QuickBooks Desktop Pro 2022

TEACHUCOMP. INC.

Quick Reference Guide

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The Chart of Accounts

Adding a New Account

- 1. Select "Listal Chart of Accounts" from the Menu Bar.
- 3. Choose an account type and click "Continue.
- 4. Enter the account information and click "Save & Chorse."

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." Inner ...
 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
- 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. A se
- 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.
- Select "Edit) Edit CustomerJob" or "Edit) Delete. CustomerJob' 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. In pure
- 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 on 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. & mo
- 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 wendor on the "Vendors" tab in the Vendor Center.
- 2. Select "Editi Edit Vendor" or "Editi Delete Vendor' from the Menu Bat.
- 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 Bist item!" or "Edit Bist item!" window. (List item - Vendor, Company or Employee).
- 3. Enter custom field names and select lists to include:
- 4. Olick "OK."
- 5. Enter any "Custom Fields" values and click "OK."

Managing List Items

Creating Item List Custom Fields

- 1. Select "Listel Item List" from the Menu Bar. 2. Click the "Item" button and then either "New" Or "Edit Bern," second
- 1. Click the "Custom Fields" button and then the "Define Fields" button.
- 4. Enter item label names, check "Use," and click "OK."
- Enter any "Custom Fields" values and click "OK."
- 6. For existing custom fields, select "Lists! Item List" from the Manu 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

- To manually sort, click and drag the diamond next to the item name.
- 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" checkbon.
- 3. To show inactive items in a Center list, select "All flist 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.
- and titue submidiane.
- 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 "Listed 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 Type" drop-down.
- Enter tax item or group information and dick "OK."

Setting Default Sales Tax Preferences

- Select "Edit) Preferences..." from the Menu Bar.
 Click "Sales Tax" on the left and then the "Company Preferences' tab on the right.
- Select preferences and click "OK."

Indicating a Taxable Customer

- 1. Select "Customers! Customer Center" from the Advanced Black
- Click the "Customers & Jobs" tab at the left side.
- Double-click on the name of the customer in the list.
- 4. On the "Sales Tax Settings" tab, make selections and efficie 10040.7

Indicating a Taxable Item

- 1. Select "Lists) Item List" from the Menu Bar.
- 2. Click to highlight the item.
- 3. Click the "tern" button and choose "Edit Item." | 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.
- Click the 'X' in the upper-right corner to close.

Paying Sales Tax

- 1. Select "Vendors! Sales Taid Pay Sales Tax" from the Married Black
- 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. 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 Married Blaze.
- 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 [more * "QuickReport: Purchase Orders" from the menu.

Receiving Inventory with a Bill

- 1. Select "Vendors! Receive Items and Enter Bill" from the Mersy Star.
- 2. Select the vendor from the "Vendor" drop-down.
- 3. Enter bill information and click the "Save & Close".

Creating an Item Receipt

- 1. Select "Vendors! Receive Items" from the Menu Bar.
- Select the vendor from the "Vendor" drop-down.
- I. Enter the receipt information and click the "Save &

Matching a Bill to an Item Receipt

- 1. Select 'Vendors| Enter Bill for Received Items' from the Menu Bar.
- Select the vendor from the "Vendor" drop-down.
- 3. Select the item receipt and click the "OK" button.
- 4. Enter the clate the hill was received in the "Flote" field and click the "Save & Close" button.

- Manually Adjusting Inventory 1. Select "Vendors| Inventory Activities| Adjust
- Quantity/Value on Hand' from the Menu Bar. Select the type of inventory adjustment to make
- from the "Adjustment Type" drop-down.
- Make the required adjustments to the inventory. 4. Click the "Save & Close" button.

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