

QuickBooks® Pro 2018

Quick Reference Guide

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The Chart of Accounts

Adding a New Account

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

Editing an Account

1. Select "Chart of Accounts"
2. Click to highlight the account
3. Click the "Account" button at the bottom

Deleting or Inactivating

1. Select "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 Center

Adding a New Customer

1. Click the "Customers & Vendors" button
2. Choose "New Customer" from the "File" menu
3. Enter the customer information

Editing a Customer

1. Click the "Customers & Vendors" button
2. Click the customer name
3. Click the "Edit" button
4. Enter the customer information

Adding a New Employee

1. Click the "Employees & Payroll" button
2. Choose "New Employee" from the "File" menu
3. Enter the employee information

Editing an Employee

1. Click the "Employees & Payroll" button
2. Click the employee name
3. Click the "Edit" button
4. Enter the employee information

Creating a New Invoice

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

Printing an Invoice

1. Click the "Customers & Vendors" button
2. Click the customer name
3. Click the "Print Invoice" button

Creating a New Receipt

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

Printing a Receipt

1. Click the "Customers & Vendors" button
2. Click the customer name
3. Click the "Print Receipt" button

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The Excel 2016 Environment



Quick Access Toolbar Ribbon Formula Bar 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 screen or click the "Open Other Workbooks" link at the bottom. Navigate to the file, and click the "Open" button.
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

Wolfgang Guggemos



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QuickBooks 2010: The Missing Manual Bonnie Biafore, 2009-10-22 QuickBooks 2010 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 2010 The Missing Manual helps you handle QuickBooks with easy step by step instructions Set up your QuickBooks files and preferences to fit your company Track inventory control spending run a payroll and manage income Follow the money all the way from customer invoices to year end tasks Export key snapshots in the convenient new Report Center Streamline your workflow with the new Online Banking Center Build and monitor budgets to keep your company financially fit Share information with your accountant quickly and easily QuickBooks 2010 The Missing Manual covers only QuickBooks 2010 for Windows

QuickBooks 2011: The Missing Manual Bonnie Biafore, 2010-11-01 Your bookkeeping workflow will be smoother and faster with QuickBooks 2011 but only if you spend more time using the program than figuring out how it works This Missing Manual puts you in control You ll not only find out how and when to use specific features you ll also get basic accounting advice to help you through the learning process Set up QuickBooks Arrange files and preferences to suit your company Manage your business Track inventory control spending run payroll and handle income Follow the money Examine everything from customer invoices to year end tasks Find key info quickly Take advantage of QuickBooks reports Company Snapshot and search tools Streamline your workflow Set up the Home page and Online Banking Center to meet your needs Build and monitor budgets Learn how to keep your company financially fit Share your financial data Work with your accountant more efficiently

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 **QuickBooks 2013** Bonnie Biafore,2012 The Official Intuit Guide to QuickBooks 2013 for Windows Your

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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 Mountain Lion Once you've moved into the Macintosh mansion it's time to learn your way around You're in good hands with the author of Mac OS X The Missing Manual the 1 bestselling guide to OS X

Switching to the Mac: The Missing Manual, Leopard Edition David Pogue, 2008-02-26 Is Windows giving you pause Ready to make the leap to the Mac instead There has never been a better time to switch from Windows to Mac and this incomparable guide will help 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 Mac OS X Why is this such a good time to switch Upgrading from one version of Windows to another used to be simple But now there's Windows Vista a veritable resource hog that forces you to relearn everything Learning a Mac is not a piece of cake but once you do the rewards are oh so much better No viruses worms or spyware No questionable firewalls inefficient permissions or other strange features Just a beautiful machine with a thoroughly reliable system And if you're still using Windows XP we've got you covered too If you're ready to take on Mac OS X Leopard the latest edition of this bestselling guide tells you everything you need to know Transferring your stuff Moving photos MP3s and Microsoft Office documents is the easy part This book gets you through the tricky things extracting your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Re-creating your software suite Big name programs Word Photoshop Firefox Dreamweaver and so on are available in both Mac and Windows versions but hundreds of other programs are available only for Windows This guide identifies the Mac equivalents and explains how to move your data to them Learning Leopard Once you've moved into the Mac a final task awaits Learning your way around Fortunately you're in good hands with the author of Mac OS X The Missing Manual the 1 bestselling guide to the Macintosh Moving from Windows to a Mac successfully and painlessly is the one thing Apple does not deliver Switching to the Mac The Missing Manual Leopard Edition is your ticket to a new computing experience

