QuickBooks Pro 2019

TEACHUCOMP, INC.

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 &

Editing an Account

- 1. Select "Listal Chart of Accounts" from the Menu Bar.
- 2. Click to highlight the account.
- 3. Click the "Account" button and choose "Edit Account" [among 4]
- 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," [minet n]
- 4. Click "CR" to confirm any deleted accounts.

Customers, Employees & Vendors

Accessing the Centers

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 Commitment
- 2. Choose 'New Customer' from the 'New Customer & Job" drop down above the tab. A. Irrin
- 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:liob" or "Edit) Delete CustomerJob" from the Menu Bar.
- 3. If editing, make any changes and then click "DK."

Adding a New Employee

- 1. Click the "New Employee..." button in the upper left.
- corner of the Employee Center. In a 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 Bat.
- 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. 8 a
- 2. Enter all vendor information on each of the table 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 Wendor Center.
- 2. Select "Edit) Edit Vendor" or "Edit) Delete Vendor" from the Monu 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.
- 5. Enter any "Custom Fields" values and click "CIC"

Managing List Items

Creating Item List Custom Fields

- 1. Select "Listel Item List" from the Menu Bac.
- Click the "Item" button and then either "New" Or Ection Statement," | more or
- 3. Click the "Custom Fields" button and then the
- 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 To manually sort, click and ________me___me to me to the drawn 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. (*)
- Restone original sort order by selecting "View! Re-Sort List" from the Menu Bat 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.
- To show inactive items in a Center list, select "All (list) items 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-
- call three wandows. 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 merce.

Sales Tax

Creating a Sales Tax Item or Group

- 1. Select "Lists) them 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" drog-down.
- 4. Enter tax item or group information and click "OK."

Setting Default Sales Tax Preferences

- 1. Select 'Edit| Preferences...' from the Menu Bas.
- 2. Click "Sales Tax" on the left and then the "Company Preferences" tab on the right.
- 3. Select preferences and click "CK"

Indicating a Taxable Customer

- 1. Select "Customers! Customer Center" from the Advanced Story
- 2. 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

Indicating a Taxable Item

- 1. Select "Light) them List" from the Menu Bac
- 2. Click to highlight the item.
- 3. Click the "Item" button and choose "Edit Item," Ires. 5. 4. Make the appropriate selection from the "Tax Code" direp-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

- Select "Vendors! Sales Tax! Pay Sales Tax" from the Adjusted Bland
- 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."
- 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" tals.
- 4. Set any preferences and click *CK.

Creating New Inventory Part Items

- Select "Lists) item List" from the Meru Bar.
- 2. Select "New" from the "Item" button menu. Inc. 1
- 3. Select "Inventory Part" from the "Type" drop-down.
- 4. Einter inventory part information and click "OK."

Creating a Purchase Order

- 1. Select "Vendors! Create Purchase Orders" from the Advenue Start.
- 2. Select the vendor from the "Vendor" drop-down.
- 3. Enter purchase order information and dick either the "Save & Close" or "Save & New" button.

Creating Purchase Order Reports

- 1. Select "Lists) Chart of Accounts" from the Menu Bac.
- 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 Herns and Enter Bill" from Other Mileston Black
- 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 Berns" from the Menu Bar.
- Select the vendor from the "Vendor" drop-down.
- 3. Enter the receipt information and click the "Lave & Cleaner builtions

Matching a Bill to an Item Receipt

- 1. Select "Vendors! Enter Bill for Received Items" from the Meru Bac.
- 2. Select the vendor from the "Vendor" drop-down.
- 1. Select the item persint and click the "CK" humber. 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 Bur.
- 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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