

QuickBooks® Pro 2018

Quick Reference Guide

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The Chart of Accounts

Adding a New Account

1. Select "List" Chart of Accounts
2. Click the "Account" button at the bottom
3. Choose an account type and
4. Enter the account information

Editing an Account

1. Select "List" Chart of Accounts
2. Click to highlight the account
3. Click the "Account" button at the bottom
4. Edit the information and click

Deleting or Inactivating

1. Select "List" Chart of Accounts
2. Click to highlight the account
3. Click the "Account" button at the bottom
4. Click "Delete" or "Inactivate"

Customers, Employees

Accessing the Centers

1. Click "Customers" or "Employees" in the Menu Bar and select the

Adding a New Customer

1. Click the "Customers & Vendors" button
2. Choose "New Customer" from the "Add" drop-down menu
3. Enter the customer information

Editing a Customer

1. Click the "Customers & Vendors" button
2. Click to highlight the customer
3. Click the "Edit" button
4. Edit the customer information

Adding a New Employee

1. Click the "Employees & Payroll" button
2. Choose "New Employee" from the "Add" drop-down menu
3. Enter the employee information

Editing an Employee

1. Click the "Employees & Payroll" button
2. Click to highlight the employee
3. Click the "Edit" button
4. Edit the employee information

Creating a New Invoice

1. Click the "Customers & Vendors" button
2. Click the "Create Invoice" button
3. Enter the invoice information

Printing an Invoice

1. Click the "Customers & Vendors" button
2. Click to highlight the invoice
3. Click the "Print" button

Creating a New Receipt

1. Click the "Customers & Vendors" button
2. Click the "Create Receipt" button
3. Enter the receipt information

Printing a Receipt

1. Click the "Customers & Vendors" button
2. Click to highlight the receipt
3. Click the "Print" button

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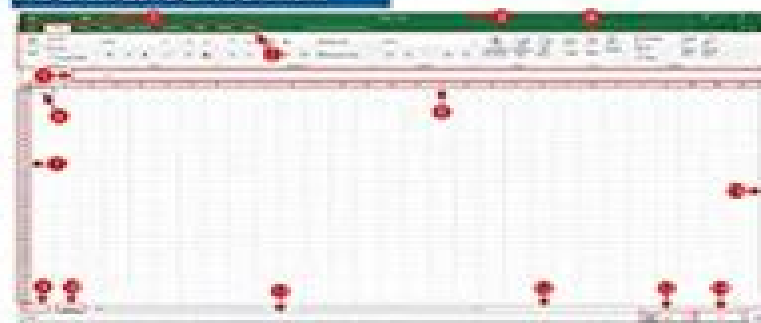
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Excel 2016 Introduction

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The Excel 2016 Environment



Quick Access Toolbar

Active Cell

Status Bar

Horizontal Scroll Bar

Workbook View Buttons

Zoom Slider

Vertical Scroll Bar

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Opening Workbooks

1. To open a workbook when Excel first launches, either click one of the files listed in the "Recent" section on the left of the startup window or click the "Open Other Workbooks" link at the bottom.

2. To open a workbook from within Excel, click the "File" tab on the Ribbon, choose "Open" at the left of the backstage view, then either click a "Recent" file or select "OneDrive" / "This PC" or another location, click "Browse," navigate to the file, and click "Open."

Recovering Unsaved Workbooks

1. Select the "File" tab on the Ribbon and choose the "Open" command at the left
2. Select "Recent" in the "Open" area
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recovery Unsaved Workbooks" button

4. Select the file in the "Open" dialog box in the "Unsaved" list folder and click the "Open" button.

Data Entry

Selecting Cells

1. To select a single cell, click the cell or use the arrow keys to move to the cell
2. To select a range of cells with the mouse, click and drag with the mouse, or hold down the "Ctrl" or "Shift" key while clicking within cells

3. To select a range of cells with the keyboard, hold down the "Shift" key while using the arrow keys

4. To select a range of cells with the keyboard, hold down the "Shift" key while using the arrow keys

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Quickbooks For Mac Instruction Manual

Bonnie Biafore



Quickbooks For Mac Instruction Manual:

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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 2014: The Missing Manual Bonnie Biafore, 2013-10-18 How can you make your bookkeeping

workflow smoother and faster Simple With this Missing Manual you re in control of QuickBooks 2014 for Windows You get step by step instructions on how and when to use specific features along with basic accounting advice to guide you through the learning process That s why this book is the Official Intuit Guide to QuickBooks 2014 The important stuff you need to know Get started Quickly set up your accounts customers jobs and invoice items Learn new features Get up to speed on the Bank Feed Center Income Tracker and other improvements Follow the money Track everything from billable time and expenses to income and profit Spend less time on bookkeeping Use QuickBooks to create and reuse bills invoices sales receipts and timesheets Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Find key info fast Rely on QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers

