

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 "Setup 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 "Setup 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 "Setup 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 "Vendor" 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 table.
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 "Employees" tab in the upper left corner of the window.
2. Click the "Add Employee" button in the top right corner of the table.
3. Enter all employee information on each of the tabs in the "Add Employee" window and click "OK."

Managing List Items

Creating Item List Custom Fields

1. Select "Setup 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, click "Use," and click "OK."
5. Enter any "Custom Fields" values and click "OK."
6. For existing custom fields, select "Setup 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.

Paying Sales Tax

1. Select "Vendor(s) 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 "Setup Preferences..." from the Menu Bar.
2. Select "Items & Inventory" on the left.
3. Check the "Inventory and purchase orders are active" checkboxes on the "Company Preferences" tab.
4. Set any preferences and click "OK."

Creating New Inventory Part Items

1. Select "Setup 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 "Vendor(s) 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 "Setup 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 "Vendor(s) Receive Inventory with Bill" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Enter bill information and click either the "Save & Close" or "Save & New" button.

Instructions



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Online Key Card



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Quickbooks Teaching Manual

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Quickbooks Teaching Manual:

QuickBooks Online Training Manual Classroom in a Book TeachUcomp ,2021-06-07 Complete classroom training manual for QuickBooks Online 415 pages and 177 individual topics Includes practice exercises and keyboard shortcuts You will learn how to set up a QuickBooks Online company file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more Topics Covered The QuickBooks Online Plus Environment 1 The QuickBooks Online Interface 2 The Dashboard Page 3 The Navigation Bar 4 The New Button 5 The Settings Button 6 Accountant View and Business View Creating a Company File 1 Signing Up for QuickBooks Online Plus 2 Importing Company Data 3 Creating a New Company File 4 How Backups Work in QuickBooks Online Plus 5 Setting Up and Managing Users 6 Transferring the Primary Admin 7 Customizing Company File Settings 8 Customizing Billing and Subscription Settings 9 Usage Settings 10 Customizing Sales Settings 11 Customizing Expenses Settings 12 Customizing Payment Settings 13 Customizing Time Settings 14 Customizing Advanced Settings 15 Signing Out of QuickBooks Online Plus 16 Switching Company Files 17 Cancelling a Company File Using Pages and Lists 1 Using Lists and Pages 2 The Chart of Accounts 3 Adding New Accounts 4 Assigning Account Numbers 5 Adding New Customers 6 The Customers Page and List 7 Adding Employees to the Employees List 8 Adding New Vendors 9 The Vendors Page and List 10 Sorting Lists 11 Inactivating and Reactivating List Items 12 Printing Lists 13 Renaming and Merging List Items 14 Creating and Using Tags 15 Creating and Applying Customer Types Setting Up Sales Tax 1 Enabling Sales Tax and Sales Tax Settings 2 Adding Editing and Deactivating Sales Tax Rates and Agencies 3 Setting a Default Sales Tax 4 Indicating Taxable Non taxable Customers and Items Setting Up Inventory Items 1 Setting Up Inventory 2 Creating Inventory Items 3 Enabling Purchase Orders and Custom Fields 4 Creating a Purchase Order 5 Applying Purchase Orders to Vendor Transactions 6 Adjusting Inventory Setting Up Other Items 1 Creating a Non inventory or Service Item 2 Creating a Bundle 3 Creating a Discount Line Item 4 Creating a Payment Line Item 5 Changing Item Prices and Using Price Rules Basic Sales 1 Enabling Custom Fields in Sales Forms 2 Creating an Invoice 3 Creating a Recurring Invoice 4 Creating Batch Invoices 5 Creating a Sales Receipt 6 Finding Transaction Forms 7 Previewing Sales Forms 8 Printing Sales Forms 9 Grouping and Subtotaling Items in Invoices 10 Entering a Delayed Charge 11 Managing Sales Transactions 12 Checking and Changing Sales Tax in Sales Forms Creating Billing Statements 1 About Statements and Customer Charges 2 Automatic Late Fees 3 Creating Customer Statements Payment Processing 1 Recording Customer Payments 2 Entering Overpayments 3 Entering Down Payments or Prepayments 4 Applying Customer Credits 5 Making Deposits 6 Handling Bounced Checks by Invoice 7 Handling Bounced Checks by Expense or Journal Entry 8 Handling Bad Debt Handling Refunds 1 Refund Options in QuickBooks Online 2 Creating a Credit Memo 3 Creating a Refund Receipt 4 Refunding Customer Payments by Check 5 Creating a Delayed Credit Entering And Paying Bills 1 Entering Bills 2 Paying Bills 3 Creating Terms for Early Bill Payment 4 Early Bill Payment Discounts 5 Entering

