

QuickBooks® Pro 2015

Quick Reference Guide


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
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The Chart of Accounts


Adding a New Account

1. Select "Lists| 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 "Lists| 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." 
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 "Lists| 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 "Lists| 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 "Lists| 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 "Lists| 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 "Lists| 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 "Lists| 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 Pro 2015 Learning Guide

Bonnie Biafore

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Quickbooks Pro 2015 Learning Guide:

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 **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 Pro 2016 Quick Reference Training Card Tutorial Guide Cheat Sheet \(Instructions and Tips\)](#) TeachUcomp Inc,2015-10-05 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in QuickBooks Pro 2016 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

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QuickBooks 2016 For Dummies Stephen L. Nelson, 2015-10-19 The perennial bestseller on QuickBooks now covering QuickBooks 2016 If you're like most people involved with a small business accounting is the last thing you want to spend a lot of time on Luckily QuickBooks 2016 For Dummies makes it easy to keep your finances under control so you can concentrate on other aspects of your business In no time you'll find out how to populate QuickBooks lists create invoices and credit memos record a sales receipt track sales and inventory pay bills process payroll track business checkbooks and credit cards and so much more QuickBooks is the leading small business accounting software package designed to help users handle their financial and business management tasks more effectively With plain English explanations that cut through financial jargon this easy to follow guide walks you through installing the software and configuring QuickBooks for your business needs and goes on to show you how to build the perfect budget simplify tax return preparation and generate financial reports without ever breaking a sweat Organize all of your business finances in one place Create invoices and credit memos record sales receipts and pay the bills Track inventory figure job costs and monitor your business with reports Make tax time easier Written by an expert CPA who knows QuickBooks and understands your unique business needs QuickBooks 2016 For Dummies is your go to guide for getting past the paperwork and putting the program to work

[QuickBooks 2014 The Guide](#) Leslie Capachietti, 2013-12-03 An expert guide to the latest release of the bestselling small business financial software

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FileMaker Pro 14: The Missing Manual Susan Prosser,Stuart Gripman,2015-05-13 You don t need a technical background to build powerful databases with FileMaker Pro 14 This crystal clear objective guide shows you how to create a database that lets you do almost anything with your data so you can quickly achieve your goals Whether you re creating catalogs managing inventory and billing or planning a wedding you ll learn how to customize your database to run on a PC Mac web browser or iOS device The important stuff you need to know Dive into relational data Solve problems quickly by connecting and combining data from different tables Create professional documents Publish reports charts invoices catalogs and other documents with ease Access data anywhere Use FileMaker Go on your iPad or iPhone or share data on the Web Harness processing power Use new calculation and scripting tools to crunch numbers search text and automate tasks Run your database on a secure server Learn the high level features of FileMaker Pro Advanced Keep your data safe Set privileges and allow data sharing with FileMaker s streamlined security features [SUCCESS: A Guide For Small Businesses](#) Cliff Ennico,2015-11-19 Cliff Ennico hosts Money Hunt the popular Public Television program for entrepreneurs as well as its new spin off series Money Hunt Small Business Challenge Ennico hosts a weekly radio program on small business for [www smartbusiness com](http://www.smartbusiness.com) the first all business Internet radio network and offers advice on the legal and financial side of small business for Jane Applegate s Small Business Television Network at [www sbtv com](http://www.sbtv.com) A nationally recognized expert on the legal and financial issues facing startup and growing companies Ennico is the author of eight books and audiocassette programs on business law and management including Moneyhunt 27 New Rules for Creating and Building a Breakaway Business HarperCollins 1999 and The Moneyhunt Guide to Growing Your Business Biennix 2000 He is also the author of Forms for Small Business Entities a best selling collection of small business legal forms published by West Group the nation s largest legal publisher Ennico has law offices in Fairfield Conn where he specializes in small businesses and startup companies and he acts as corporate legal counsel for a number of high technology and new economy companies in the Northeast He speaks nationwide on legal issues and developments affecting entrepreneurs He teaches courses in business law and industrial organization for Albertus Magnus College s New Dimensions Program and Norwalk Community Technical College among other institutions and has guest lectured at Quinnipiac College School of Law Ennico has conducted financial and legal seminars and workshops for small business owners and he contributed greatly to the knowledge and skills of SCORE counselors in the Fairfield County Chapter In 1999 the Fairfield County SCORE Chapter presented Ennico with a

