

# QuickBooks® Desktop Pro 2020

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## Quick Reference Guide

Comprehensive video training & instruction manuals available at [www.teachucomp.com](http://www.teachucomp.com)

### The Chart of Accounts


#### Adding a New Account

1. Select "List/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 "List/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/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 "Type Customer & Job" drop-down above the tabs .
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 & Job" 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. Select "Employees & Payroll" from the upper left menu bar.
2. Click the "Employee" button .
3. Enter all employee information on each of the tabs and click "OK" .

### Managing List Items

#### Creating Item List Custom Fields

1. Select "List/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 "List/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 (A).
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 "Vendors/Sales Tax" (Pay Sales Tax) from the Menu Bar.
2. Make selections for the account and date.
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 "List/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/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 Inventory with a Bill" 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.

## Instructions



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#### Online Key Card



See manual card for details

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# Quickbooks Training Manual And Exercises

**JR Anderson**



## **Quickbooks Training Manual And Exercises:**

*QuickBooks Pro 2024 for Lawyers Training Manual Classroom in a Book TeachUcomp*, Complete classroom training manual for QuickBooks Pro 2024 for Lawyers Full classroom manual in one book 351 pages and 213 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and effectively manage a legal company file as well as use QuickBooks for trust accounting In addition you ll receive our complete QuickBooks curriculum Topics Covered The QuickBooks Environment 1 The Home Page 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 9 Printing Lists 10 Renaming Merging List Items 11 Adding Multiple List Entries from Excel 12 Customer Groups Setting Up Sales Tax 1 The Sales Tax Process 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 7 Upload and Review Bills 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 8 Adding Bank Feeds 9 Reviewing Bank Feed Transactions 10 Bank Feed Rules 11 Disconnecting Bank Feed Accounts 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

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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 2023 Training Manual Classroom in a Book* TeachUcomp ,2023-02-09 Complete classroom training manual for QuickBooks Desktop Pro 2023 315 pages and 194 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 Insights 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 9 Printing Lists 10 Renaming Merging List Items 11 Adding Multiple List Entries from Excel 12 Customer Groups Setting Up Sales Tax 1 The Sales Tax Process 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 7 Upload and Review Bills 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 8 Adding Bank Feeds 9 Reviewing Bank Feed Transactions 10 Bank Feed Rules 11 Disconnecting Bank Feed Accounts Paying Sales Tax 1 Sales Tax Reports 2 Using the

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## **QuickBooks Desktop Pro 2024 Training Manual**

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 You will learn how to create and effectively manage a legal company file as well as use QuickBooks for trust accounting In  
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 Statuses 6 Inactivating Estimates 7 Making Purchases for a Job 8 Invoicing for Job Costs 9 Using Job Reports Time Tracking  
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 Refund Checks 14 Process Payroll Forms 15 Tracking Workers Compensation Using Credit Card Accounts 1 Creating Credit  
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 Letter Templates Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4  
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 Reviewing the Default Chart of Accounts 4 Entering Vendors 5 Entering Clients and Cases 6 Enabling Class Tracking for Law  
 Firms 7 Creating Billing Line Items Setting up a Trust Account 1 What is an IOLTA 2 Creating Accounts for Trust  
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 Client Trust Account 5 Using a Client Trust Credit Card 6 Time Tracking and Invoicing for Legal Professionals 7 Paying the  
 Law Firm s Invoices Using the Client Funds 8 Refunding Unused Client Trust Account Funds 9 Escheated Trust Funds Trust  
 Account Reporting 1 Creating a Trust Account Liability Proof Report 2 Creating a Trust Liability Balances by Client Report 3  
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