QuickBooks® Pro 2015

Quick Reference Guide

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## The Chart of Accounts

Adding a New Account
1. Select "Lists| 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 "Lists| 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 "Lists| 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| 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 "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| Edit Employee" or "Edit| 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| Edit Vendor" or "Edit| 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 "Lists| 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 "Lists| 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.
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 "Lists| 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| 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 "Lists| Item List" from the Menu Bar.
2. Click to highlight the item.
3. Click the "Item" button and choose "Edit Item."
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. Change dates, as needed.
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| 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 "Lists| 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 "Lists| 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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Siddappa N.Byrareddy

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Certificate of Appreciation in recognition of his contributions On the lecture circuit Ennico is a frequent keynote speaker at small business entrepreneurship conferences sponsored by Inc Management The Learning Annex IBC USA Conferences the Connecticut Venture Group the Entrepreneurial Women s Network and The Capital Network among others Ennico lives with his wife Dolores in Fairfield Conn   **Start Your Own eLearning or Training Business** The Staff of Entrepreneur Media,Ciree Linsenmann,Cheryl Kimball,2015-09-08 Distance learning for both the education and industry is steadily growing creating a demand for eager entrepreneurs Teaching methods and tools now in popular use for virtual training are covered videos eBooks interactive software types college sponsored staff training for college instructors hardware camera video sound equipment online group forums online events choosing the right presentation style and linking to appropriate social media sites and networking presentations A range of industry examples will be given for accreditation certifications and credit adding training onto an existing business as side income how to sell media training tools how much to charge clients start up costs software types used the legal obligations around taxes business registration working from home and content confidentiality and growth planning and writing a business plan Relevant and fun call outs tip boxes industry stats an index and a rich appendix and glossary is provided An appendix offers resources in continued learning and rounded training for trainers industry organizations and trade groups books and eBooks videos software websites successful online trainers and online education institutions consultants and certification organizations   **Quicken 2015 The Official Guide** Bobbi Sandberg,2014-12-15 The Only Official Guide to Quicken 2015 for Windows Take control of your personal finances using the best practices and time saving tips in Quicken 2015 The Official Guide Find out the most effective methods for tracking your income expenses savings transactions investments and so much more Endorsed by Intuit makers of Quicken this practical resource shows you step by step how to take full advantage of the software s powerful features including the Quicken mobile app You ll also get professional advice to help you reduce debt stay on budget save money invest wisely and plan for a secure financial future Customize Quicken for your preferences Track income and expenses Automate transactions and tasks Record bank and credit card transactions Use online banking features Reconcile checking savings and credit card accounts Track investments and optimize your portfolio Monitor your assets loans and net worth Evaluate your financial position Reduce debt save money and plan for retirement Simplify tax preparation and maximize deductions Create Quicken reports Covers Quicken 2015 for Windows U S Editions Quicken Deluxe and Premier   **macOS Catalina: The Missing Manual** David Pogue,2019-12-03 Apple gives macOS new features and improvements right on your desktop and under the hood with Catalina aka OS X 10 15 With this updated guide you ll learn how to use your iPad as a second screen work with iPad apps on your Mac and use Screen Time on your Mac This new edition of the 1 bestselling Mac book shows you how to use the revamped apps for Music Podcasts and TV Loaded with illustrations step by step instructions tips and tricks this book from David Pogue Missing Manual series creator New York Times columnist and Emmy winning tech correspondent for CNBC CBS

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- Interactive and Gamified eBooks

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