QuickBooks Pro 2014

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Ouick Reference Guide

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The Chart of Accounts

Adding a New Account

- 1. Select "Lists! Chart of Accounts" from the Menu Bac.
- 2. Click the "Account" button & choose "New."
- 3. Choose an account type and click "Continue."
- 4. Enter the account information and click "Save & of Services "

Editing an Account

- 1. Select "Listal 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 "Lists! 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." [seem 12]
- 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 Comber.
- 2. Choose "New Customer" from the "New Customer & Job" drop-down above the tab. A seri
- 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 "Editi Edit Customer Job" or "Editi 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 III with
- 2. Enter all employee information on each of the tabs. in the "New Employee" window and click "CK."

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. 8 perms
- 2. Enter all vendor information on each of the tabs in the "New Viendor" window and click "OK."

Editing or Deleting a Vendor

- 1. Click to highlight the vendor on the "Vendors" tab in the Wendor 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=Wendor, Company or Employee).
- 3. Enter custom field names and select lists to include.
- 4 Charles Court
- 5. Enter any "Custom Fields" values and click "OK."

Managing List Items

Creating Item List Custom Fields

1. Select "Lists! them List" from the Menu Rac

- 2. Click the "Item" button and then either "New" Or "Edit Bern" | --- +
- 3. Click the "Custom Fields" button and then the 'Define Fields' button. In-
- 4. Enter item label names, select "Use," and click "OK."
- 5. To enter values, select "Lists! 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,

aread editeds "COC." Sorting Lists

- To manually sort, click and drag the diamond next to the item name.
- 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

- To inactivate, right-click on an item and choose. 'Make [list item type] inactive."
- 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 flist 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 "lidit" 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.
- To merge, change the name to the same as another item and choose "Yes" when promoted to merge.

Sales Tax

Creating a Sales Tax Item or Group

- 1. Select "Listel Item List" from the Menu Bac.
- 2. Select "New" from the "Item" button pop-up menu.
- 3. Select "Sales Tax Item" or "Sales Tax Group" from the diregi-dewn.
- Enter tax item or group information and click "OK." Setting Default Sales Tax Preferences

1. Select "Editi 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 Makeson Black
- Click the "Customers & Jobs" tab at the left side.
- Double-click on the name of the customer in the list.
- 4. On the "Sales Tax Settings" tab, make selections and efficie "CHC"

Indicating a Taxable Item

- 1. Select "Lists) Item List" from the Menu Bac.
- 2. Click to highlight the item.
- 3. Select "Edit" from the "Item" button menu. Imm .
- 4. Make the appropriate selection from the "Tax Code" drop-down and click "OK."

Creating a Sales Tax Report

- 1. Select "Vendorsi Sales Taxi Sales Tax Liability" or Vendors! Sales Tax! Sales Tax Revenue Summary* from the Menu Bac.
- Click the "X" in the upper-right corner to close.

Paying Sales Tax

- 1. Select "Vendors! Sales Tax! Pay Sales Tax" from the Management Street
- 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 "Lists| Item List" from the Menu Bac.
- 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 Minerau Black
- 2. Select the vendor from the "Vendor" drop-down.
- Enter purchase order information and click either the "Save & Close" or "Save & New" button.

Creating Purchase Order Reports

- 1. Select "Lists! Chart of Accounts" from the Menu Bar.
- 2. Click to highlight the "Purchase Orders" account.
- 3. Click the "Reports" button, and select | news . "QuickReport Purchase Orders" from the menu.

Receiving Inventory with a Bill

- 1. Select "Vendors! Receive Items and Enter Bill" from One Mercu Bac.
- 2. Select the vendor from the "Vendor" drop-down. 3. Enter bill information and click the "Save & Close"

Creating an Item Receipt

- 1. Select "Vendors! Receive Items" from the Menu Bac. Select the wendor from the "Vendor" drop-down.
- 3. Enter the receipt information and click the "Save & Clinical Investment

Matching a Bill to an Item Receipt

- 1. Select "Vendors! Enter Bill for Received Items" from the Menu Bac.
- 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 Bac
- Select the type of inventory adjustment to make
- from the 'Adjustment Type' drop-down. Make the required adjustments to the inventory.
- 4. Click the "Save & Close" button.

