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Quick Reference Guide

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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 the employee information 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 .
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 Create Bills" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Enter bill information and click either the "Save & Close" or "Save & New" button.

Instructions



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web these ions are called spectator ions because they do not participate in the actual reaction canceling the spectator ions gives the net ionic equation which shows only those species that participate in the chemical reaction $2\text{Ag}^+ \text{aq} + \text{Cr}_2\text{O}_7^{2-} \text{aq} \rightarrow \text{Ag}_2\text{Cr}_2\text{O}_7 \text{s}$ label 4 2 3

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web chemical equation in which all dissolved ionic reactants and products including spectator ions are explicitly represented by formulas for their dissociated ions molecular equation chemical equation in which all reactants and products are

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web jan 29 2020 the ionic form of this reaction is $2\text{Na}^+ \text{aq} + 2\text{Cl}^- \text{aq} + \text{Cu}^{2+} \text{aq} + \text{SO}_4^{2-} \text{aq} \rightarrow 2\text{Na}^+ \text{aq} + \text{SO}_4^{2-} \text{aq} + \text{CuCl}_2 \text{s}$ the sodium ions and sulfate ion are the spectator ions in this reaction they appear unchanged in both the product and reactant side of the

equation

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 net ionic equation $\text{H}^+ \text{aq} + \text{Cl}^- \text{aq} + \text{Na}^+ \text{aq} + \text{HCO}_3^- \text{aq} + \text{Na}^+ \text{aq} + \text{Cl}^- \text{aq} + \text{H}_2\text{O} \text{l} + \text{CO}_2 \text{g} \rightarrow \text{H}^+ \text{aq} + \text{HCO}_3^- \text{aq} + \text{H}_2\text{O} \text{l} + \text{CO}_2 \text{g}$ here is a video on spectator ions
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web the six NO_3^- ions and the six Na^+ ions that appear on both sides of the equation are spectator ions that can be canceled to give the net ionic equation $3\text{Ba}^{2+} \text{aq} + 2\text{PO}_4^{3-} \text{aq} \rightarrow \text{Ba}_3(\text{PO}_4)_2 \text{s}$

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web these spectator ions whose presence is required to maintain charge neutrality are neither chemically nor physically changed by the process and so they may be eliminated from the equation to yield a more succinct representation called a

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web video answer you know spectator ions are the ions present on the both sides of the equation indicate cancels out in the total ionic equations so you know in a case chemical reactions are described with chemical equations which symbolically present the starting materials end products

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web net ionic equations an equation for a reaction in solution showing only those particles that are directly involved in the chemical change spectator ions an ion that is not directly involved in a chemical reaction an ion that does not change oxidation number or composition during a reaction products

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web the equation below is the final net ionic equation after elimination of the spectator ions which yields water $\text{H}^+ \text{aq} + \text{OH}^- \text{aq} \rightarrow \text{H}_2\text{O} \text{l}$ the spectator ions in $\text{KOH} \text{aq}$ and $\text{HNO}_3 \text{aq}$ are $\text{K}^+ \text{aq}$ and $\text{NO}_3^- \text{aq}$ how to identify and list the

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spectator ion can therefore be observed in the reaction of aqueous solutions of sodium carbonate and copper ii sulfate but does not affect the equilibrium what are spectator ions

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web the new format requires students to write balanced chemical equations showing only the reacting substances excluding spectator ions for three different sets of reactants and to answer a short question requiring no calculator about each reaction the questions are intended to test the students understanding of the meaning of the reactions

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