Switching to the Mac David Pogue, 2016 Those who have made the switch from a Windows PC to a Mac have made Switching to the Mac The Missing Manual a runaway bestseller The latest edition of this guide delivers what Apple doesn't everything you need to know to successfully and painlessly move your files and adapt to Mac's way of doing things Written with wit and objectivity by Missing Manual series creator and bestselling author David Pogue this book will have you up and running on your new Mac in no time

QuickBooks 2005: The Missing Manual Bonnie Biafore, 2005-02-24 Every company large and small wants to boost its sales control its spending and keep the auditors at the Internal Revenue Service happy But no company wants to waste time on more paperwork These days a growing number of companies are turning to QuickBooks accounting software not only to speed up their bookkeeping efforts but manage their businesses more effectively Organizations come in all shapes sizes and business models so it's no surprise that accounting practices can be a convoluted road to travel QuickBooks can handle many of the financial tasks companies face but the price you pay is an overabundance of software features To make the learning curve even more challenging QuickBooks doesn't

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QuickBooks 2009 Solutions Guide for Business Owners and Accountants Laura Madeira,2008-12-22 QuickBooks 2009 Solutions Guide This is the definitive must have reference for every business owner entrepreneur accountant and bookkeeper who relies on QuickBooks 2009 Not a beginner s guide it s a high productivity resource for solving the problems that intermediate to advanced QuickBooks users encounter most often Author Laura Madeira is superbly qualified to write this book she has twenty years experience training professionals on Intuit products and has been selected by Intuit to introduce its new releases to accountants and entrepreneurs Here she offers real solutions for every QuickBooks accounting module helping readers achieve their true goal for QuickBooks a clear up to date understanding of where the business stands and where it s headed Thoroughly updated for QuickBooks 2009 this book brings together indispensable start to finish techniques for troubleshooting QuickBooks data files and fixing QuickBooks mistakes wherever they occur Drawing on her unsurpassed experience Madeira offers expert advice on every facet of QuickBooks accounting data files banking A R undeposited funds employee advances inventory A P sales tax payroll reporting sharing data with accountants and much more This book will help you Quickly set up accurate charts of accounts or improve existing

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QuickBooks 2016 Bonnie Biafore, 2015 Annotation Helping you select the best fit for your company from Intuit s QuickBooks line of financial management software this work also shows you how to tweak and tailor it to your company s needs so you can manage your finances more effectively and efficiently than ever before

QuickBooks 2006: The Missing Manual Bonnie Biafore, 2005-12-23 If your company is ready to minimize paperwork and maximize productivity control spending and boost sales QuickBooks 2006 can help you make it happen but only if you know how to use it And it doesn t come with a manual Lucky for you there s QuickBooks 2006 The Missing Manual the comprehensive up to date guide to saving time and money while beefing up business with QuickBooks Award winning author and financial whiz Bonnie Biafore helps you select the best fit for your company from Intuit s QuickBooks line of financial management software which includes five products ranging from basic accounting software for small businesses to sophisticated industry specific enterprise solutions She then shows you how to tweak and tailor it to your company s needs so you can manage your finances more effectively and efficiently than ever before If you re new to QuickBooks or to the 2006 version you ll get started with ease and become quickly proficient with Biafore s tutorials on making and managing a company file and creating accounts customers jobs invoice items and other lists If you re a more advanced user you ll find countless tips tricks and shortcuts for becoming a QuickBooks pro And everyone at every level will benefit from Biafore s seasoned sensible advice on business accounting and finance Under Biafore s expert direction you will be able to use QuickBooks for a lot more than everyday

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