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QuickBooks Pro 2014 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)

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Nelson, 2014-11-24 Everything you need to learn about QuickBooks and small business finances in one handy quide 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 OuickBooks 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 vendors and employees and track inventory Manage accounts financial statements reports budgets set up project and job costing and keep track of payroll Analyze your data to create a business forecast or write a business plan that can help you find your niche Discover useful online resources for businesses More than just a user manual this guide walks you through topics that are important to small business success QuickBooks All in One For Dummies is a comprehensive guide to keeping Bookkeeping For Dummies Lita Epstein, 2025-06-19 Concise easy to understand information on vour business on track every aspect of bookkeeping Bookkeeping For Dummies is a clear guide to tracking transactions figuring out balance sheets keeping ledgers or journals creating financial statements and operating accounts for businesses This necessary resource offers relevant up to date tax information and small business laws so you ll have everything you need to conquer small business bookkeeping tasks Looking for the latest on QuickBooks Online software government reporting requirements and keeping your data secure on the cloud This new edition has you covered Make sure your financial records and plans are accurate and complete without taking too much time away from your business Understand all components of a financial cycle Track business transactions and prepare financial reports correctly Save time and money by simplifying tax preparation Keep your data secure with QuickBooks Online and other cloud based tools Bookkeeping For Dummies is the perfect crash course for small business owners or employees who are tasked with bookkeeping duties Student Guide for Quickbooks Pro 2008 for Use with College Accounting John Ellis Price, Price John, M. 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Table of Contents Quickbooks Pro 2014 Instruction Manual

- 1. Understanding the eBook Quickbooks Pro 2014 Instruction Manual
 - The Rise of Digital Reading Quickbooks Pro 2014 Instruction Manual
 - $\circ\,$ Advantages of eBooks Over Traditional Books
- 2. Identifying Quickbooks Pro 2014 Instruction Manual
 - 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 2014 Instruction Manual
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Quickbooks Pro 2014 Instruction Manual
 - Personalized Recommendations
 - Quickbooks Pro 2014 Instruction Manual User Reviews and Ratings
 - Ouickbooks Pro 2014 Instruction Manual and Bestseller Lists
- 5. Accessing Quickbooks Pro 2014 Instruction Manual Free and Paid eBooks
 - Quickbooks Pro 2014 Instruction Manual Public Domain eBooks
 - Quickbooks Pro 2014 Instruction Manual eBook Subscription Services

- Quickbooks Pro 2014 Instruction Manual Budget-Friendly Options
- 6. Navigating Quickbooks Pro 2014 Instruction Manual eBook Formats
 - o ePub, PDF, MOBI, and More
 - Quickbooks Pro 2014 Instruction Manual Compatibility with Devices
 - Quickbooks Pro 2014 Instruction Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Quickbooks Pro 2014 Instruction Manual
 - Highlighting and Note-Taking Quickbooks Pro 2014 Instruction Manual
 - Interactive Elements Ouickbooks Pro 2014 Instruction Manual
- 8. Staying Engaged with Quickbooks Pro 2014 Instruction Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Quickbooks Pro 2014 Instruction Manual
- 9. Balancing eBooks and Physical Books Quickbooks Pro 2014 Instruction Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Quickbooks Pro 2014 Instruction Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Quickbooks Pro 2014 Instruction Manual
 - Setting Reading Goals Quickbooks Pro 2014 Instruction Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Quickbooks Pro 2014 Instruction Manual
 - Fact-Checking eBook Content of Quickbooks Pro 2014 Instruction Manual
 - 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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