

QuickBooks® Pro 2015

Quick Reference Guide

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The Chart of Accounts

Adding a New Account

1. Select "Add Chart of Accounts" from the Menu Bar.
2. Click the "Account" button and choose "New" .
3. Choose an account type and click "Continue."
4. Enter the account information and click "Save & Close."

Editing an Account

1. Select "Add 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 "Add 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 click the Center from the menu.

Adding a New Customer

1. Click the "Customers & Vendors" tab in the Customer Center.
2. Choose "New Customer" from the "New Customer & Job" drop-down above the table .
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 & Vendor" tab in the Customer Center.
2. Select "Edit, Add Customer" or "Edit/Delete Customer Job" 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 .
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, Add 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 .
2. 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 vendor in the "Vendors" tab in the Vendor Center.
2. Select "Edit, Add Vendor" or "Edit/Delete Vendor" from the Menu Bar.
3. If editing, make any changes and then click "OK."

Creating Custom Fields

1. Open the Window, Company or Employee Center.
2. Click the "Custom Fields" button under "Settings" on the left of the "New [Job/Item/ Customer/ Add Appointment/ Company or Employee]" window (not "New [Job/Item]" or "Add [Job/Item]" buttons) .
3. Enter custom field names and select tabs to include.
4. Click "OK."
5. Enter any "Custom Fields" values and click "OK."

Managing List Items

Creating Item List Custom Fields

1. Select "Add 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 "Custom Fields" button .
4. Enter item list names, select "OK" and click "OK."
5. Enter any "Custom Fields" values and click "OK."
6. For existing custom fields, select "Add 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  on the column drag the diamond next to the item name.
2. To automatically sort, click the column heading.
3. Remove sort by clicking the sort diamond that appears at the far left of the column heading .
4. Restore original sort order by selecting "View" > "Sort List" from the Menu Bar then click "OK."

Inactivating and Reactivating Items

1. To inactivate, right-click on an item and choose "Make Not for Sale" (inactivated).
2. To show inactive items (NFI) in a Center list, check the "Include Inactive" checkbox.
3. To show inactive items in a Center list, select "Not for Sale" in the "View" menu .
4. To reactivate, show the inactive items without the list and click to remove the "NFI" 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.
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 "Add Item List" from the Menu Bar.
2. Select "New" from the "Item" button drop-down menu.
3. Select "Sales Tax Item" or "Sales Tax Group" from the drop-down.
4. Enter list item or group information and click "OK."

Setting Default Sales Tax Preferences

1. Select "Edit Preferences..." from the Menu Bar.
2. Click "Sales Tax" on the left and then the "Company Preferences" tab on the right.
3. Select preferences and click "OK."

Indicating a Taxable Customer

1. Select "Customers & Vendors Center" from the Menu Bar.
2. Click the "Customers & Vendors" tab at the left side.
3. Double-click on the name of the customer in the list.
4. On the "Sales Tax Settings" tab, make selections and click "OK."

Indicating a Taxable Item

1. Select "Add Item List" from the Menu Bar.
2. Click to highlight the item.
3. Click the "Item" button and choose "Edit 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 "Customers > Sales Tax > Sales Tax Revenue Summary" from the Menu Bar. Change dates as needed.
2. Click the "R" in the upper right corner to refresh.

Paying Sales Tax

1. Select "Vendors > Sales Tax Pay Sales Tax" from the menu bar.
2. Make selections for the amount and dates.
3. Click to select the "Pay" buttons for amounts to pay.
4. Click the "Submit" button to make any needed tax adjustments and click "OK."
5. Check the "To be printed" checkbox, if needed.
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 items are active" checkbox on the "Company Preferences" tab.
4. Set any preferences and click "OK."

Creating New Inventory Part Items

1. Select "Add 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 Order" 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 & Print" button.

Creating Purchase Order Reports

1. Select "Add Chart of Accounts" from the Menu Bar.
2. Click to highlight the "Purchase Order" account.
3. Click the "Reports" button, and select "QuickReport: Purchase Order" from the menu.

Receiving Inventory with a Bill

1. Select "Vendors > Receive Items with Bill" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Enter bill information and click the "Save & Close" button.

