

QuickBooks® Desktop Pro 2020

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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 Customer" or "Delete Customer" from the Menu Bar.
3. If editing, make any changes and then click "OK" .

Adding a New Employee

1. Select "Employees & Payroll" from the Menu Bar and click "New Employee" .
2. Enter all employee information on each of the tabs in the "New Employee" window 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 "On" 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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inventory or Service Item 2 Creating a Bundle 3 Creating a Discount Line Item 4 Creating a Payment Line Item 5 Changing Item Prices and Using Price Rules Basic Sales 1 Enabling Custom Fields in Sales Forms 2 Creating an Invoice 3 Creating a Recurring Invoice 4 Creating Batch Invoices 5 Creating a Sales Receipt 6 Finding Transaction Forms 7 Previewing Sales Forms 8 Printing Sales Forms 9 Grouping and Subtotaling Items in Invoices 10 Entering a Delayed Charge 11 Managing Sales Transactions 12 Checking and Changing Sales Tax in Sales Forms Creating Billing Statements 1 About Statements and Customer Charges 2 Automatic Late Fees 3 Creating Customer Statements Payment Processing 1 Recording Customer Payments 2 Entering Overpayments 3 Entering Down Payments or Prepayments 4 Applying Customer Credits 5 Making Deposits 6 Handling Bounced Checks by Invoice 7 Handling Bounced Checks by Expense or Journal Entry 8 Handling Bad Debt Handling Refunds 1 Refund Options in QuickBooks Online 2 Creating a Credit Memo 3 Creating a Refund Receipt 4 Refunding Customer Payments by Check 5 Creating a Delayed Credit Entering And Paying Bills 1 Entering Bills 2 Paying Bills 3 Creating Terms for Early Bill Payment 4 Early Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit 7 Managing Expense Transactions Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Printing Checks 4 Transferring Funds Between Accounts 5 Reconciling Accounts 6 Voiding Checks 7 Creating an Expense 8 Managing Bank and Credit Card Transactions 9 Creating and Managing Rules 10 Uploading Receipts and Bills Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Creating Customer and Vendor QuickReports 2 Creating Account QuickReports 3 Using QuickZoom 4 Standard Reports 5 Basic Standard Report Customization 6 Customizing General Report Settings 7 Customizing Rows and Columns Report Settings 8 Customizing Aging Report Settings 9 Customizing Filter Report Settings 10 Customizing Header and Footer Report Settings 11 Resizing Report Columns 12 Emailing Printing and Exporting Preset Reports 13 Saving Customized Reports 14 Using Report Groups 15 Management Reports 16 Customizing Management Reports Using Graphs 1 Business Snapshot Customizing Forms 1 Creating Custom Form Styles 2 Custom Form Design Settings 3 Custom Form Content Settings 4 Custom Form Emails Settings 5 Managing Custom Form Styles Projects and Estimating 1 Creating Projects 2 Adding Transactions to Projects 3 Creating Estimates 4 Changing the Term Estimate 5 Copy an Estimate to a Purchase Order 6 Invoicing from an Estimate 7 Duplicating Estimates 8 Tracking Costs for Projects 9 Invoicing for Billable Costs 10 Using Project Reports Time Tracking 1 Time Tracking Settings 2 Basic Time Tracking 3 QuickBooks Time Timesheet Preferences 4 Manually Recording Time in QuickBooks Time 5 Approving QuickBooks Time 6 Invoicing from Time Data 7 Using Time Reports 8 Entering Mileage Payroll 1 Setting Up QuickBooks Online Payroll and Payroll Settings 2 Editing Employee Information 3 Creating Pay Schedules 4 Creating Scheduled Paychecks 5 Creating Commission Only or Bonus Only Paychecks 6 Changing an Employee s Payroll Status 7 Print Edit Delete or Void Paychecks 8 Manually Recording External Payroll Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Charges on Credit Cards 3 Entering Credit Card Credits 4 Reconciling and Paying Credit

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