

QuickBooks® Pro 2015

Quick! Reference Guide

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TRACKUSAMP, INC.
ART & DESIGN, LLC

The Chart of Accounts

Adding a New Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account Type" dropdown.
3. Enter an account name and "Account Number".
4. Enter the account information and click "Next >".

Editing an Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account Type" dropdown.
3. Select the account name and "Account Number".
4. Select the account information and click "Next >".

Deleting an Existing Account

1. Select "New General Account" from the menu bar.
2. Select "General" from the "Account Type" dropdown.
3. Select the account name and "Account Number".
4. Click "OK" to delete the account.

Customers, Employees & Vendors

Adding New Customers

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer Type" dropdown.
3. Enter the customer information and click "Next >".

Editing an Existing Customer

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer Type" dropdown.
3. Enter the customer information and click "Next >".
4. Select the customer information and click "Next >".

Deleting an Existing Customer

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer Type" dropdown.
3. Enter the customer information and click "Next >".
4. Select the customer information and click "Next >".

Adding a New Employee

1. Select "New Employee" from the menu bar.
2. Select "New Employee" from the "Employee Type" dropdown.
3. Enter the employee information and click "Next >".

Editing an Existing Employee

1. Select "New Employee" from the menu bar.
2. Select "New Employee" from the "Employee Type" dropdown.
3. Enter the employee information and click "Next >".
4. Select the employee information and click "Next >".

Adding a New Vendor

1. Select "New Vendor" from the menu bar.
2. Select "New Vendor" from the "Vendor Type" dropdown.
3. Enter the vendor information and click "Next >".

Deleting an Existing Vendor

1. Select "New Vendor" from the menu bar.
2. Select "New Vendor" from the "Vendor Type" dropdown.
3. Enter the vendor information and click "Next >".
4. Select the vendor information and click "Next >".

Creating Customer Fields

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer Type" dropdown.
3. Enter the customer information and click "Next >".
4. Select the customer information and click "Next >".
5. Select the customer information and click "Next >".

Managing List Items

Creating Item List Custom Fields

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List Type" dropdown.
3. Enter the item list information and click "Next >".
4. Select the item list information and click "Next >".
5. Select the item list information and click "Next >".
6. Select the item list information and click "Next >".
7. Select the item list information and click "Next >".
8. Select the item list information and click "Next >".

Editing Item

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List Type" dropdown.
3. Enter the item list information and click "Next >".
4. Select the item list information and click "Next >".
5. Select the item list information and click "Next >".
6. Select the item list information and click "Next >".
7. Select the item list information and click "Next >".
8. Select the item list information and click "Next >".

Deleting and Restoring Item

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List Type" dropdown.
3. Enter the item list information and click "Next >".
4. Select the item list information and click "Next >".
5. Select the item list information and click "Next >".
6. Select the item list information and click "Next >".
7. Select the item list information and click "Next >".
8. Select the item list information and click "Next >".

Managing and Managing List Items

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List Type" dropdown.
3. Enter the item list information and click "Next >".
4. Select the item list information and click "Next >".
5. Select the item list information and click "Next >".
6. Select the item list information and click "Next >".
7. Select the item list information and click "Next >".
8. Select the item list information and click "Next >".

Other Tools

Creating a Sales Tax Item or Group

1. Select "New Sales Tax" from the menu bar.
2. Select "New Sales Tax" from the "Sales Tax Type" dropdown.
3. Enter the sales tax information and click "Next >".
4. Select the sales tax information and click "Next >".

Setting Default Sales Tax Preferences

1. Select "New Sales Tax" from the menu bar.
2. Select "New Sales Tax" from the "Sales Tax Type" dropdown.
3. Enter the sales tax information and click "Next >".
4. Select the sales tax information and click "Next >".

Installing a Reseller Customer

1. Select "New Reseller Customer" from the menu bar.
2. Select "New Reseller Customer" from the "Reseller Customer Type" dropdown.
3. Enter the reseller customer information and click "Next >".
4. Select the reseller customer information and click "Next >".

Installing a Reseller Item

1. Select "New Reseller Item" from the menu bar.
2. Select "New Reseller Item" from the "Reseller Item Type" dropdown.
3. Enter the reseller item information and click "Next >".
4. Select the reseller item information and click "Next >".

Creating a Sales Tax Report

1. Select "New Sales Tax" from the menu bar.
2. Select "New Sales Tax" from the "Sales Tax Type" dropdown.
3. Enter the sales tax information and click "Next >".
4. Select the sales tax information and click "Next >".

Managing Sales Tax

1. Select "New Sales Tax" from the menu bar.
2. Select "New Sales Tax" from the "Sales Tax Type" dropdown.
3. Enter the sales tax information and click "Next >".
4. Select the sales tax information and click "Next >".
5. Select the sales tax information and click "Next >".
6. Select the sales tax information and click "Next >".
7. Select the sales tax information and click "Next >".
8. Select the sales tax information and click "Next >".

Inventory

Adding Inventory to QuickBooks

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory Type" dropdown.
3. Enter the inventory information and click "Next >".
4. Select the inventory information and click "Next >".

Creating Item Inventory Part Items

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory Type" dropdown.
3. Enter the inventory information and click "Next >".
4. Select the inventory information and click "Next >".

Creating a Purchase Order

1. Select "New Purchase Order" from the menu bar.
2. Select "New Purchase Order" from the "Purchase Order Type" dropdown.
3. Enter the purchase order information and click "Next >".
4. Select the purchase order information and click "Next >".

Creating Purchase Order Report

1. Select "New Purchase Order" from the menu bar.
2. Select "New Purchase Order" from the "Purchase Order Type" dropdown.
3. Enter the purchase order information and click "Next >".
4. Select the purchase order information and click "Next >".

Managing Inventory with a Bill

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory Type" dropdown.
3. Enter the inventory information and click "Next >".
4. Select the inventory information and click "Next >".

Creating an Item Receipt

1. Select "New Item Receipt" from the menu bar.
2. Select "New Item Receipt" from the "Item Receipt Type" dropdown.
3. Enter the item receipt information and click "Next >".
4. Select the item receipt information and click "Next >".

Managing a Bill to an Item Receipt

1. Select "New Item Receipt" from the menu bar.
2. Select "New Item Receipt" from the "Item Receipt Type" dropdown.
3. Enter the item receipt information and click "Next >".
4. Select the item receipt information and click "Next >".

Manually Adjusting Inventory

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory Type" dropdown.
3. Enter the inventory information and click "Next >".
4. Select the inventory information and click "Next >".



Quickbooks Pro 2015 Student Guide

Ensheng Dong



Quickbooks Pro 2015 Student Guide:

Whispering the Techniques of Language: An Emotional Journey through **Quickbooks Pro 2015 Student Guide**

In a digitally-driven world where displays reign great and quick transmission drowns out the subtleties of language, the profound secrets and emotional nuances concealed within phrases frequently go unheard. However, nestled within the pages of **Quickbooks Pro 2015 Student Guide** a fascinating fictional value pulsating with natural emotions, lies an extraordinary journey waiting to be undertaken. Written by a skilled wordsmith, this charming opus invites readers on an introspective trip, lightly unraveling the veiled truths and profound impact resonating within ab muscles material of each and every word. Within the psychological depths of this touching review, we will embark upon a genuine exploration of the book is key subjects, dissect their interesting writing design, and yield to the effective resonance it evokes deep within the recesses of readers hearts.

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