Creating an Item Receipt

1. Select "Vendors > Receive Items" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Enter the receipt information and click the "Save & Close" button.

Matching a Bill to an Item Receipt

1. Select "Vendors > Bill to Receive Items" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Select the item receipt and click the "OK" button.
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 Adjustments" from the Menu Bar.
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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Quickbooks Pro 2015 Guide

Ashley Beetson



Quickbooks Pro 2015 Guide:

Contractor's Guide to QuickBooks Pro 2003 Karen Mitchell, Craig Savage, Jim Erwin, 2003 Easily master QuickBooks Pro 2003 and quickly learn how to generate reports to help you analyze your company's progress Includes a FREE CD ROM with preconfigured construction company files for QuickBooks Pro including one for Canada Just drag the company file onto your hard drive and then fill it in with your vendors subs and customers Also included is a complete estimating program with a cost database to help you estimate your jobs and a unique translation tool to transfer the estimate to QuickBooks Pro for job costing Includes 40 FREE construction forms

Contractor's Guide to Quickbooks Pro 2002 Karen Mitchell, Craig Savage, Jim Erwin, 2002 According to a recent national survey more construction contractors use QuickBooks Pro and QuickBooks than all other accounting programs combined And for good reason QuickBooks Pro excels at all the routine paperwork in a construction office writing checks keeping track of your bank balance sending out invoices and statements creating up to the minute profit and loss statements for the month year or by job writing payroll checks paying suppliers and subcontractors tracking job costs comparing estimated and actual costs for each job and much more But there's a lot to learn in QuickBooks Pro And converting to a new accounting system can be a complex and confusing task even if you have a strong background in accounting and plenty of time to install the new system That's why this book was written because most construction pros aren't accounting experts and have more important work to do at the job site

QuickBooks 2015: The Missing Manual Bonnie Biafore, 2014-10-20 How can you make your bookkeeping workflow smoother and faster Simple With this Missing Manual you're in control you get step by step instructions on how and when to use specific features along with basic bookkeeping and accounting advice to guide you through the learning process Discover new and improved features like the Insights dashboard and easy report commenting You'll soon see why this book is the Official Intuit Guide to QuickBooks 2015 The important stuff you need to know Get started fast Quickly set up accounts customers jobs and invoice items Follow the money Track everything from billable and unbillable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Gain insights Open a new dashboard that highlights your company's financial activity and status the moment you log in Spend less time on bookkeeping Create and reuse bills invoices sales receipts and timesheets Find key info Use QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers

QuickBooks 2015: The Best Guide for Small Business Bobbi Sandberg, Leslie Capachietti, 2014-12-09 Set up QuickBooks 2015 to work the way your business does QuickBooks ProAdvisors reveal best practices for customizing and using the #1 small business financial software QuickBooks The Best Guide for Small Business takes the guesswork out of setting up and running a business with QuickBooks Our QuickBooks ProAdvisors have worked one on one with thousands of small business owners and they are here to help you This book explains what's new in QuickBooks 2015 how to choose the right edition best practices from other users and how to

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QuickBooks 2015 All-in-One For Dummies
Stephen L. Nelson, 2014-11-24 Everything you need to learn about QuickBooks and small business finances in one handy guide QuickBooks All in One For Dummies is the solution small business owners and managers have been looking for A compilation of eight content rich minibooks in one this guide provides the information and tools you need to get the most out of QuickBooks Get expert advice from a CPA on common accounting tasks financial management business planning how to protect your financial information and more Written in the easy to read For Dummies style this book provides clear concise practical instruction into taking advantage of everything QuickBooks can do for your business This book is your roadmap to complete business finance management guiding you through the basics of QuickBooks and then taking you even further You ll start from the beginning and move into more advanced operations as you learn to Set up customize and fine tune QuickBooks for your business Invoice customers pay vendors and employees and track inventory Manage accounts financial statements reports budgets set up project and job costing and keep track of payroll Analyze your data to create a business forecast or write a business plan that can help you find your niche Discover useful online resources for businesses More than just a user manual this guide walks you through topics that are important to small business success QuickBooks All in One For Dummies is a comprehensive guide to keeping your business on track