a Vendor Credit 6 Applying a Vendor Credit 7 Managing Expense Transactions Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Printing Checks 4 Transferring Funds Between Accounts 5 Reconciling Accounts 6 Voiding Checks 7 Creating an Expense 8 Managing Bank and Credit Card Transactions 9 Creating and Managing Rules 10 Uploading Receipts and Bills Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Creating Customer and Vendor QuickReports 2 Creating Account QuickReports 3 Using QuickZoom 4 Standard Reports 5 Basic Standard Report Customization 6 Customizing General Report Settings 7 Customizing Rows and Columns Report Settings 8 Customizing Aging Report Settings 9 Customizing Filter Report Settings 10 Customizing Header and Footer Report Settings 11 Resizing Report Columns 12 Emailing Printing and Exporting Preset Reports 13 Saving Customized Reports 14 Using Report Groups 15 Management Reports 16 Customizing Management Reports Using Graphs 1 Business Snapshot Customizing Forms 1 Creating Custom Form Styles 2 Custom Form Design Settings 3 Custom Form Content Settings 4 Custom Form Emails Settings 5 Managing Custom Form Styles Projects and Estimating 1 Creating Projects 2 Adding Transactions to Projects 3 Creating Estimates 4 Changing the Term Estimate 5 Copy an Estimate to a Purchase Order 6 Invoicing from an Estimate 7 Duplicating Estimates 8 Tracking Costs for Projects 9 Invoicing for Billable Costs 10 Using Project Reports Time Tracking 1 Time Tracking Settings 2 Basic Time Tracking 3 QuickBooks Time Timesheet Preferences 4 Manually Recording Time in QuickBooks Time 5 Approving QuickBooks Time 6 Invoicing from Time Data 7 Using Time Reports 8 Entering Mileage Payroll 1 Setting Up QuickBooks Online Payroll and Payroll Settings 2 Editing Employee Information 3 Creating Pay Schedules 4 Creating Scheduled Paychecks 5 Creating Commission Only or Bonus Only Paychecks 6 Changing an Employee s Payroll Status 7 Print Edit Delete or Void Paychecks 8 Manually Recording External Payroll Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Charges on Credit Cards 3 Entering Credit Card Credits 4 Reconciling and Paying Credit Cards 5 Pay Down Credit Card Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using Other Current Assets Accounts 3 Removing Value from Other Current Assets Accounts 4 Creating Fixed Assets Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of the Fixed Asset 7 Tracking Depreciation Equity Accounts 1 Equity Accounts 2 Recording an Owner s Draw 3 Recording a Capital Investment Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the Reminders List 4 Making General Journal Entries Using QuickBooks Tools 1 Exporting Report and List Data to Excel 2 Using the Audit Log Using QuickBooks Other Lists 1 Using the Recurring Transactions List 2 Using the Location List 3 Using the Payment Methods List 4 Using the Terms List 5 Using the Classes List 6 Using the Attachments List Using Help Feedback and Apps 1 Using Help 2 Submitting Feedback 3 Extending QuickBooks Online Using Apps and Plug ins

QuickBooks Desktop Pro 2020 Training Manual Classroom in a Book TeachUcomp ,2019-10-01 Complete classroom training manual for QuickBooks Desktop Pro 2020 296 pages and 189 individual topics Includes practice exercises and keyboard shortcuts You will learn how to set up a QuickBooks company

file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more

Topics Covered

The QuickBooks Environment

- 1 The Home Page and Insight Tabs
- 2 The Centers
- 3 The Menu Bar and Keyboard Shortcuts
- 4 The Open Window List
- 5 The Icon Bar
- 6 Customizing the Icon Bar
- 7 The Chart of Accounts

