

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 "Edit 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 "Edit 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 "Edit 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 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 New Employee" button in the upper left corner of the table.
3. Click the "Add New Employee" button in the upper left corner of the table.
4. Click the "Add New Employee" button in the upper left corner of the table.

Managing List Items

Creating Item List Custom Fields

1. Select "Edit 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 "Edit 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  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 "Vendors" > "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 "Edit 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 "Edit 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 the bill information and click "OK."

Instructions



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Table of Contents Quickbooks Teaching Manual

1. Understanding the eBook Quickbooks Teaching Manual
 - The Rise of Digital Reading Quickbooks Teaching Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Quickbooks Teaching 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 Teaching Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Quickbooks Teaching Manual
 - Personalized Recommendations
 - Quickbooks Teaching Manual User Reviews and Ratings
 - Quickbooks Teaching Manual and Bestseller Lists

5. Accessing Quickbooks Teaching Manual Free and Paid eBooks
 - Quickbooks Teaching Manual Public Domain eBooks
 - Quickbooks Teaching Manual eBook Subscription Services
 - Quickbooks Teaching Manual Budget-Friendly Options
6. Navigating Quickbooks Teaching Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Quickbooks Teaching Manual Compatibility with Devices
 - Quickbooks Teaching Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Quickbooks Teaching Manual
 - Highlighting and Note-Taking Quickbooks Teaching Manual
 - Interactive Elements Quickbooks Teaching Manual
8. Staying Engaged with Quickbooks Teaching Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Quickbooks Teaching Manual
9. Balancing eBooks and Physical Books Quickbooks Teaching Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Quickbooks Teaching Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Quickbooks Teaching Manual
 - Setting Reading Goals Quickbooks Teaching Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Quickbooks Teaching Manual
 - Fact-Checking eBook Content of Quickbooks Teaching 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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