QuickBooks 2012: The Missing Manual Bonnie Biafore,2011-10-19 Your bookkeeping workflow will be smoother and faster with QuickBooks 2012 for Windows but only if you spend more time using the program than figuring out how it works This book puts you in control you get step by step instructions on how and when to use specific features along with basic accounting advice to guide you through the learning process The important stuff you need to know Get started Set up your accounts customers jobs and invoice items quickly Manage your business Track spending income invoices inventory and payroll Spend less time on bookkeeping Use QuickBooks to create invoices or timesheets in batches Follow the money Examine everything from billable time and expenses to year end tasks Find key info quickly Rely on QuickBooks vendor customer inventory and employee centers Exchange data with other programs Move data between QuickBooks and Microsoft Office

QuickBooks 2013: The Missing Manual Bonnie Biafore,2012-10-29 Explains how to use QuickBooks to set up and manage bookkeeping systems track invoices pay bills manage payroll generate reports and determine job costs

QuickBooks 2009: The Missing Manual Bonnie Biafore,2008-10-31 QuickBooks 2009 has impressive features like financial and tax reporting invoicing payroll time and mileage tracking and online banking So how do you avoid spending more time learning the software than using it This Missing Manual takes you beyond QuickBooks help resources you not only learn how the program works but why and when to use specific features You also get basic accounting advice so that everything makes sense QuickBooks can handle many of the financial tasks small companies face QuickBooks 2009 The Missing Manual helps you handle QuickBooks with easy step by step instructions With this book you will Get more out of QuickBooks whether you re a beginner or an old pro Learn how QuickBooks can help you boost sales control spending and save on taxes Set up and manage your files to fit your company s specific needs Use QuickBooks reports to evaluate every aspect of your enterprise Follow the money all the way from customer invoices to year end tasks Discover new timesaving features like like better multi user performance a homepage dashboard revamped online banking Build budgets and plan for the future to make your business more successful QuickBooks 2009 The Missing Manual covers only QuickBooks 2009 for Windows

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bookkeeping workflow will be smoother and faster with QuickBooks 2013 for Windows and as the program's Official Guide this Missing Manual puts you firmly in control You get step by step instructions on how and when to use specific features along with basic accounting advice to guide you through the learning process The important stuff you need to know Get started Set up your accounts customers jobs and invoice items quickly Follow the money Track everything from billable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Spend less time on bookkeeping Use QuickBooks to create and reuse bills invoices sales receipts and timesheets Find key info fast Rely on QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers Exchange data with other programs Move data between QuickBooks Microsoft Office and other programs

Switching to the Mac: The Missing Manual, Lion Edition David Pogue, 2012-03-06 Demonstrates how to become adjusted to the Macintosh operating system and how to transfer data from a Windows system to a Macintosh discussing topics such as moving files and Macintosh equivalents to Windows only programs Switching to the Mac: The Missing Manual, Yosemite Edition David Pogue, 2015-01-22 What makes Windows refugees decide to get a Mac Enthusiastic friends The Apple Stores Great looking laptops A halo effect from the popularity of iPhones and iPads The absence of viruses and spyware The freedom to run Windows on a Mac In any case there's never been a better time to switch to OS X and there's never been a better more authoritative book to help you do it The important stuff you need to know Transfer your stuff Moving files from a PC to a Mac by cable network or disk is the easy part But how do you extract your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Now you'll know Recreate your software suite Many of the PC programs you've been using are Windows only Discover the Mac equivalents and learn how to move data to them Learn Yosemite Apple's latest operating system is faster smarter and more in tune with iPads and iPhones If Yosemite has it this book covers it Get the expert view Learn from Missing Manuals creator David Pogue author of OS X Yosemite The Missing Manual the 1 bestselling Mac book on earth Switching to the Mac: The Missing Manual, Mountain Lion Edition David Pogue, 2012-09-12 Ready to move to the Mac This incomparable guide helps you make a smooth transition New York Times columnist and Missing Manuals creator David Pogue gets you past three challenges transferring your stuff assembling Mac programs so you can do what you did with Windows and learning your way around OS X Learning to use a Mac is not a piece of cake but once you do the rewards are oh so much better You won't find questionable firewalls or inefficient permissions Just a beautiful machine with a thoroughly reliable system Whether you're using Windows XP or Windows 7 we've got you covered Transfer your stuff Moving files from a PC to a Mac is the easy part This guide gets you through the tricky things extracting your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Re create your software suite Big name programs from Microsoft Adobe and others are available in both Mac and Windows versions but hundreds of other programs are Windows only Learn the Macintosh equivalents and how to move data to them Learn OS X

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