8 Accounting Methods

- 9 Financial Reports

Creating a QuickBooks Company File

- 1 Using Express Start
- 2 Using the EasyStep Interview
- 3 Returning to the Easy Step Interview
- 4 Creating a Local Backup Copy
- 5 Restoring a Company File from a Local Backup Copy
- 6 Setting Up Users
- 7 Single and Multiple User Modes
- 8 Closing Company Files
- 9 Opening a Company File

Using Lists

- 1 Using Lists
- 2 The Chart of Accounts
- 3 The Customers Jobs List
- 4 The Employees List
- 5 The Vendors List
- 6 Using Custom Fields
- 7 Sorting List
- 8 Inactivating and Reactivating List Items
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- 10 Renaming Merging List Items
- 11 Adding Multiple List Entries from Excel

Setting Up Sales Tax

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- 2 Creating Tax Agencies
- 3 Creating Individual Sales Tax Items
- 4 Creating a Sales Tax Group
- 5 Setting Sales Tax Preferences
- 6 Indicating Taxable Non taxable Customers and Items

Setting Up Inventory Items

- 1 Setting Up Inventory
- 2 Creating Inventory Items
- 3 Creating a Purchase Order
- 4 Receiving Items with a Bill
- 5 Entering Item Receipts
- 6 Matching Bills to Item Receipts
- 7 Adjusting Inventory

Setting Up Other Items

- 1 Service Items
- 2 Non Inventory Items
- 3 Other Charges
- 4 Subtotals
- 5 Groups
- 6 Discounts
- 7 Payments
- 8 Changing Item Prices

Basic Sales

- 1 Selecting a Sales Form
- 2 Creating an Invoice
- 3 Creating Batch Invoices
- 4 Creating a Sales Receipt
- 5 Finding Transaction Forms
- 6 Previewing Sales Forms
- 7 Printing Sales Forms

Using Price Levels

- 1 Using Price Levels

Creating Billing Statements

- 1 Setting Finance Charge Defaults
- 2 Entering Statement Charges
- 3 Applying Finance Charges and Creating Statements

Payment Processing

- 1 Recording Customer Payments
- 2 Entering a Partial Payment
- 3 Applying One Payment to Multiple Invoices
- 4 Entering Overpayments
- 5 Entering Down Payments or Prepayments
- 6 Applying Customer Credits
- 7 Making Deposits
- 8 Handling Bounced Checks
- 9 Automatically Transferring Credits Between Jobs
- 10 Manually Transferring Credits Between Jobs

Handling Refunds

- 1 Creating a Credit Memo and Refund Check
- 2 Refunding Customer Payments

Entering and Paying Bills

- 1 Setting Billing Preferences
- 2 Entering Bills
- 3 Paying Bills
- 4 Early Bill Payment Discounts
- 5 Entering a Vendor Credit
- 6 Applying a Vendor Credit

Using Bank Accounts

- 1 Using Registers
- 2 Writing Checks
- 3 Writing a Check for Inventory Items
- 4 Printing Checks
- 5 Transferring Funds
- 6 Reconciling Accounts
- 7 Voiding Checks

Paying Sales Tax

- 1 Sales Tax Reports
- 2 Using the Sales Tax Payable Register
- 3 Paying Your Tax Agencies

Reporting

- 1 Graph and Report Preferences
- 2 Using QuickReports
- 3 Using QuickZoom
- 4 Preset Reports
- 5 Modifying a Report
- 6 Rearranging and Resizing Report Columns
- 7 Memorizing a Report
- 8 Memorized Report Groups
- 9 Printing Reports
- 10 Batch Printing Forms
- 11 Exporting Reports to Excel
- 12 Saving Forms and Reports as PDF Files
- 13 Comment on a Report
- 14 Process Multiple Reports
- 15 Scheduled Reports

Using Graphs

- 1 Using Graphs

Company Snapshot

Customizing Forms

- 1 Creating New Form Templates
- 2 Performing Basic Customization
- 3 Performing Additional Customization
- 4 The Layout Designer
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