Certificate of Appreciation in recognition of his contributions On the lecture circuit Ennico is a frequent keynote speaker at small business entrepreneurship conferences sponsored by Inc Management The Learning Annex IBC USA Conferences the Connecticut Venture Group the Entrepreneurial Women s Network and The Capital Network among others Ennico lives with his wife Dolores in Fairfield Conn

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Quicken 2015 The Official Guide Bobbi Sandberg,2014-12-15 The Only Official Guide to Quicken 2015 for Windows Take control of your personal finances using the best practices and time saving tips in Quicken 2015 The Official Guide Find out the most effective methods for tracking your income expenses savings transactions investments and so much more Endorsed by Intuit makers of Quicken this practical resource shows you step by step how to take full advantage of the software s powerful features including the Quicken mobile app You ll also get professional advice to help you reduce debt stay on budget save money invest wisely and plan for a secure financial future Customize Quicken for your preferences Track income and expenses Automate transactions and tasks Record bank and credit card transactions Use online banking features Reconcile checking savings and credit card accounts Track investments and optimize your portfolio Monitor your assets loans and net worth Evaluate your financial position Reduce debt save money and plan for retirement Simplify tax preparation and maximize deductions Create Quicken reports Covers Quicken 2015 for Windows U S Editions Quicken Deluxe and Premier

macOS Catalina: The Missing Manual David Pogue,2019-12-03 Apple gives macOS new features and improvements right on your desktop and under the hood with Catalina aka OS X 10 15 With this updated guide you ll learn how to use your iPad as a second screen work with iPad apps on your Mac and use Screen Time on your Mac This new edition of the 1 bestselling Mac book shows you how to use the revamped apps for Music Podcasts and TV Loaded with illustrations step by step instructions tips and tricks this book from David Pogue Missing Manual series creator New York Times columnist and Emmy winning tech correspondent for CNBC CBS

and NPR covers everything Catalina has to offer with lots of humor and technical insight

Training and Development in Organizations Stanley Ross, 2018-10-03 Training and Development in Organizations introduces students to the field of training and development showcasing how the role and function of training within an organization supports the organization's efforts at fulfilling its mission Focusing on six themes strategic view training paradigm training model types of training rubrics and andragogy a theory focused specifically on the adult learner the author offers an applied approach to designing and implementing a training program Readers will learn about different types of training programs ranging from simple to complex while a model program design demonstrates the critical elements associated with designing a program such as subjects time frame learning objectives and more Practical exercises and thought provoking end of chapter questions help students learn how to apply the concepts successfully while Chapter Twelve specifically includes a variety of practical exercises for use in application oriented assignments Undergraduate students of human resource management and training and development as well as business managers seeking to develop their training knowledge will appreciate this commonsense treatment of the subject

Intuit QuickBooks Fundamental Learning Guide 2014/2015 Bonnie Biafore, 2014-10-31

Quicken 2016 The Official Guide Bobbi Sandberg, 2015-12-11 Fully authorized by Intuit this practical volume has been revised to cover the latest release of the 1 bestselling personal finance software You will learn how to manage finances save money and find current balances even via mobile devices The book provides professional advice that will help you reduce debt stay on budget save money and plan for a secure financial future Quicken 2016 The Official Guide offers complete coverage of setting up and balancing personal banking and credit accounts paying bills and viewing accounts online and tracking and managing investments Readers will get step by step instructions examples and illustrations This comprehensive guide contains full details on all new investment tools and updated loan and budgeting features Covers mobile use on both Apple and Android platforms including banking credit card and investment sync online In My Experience sidebars highlight the benefits of specific features Written in a no nonsense practical style by Intuit Certified Professional Advisor Bobbi Sandberg

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