the finances for a library For all libraries money is critical to decision making about technology staffing and collections As a result informed budgeting is critically important for any library to succeed This book explains library finance in a practical engaging way using examples of real situations in different types of libraries to teach key points Written by authors with years of experience in budgeting and financial planning within a variety of library settings and in teaching library management or fundraising at the university level Crash Course in Library Budgeting and Finance makes it painless to learn how to properly manage money in any library environment The book addresses the entire process of financial planning from a general conceptual overview of library budgeting to the details of generating and spending income and describes best practices for implementing financial controls Subjects covered include building construction and capital projects fund raising capital campaigns moving to fee based services extending and developing earned income financial best practices and assessment and evaluation The authors also make recommendations regarding when and how to share relevant financial information throughout the organization and with constituents throughout the book

Intuit QuickBooks Fundamental Learning Guide 2014/2015 Bonnie Biafore, 2014-10-31 *QuickBooks 2015: The Best Guide for Small*

Business Bobbi Sandberg, Leslie Capachietti, 2014-12-09 Set up QuickBooks 2015 to work the way your business does QuickBooks ProAdvisors reveal best practices for customizing and using the 1 small business financial software QuickBooks The Best Guide for Small Business takes the guesswork out of setting up and running a business with QuickBooks Our QuickBooks ProAdvisors have worked one on one with thousands of small business owners and they are here to help you This book explains what's new in QuickBooks 2015 how to choose the right edition best practices from other users and how to avoid common mistakes Learn proven methods for managing your business finances processing invoices tracking inventory monitoring sales and administering payroll Maximize the software's capabilities and run your small business efficiently using the time saving techniques packed inside this practical resource Helps you quickly identify which features you need to know to run your business Topics organized logically so you can get to mission critical tasks in the order you need them Easy to follow examples of best practices employed by other QuickBooks users Includes valuable tips on accounting inventory management payroll budgets business reports tax preparation and more **QuickBooks Pro 2015 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc, 2014-10-24 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in QuickBooks Pro 2015 When you need an answer fast you will find it right at your fingertips These easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials Topics Include The Chart of Accounts Customers Employees and Vendors Managing List Items Sales Tax Inventory Other Items Basic Sales Price Levels Billing Statements Payment Processing Entering and Paying Bills Bank Accounts Reporting Estimating Time Tracking Payroll Credit Card Accounts The Loan Manager Company Management **The SHRM Essential Guide to Talent Management** Sharlyn Lauby, 2022-06-07 Finding and keeping great talent is a constant business challenge and HR's top priority The SHRM Essential Guide to Talent Management is a practical desk reference for HR professionals seeking real world solutions to the full range of talent issues Written by Sharlyn Lauby this guide covers hundreds of topics organized around SHRM's eight core talent management components Strategic and Workforce Planning Talent Acquisition Onboarding and Employee Engagement Performance Management Employee Value Proposition Learning and Development Succession Planning Upskilling and Reskilling Internal and External Transitions Packed with insights tools and best practices the book offers fast effective help when you're facing hiring coaching or retention hurdles A must have resource for busy HR practitioners it keeps you aligned with current trends while providing clear direction when it matters most *Your Money Mentors* Russell Robb, Katharine Robb Meehan, 2022-02-08 Provides fundamental information and a wealth of resources that readers can use to focus on areas of particular interest Booklist Starred Review Your Money Mentors offers advice for millennials and their parents on how to succeed in the years post college graduation Co written by a millennial and based on the author's sixty plus years of experience in finance the collective advice is full of data current research anecdotes and suggestions regarding mentors

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Running QuickBooks 2015 Premier Editions

Thomas E. Barich,2014-11 Filled with detailed easy to follow instructions this guide shows users how to unleash the full power of QuickBooks Premier Editions With tips tricks shortcuts and work arounds for special situations this book ensures that all users get everything they need from this software The book includes expert advice and insights on using advanced QuickBooks functions as well as information on undocumented features Accounting professionals business owners and bookkeepers will learn how to provide value added services for their clients using the exhaustive information provided in this guide This revised edition covers all new and updated features found in QuickBooks 2015 Premier editions

Financial Literacy And Income Tax - Understanding Your Role, Second Edition

Max Rittner, M. Ed.,2016-12-31 How do educators introduce and reinforce financial literacy concepts to their students in their secondary or community college classrooms One of the many useful and curriculum based resources available to them today is the book Financial Literacy And Income Tax Understanding Your Role Second Edition Max Rittner has provided educators with a new tool to integrate tax preparation with financial literacy using an interactive and prescriptive based set of case studies that students will face early in their tax preparation years An interactive quiz is also available through an external source Contact Max Rittner for further details

