

QuickBooks® Pro 2014

Quick Reference Guide


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The Chart of Accounts


Adding a New Account

1. Select "List[*i*] Chart of Accounts" from the Menu Bar.
2. Click the "Account" button and choose "New." 
3. Choose an account type and click "Continue."
4. Enter the account information and click "Save & Close."

Editing an Account

1. Select "List[*i*] 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 "List[*i*] 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[*i*] Edit Customer/Job" or "Edit[*i*] 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[*i*] Edit Employee" or "Edit[*i*] 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[*i*] Edit Vendor" or "Edit[*i*] 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 "List[*i*] 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. To enter values, select "List[*i*] 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, 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.

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 "List[*i*] 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[*i*] 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 "List[*i*] Item List" from the Menu Bar.
2. Click to highlight the item.
3. Select "Edit" from the "Item" button menu. 
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.
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[*i*] 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 "List[*i*] 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 "List[*i*] 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 2014 Instruction Manual

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Quickbooks Pro 2014 Instruction Manual:

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

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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 2014 in Depth Laura

Madeira,2014 Whether you e an entrepreneur accountant or bookkeeper this comprehensive guide will help you get the most out of QuickBooks 2014 more productivity more business knowledge and more value

QuickBooks 2014 The Guide

Leslie Capachietti,2013-11-08 Maximize the power of QuickBooks 2014 Create a comprehensive streamlined small business financial management system with help from an expert Written by an Advanced Certified QuickBooks ProAdvisor QuickBooks 2014 The Guide shows you step by step how to customize the 1 bestselling financial software to suit your business Learn proven methods for managing your business finances processing invoices tracking inventory monitoring sales and administering payroll Maximize the software s capabilities and run your small business efficiently using the best practices and time saving techniques packed inside this practical resource Configure and customize QuickBooks for your business Enter transactions quickly and accurately Manage accounts payable and receivable Monitor and manage inventory Integrate with online banking services Track employee hours and manage payroll Reconcile bank accounts Manage budgets and project cash flow Prepare for tax time Secure your data Run analytical business reports Make key business decisions with confidence

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style this reliable resource offers a complete overview of small business tax planning and provides you with the information needed to make tax smart decisions throughout the year Focusing on strategies that help you use deductions and tax credits effectively shield business income and maximize other aspects of small business taxes this practical guide will show you how your actions in business today can affect your bottom line from a tax perspective tomorrow Includes detailed coverage of the newest tax laws and IRS rules including tax breaks and responsibilities under the Affordable Care Act Shares ideas that can help you run a tax smart business all year long and plan your exit strategy Contains comprehensive information on each deductible expense including dollar limits and record keeping requirements Offers clear instructions on where to report income and claim deductions on your tax forms Includes a free online supplement at JKLasser.com which contains up to the minute tax law changes Other titles by Barbara Weltman J K Lasser's 1001 Deductions Tax Breaks 2014 Making the right tax moves can make your business better Let J K Lasser's Small Business Taxes 2014 show you how with strategies and advice that will help you understand and plan for both today's and tomorrow's tax laws **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 *Start Your Own Hair Salon and Day Spa* Eileen Figure Sandlin, Entrepreneur Press, 2014-09-22 Personal care newfound energy and a revitalized appearance remain invaluable commodities among consumers Learn the ins and outs of starting a successful business in one of today's hottest industries salons and day spas From laying the groundwork and establishing yourself in the marketplace to holding a grand opening and developing service policies this step by step guide takes you from big picture plans to day to day dealings in your new spa and salon Plus gain insight advice and tips from interviews with practicing hair salon and day spa owners **Taxpayer's Comprehensive Guide to LLCs and S Corps** Jason Watson, 2014-09-03 How can I avoid self employment taxes This simple question was the inspiration for creating an article describing the benefits of an S Corporation That original article which was about four pages long quickly became a series of KnowledgeBase articles on the Watson CPA Group website The articles touched on basic topics such as how to elect S Corp status payroll reasonable salary determination retirement planning health care fringe benefits and liability protection Those broad topics demanded much more information both horizontally by spanning into more related issues and vertically by digging deeper into the granular yet riveting levels of the tax code The articles were grouped and relabeled as the Taxpayer's Comprehensive Guide to LLCs and S Corps which grew to 39 pages in its first edition Time marched on and more information was added to the first edition such as expanded retirement planning concerns health care options after the Affordable Care Act and business valuations including exit strategies Boom we now had our second edition at over 100 pages At that point it was suggested by some clients and colleagues to convert the PDF into an eBook as well as paperback So here we are Each week we receive several phone calls and emails from small business owners

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QuickBooks 2015 All-in-One For Dummies Stephen L. Nelson, 2014-11-24 Everything you need to learn about QuickBooks and small business finances in one handy guide. 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 QuickBooks 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 your business on track.

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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
 - 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
 - Quickbooks 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

- 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 Quickbooks 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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