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Ashley Beetson, 2021-12-08 Save hours of guesswork and Internet browsing by enhancing your QuickBooks Online skills and leveraging Ash Beetson s extensive QuickBooks knowledge Key Features Broaden your knowledge of QuickBooks Online and accounting concepts Understand how QuickBooks can be adapted to suit different business types using professional techniques Learn best practices for preparing annual accounts before closing the books for the year Book Description Accountants and bookkeepers can sometimes face challenges while coming up with solutions to help their clients QuickBooks Online a popular cloud accounting software comes with a wide range of tools that can take time to learn This book will show you how to properly combine the tools available in QuickBooks to get the most out of this software Complete with step by step explanations of essential concepts and practical examples the book will begin by helping you understand how to create opening balances for a new company You ll then discover essential bookkeeping and accountancy tips and tricks and find guidance to help make QuickBooks as easy to use as possible As you advance you ll explore different scenarios in which QuickBooks Online can be used for various business types This will help you understand

that not every business is the same but using the wide range of functionalities QuickBooks Online offers you can customize solutions to really make it work for you By the end of this QuickBooks book you ll have gained deep insights into how you can use QuickBooks Online to work for different business types and you ll have a complete checklist of the different things you should be doing when you start reviewing accounts ahead of tax season What you will learn Discover how to correctly set up QuickBooks Online with opening balances Adapt QuickBooks Online to meet specific industry needs from manufacturing and retail using inventory to helping lawyers and property agents handle client funds Get the most out of features such as Projects and Multicurrency Review reports within QuickBooks Online understand why errors occur and learn how to resolve them Get to grips with key accounting principles and concepts tailored for bookkeeping and accounting beginners Find out how the audit trail works and explore all of the information it holds Who this book is for Business owners company directors accountants bookkeepers certified public accountants CPAs and anyone studying accounting and bookkeeping will find this book useful The book contains general bookkeeping and accountancy tips and is designed to help you get the most out of the tools available in QuickBooks Online Prior QuickBooks knowledge is necessary QuickBooks Pro 2022 for Lawyers Training Manual Classroom in a Book TeachUcomp , Complete classroom training manual for QuickBooks Pro 2022 for Lawyers Full classroom manual in one book 351 pages and 213 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and effectively manage a legal company file as well as use QuickBooks for trust accounting In addition you ll receive our complete QuickBooks curriculum Topics Covered The QuickBooks Environment 1 The Home Page 2 The Centers 3 The Menu Bar and Keyboard Shortcuts 4 The Open Window List 5 The Icon Bar 6 Customizing the Icon Bar 7 The Chart of Accounts 8 Accounting Methods 9 Financial Reports Creating a QuickBooks Company File 1 Using Express Start 2 Using the EasyStep Interview 3 Returning to the Easy Step Interview 4 Creating a Local Backup Copy 5 Restoring a Company File from a Local Backup Copy 6 Setting Up Users 7 Single and Multiple User Modes 8 Closing Company Files 9 Opening a Company File Using Lists 1 Using Lists 2 The Chart of Accounts 3 The Customers Jobs List 4 The Employees List 5 The Vendors List 6 Using Custom Fields 7 Sorting List 8 Inactivating and Reactivating List Items 9 Printing Lists 10 Renaming Merging List Items 11 Adding Multiple List Entries from Excel 12 Customer Groups Setting Up Sales Tax 1 The Sales Tax Process 2 Creating Tax Agencies 3 Creating Individual Sales Tax Items 4 Creating a Sales Tax Group 5 Setting Sales Tax Preferences 6 Indicating Taxable Non taxable Customers and Items Setting Up Inventory Items 1 Setting Up Inventory 2 Creating Inventory Items 3 Creating a Purchase Order 4 Receiving Items with a Bill 5 Entering Item Receipts 6 Matching Bills to Item Receipts 7 Adjusting Inventory Setting Up Other Items 1 Service Items 2 Non Inventory Items 3 Other Charges 4 Subtotals 5 Groups 6 Discounts 7 Payments 8 Changing Item Prices Basic Sales 1 Selecting a Sales Form 2 Creating an Invoice 3 Creating Batch Invoices 4 Creating a Sales Receipt 5 Finding Transaction Forms 6 Previewing Sales Forms 7 Printing Sales Forms Using Price Levels 1 Using Price Levels Creating Billing

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