QuickBooks 2015 Janet Horne,2015-05-04 however an understanding of accounting specifically the accounting cycle and how it is related to a business is essential to successful completion of the coursework Note You are purchasing a standalone product QuickBooks 2015 software does not come packaged with this content Students if interested in purchasing this title with QuickBooks 2015 software ask your instructor for the correct package ISBN and Course ID Instructors contact your Pearson representative for more information If you would like to purchase both the physical text and QuickBooks 2015 software search for 0134325907 9780134325903 QuickBooks 2015 A Complete Course Access Card Package Package consists of 0134130103 9780134130101 QuickBooks 2015 A Complete Course Without Software

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How Business Works

DK,2022-04-19 This ebook explains and explores the essential terms and key concepts in the world of business finance and company management If you are perplexed by profit margins confused by cash flow or baffled by balance sheets all your questions and many more are answered in this indispensable guide Grasp how companies work from management to research and development and sales

and marketing to production and distribution Eye catching visual aids give a helpful representation of each and every aspect of business while the complex subject matter is broken down into clear definitions and concise explanations expressed in easy to understand language Crammed with essential know how How Business Works is perfect for anyone looking to boost their business brain or learn the ropes from the ground to the top

Designing User Interfaces for an Aging Population Jeff Johnson, Kate Finn, 2017-02-16 Designing User Interfaces for an Aging Population Towards Universal Design presents age friendly design guidelines that are well established agreed upon research based actionable and applicable across a variety of modern technology platforms The book offers guidance for product engineers designers or students who want to produce technological products and online services that can be easily and successfully used by older adults and other populations It presents typical age related characteristics addressing vision and visual design hand eye coordination and ergonomics hearing and sound speech and comprehension navigation focus cognition attention learning memory content and writing attitude and affect and general accessibility The authors explore characteristics of aging via realistic personas which demonstrate the impact of design decisions on actual users over age 55 Presents the characteristics of older adults that can hinder use of technology Provides guidelines for designing technology that can be used by older adults and younger people Review real world examples of designs that implement the guidelines and the designs that violate them

Innovations in Social Finance Thomas Walker, Jane McGaughey, Sherif Goubran, Nadra Wagdy, 2021-07-29 Our world is experiencing increasingly complex social and environmental challenges The prevailing business models and to some extent capitalism per se are frequently blamed for these problems due to their neglect of social and environmental values in favour of financial returns Within this context social finance has attracted the attention of governments organizations entrepreneurs and researchers as a means of mobilizing resources and innovation with the goal of establishing effective long term solutions This edited collection summarizes discusses and analyzes new innovative trends in social finance It features contributions that aim to highlight emerging trends products tools and processes in social finance present a series of case studies related to the development deployment and scaling of social finance innovations offer an understanding of how non economic externalities are being incorporated managed and assessed in recent innovations reveal the disruptive potential of social finance innovations by analyzing how they are redefining mainstream finance analyze the scales of operation and impact of different innovations and explore the complex relationship between social finance and social innovation Featuring contributions from both the research and practitioner community as well as policy actors the book provides more than a snapshot of the current social finance field by specifically highlighting the major challenges and difficulties that require the urgent attention of policymakers and social entrepreneurs

Diversity, Equity, and Inclusion in Veterinary Medicine, Part I, An Issue of Veterinary Clinics of North America: Small Animal Practice Christina V. Tran, 2024-08-12 In this issue of Veterinary Clinics Small Animal Practice guest editor Dr Christina V Tran brings her considerable expertise to the topic of Diversity

Equity and Inclusion in Veterinary Medicine Part I Top experts discuss the challenges and opportunities faced by the veterinary profession in meeting the needs of an increasingly diverse client base A look back at the history of DEI efforts offers context for the ongoing need for systemic and organizational change Articles also explore the connection between areas such as veterinary education practice management access to care animal welfare and leadership development in veterinary medicine through the lens of diversity equity and inclusion Contains 8 relevant practice oriented topics including understanding the why the need for diversity equity and inclusion in veterinary medicine diversity equity inclusion and belonging in veterinary education creating an equitable and inclusive workplace culture addressing implicit bias in veterinary medicine creating and inclusive experience for veterinary clients and more Provides in depth clinical reviews on diversity equity and inclusion in veterinary medicine offering actionable insights for clinical practice Presents the latest information on this timely focused topic under the leadership of experienced editors in the field Authors synthesize and distill the latest research and practice guidelines to create clinically significant topic based reviews

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