

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. Click the "Account Information" tab and "Add to Chart".

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. Click the "Account Information" tab and "Edit".

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.

Editing a Customer

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer Type" dropdown.
3. Select the customer name and "Edit".
4. Click the "Customer Information" tab and "Edit".

Deleting a Customer

1. Select "New Customer" from the menu bar.
2. Select "New Customer" from the "Customer Type" dropdown.
3. Select the customer name and "Delete".
4. Click the "Customer Information" tab and "Delete".

Adding a New Employee

1. Select "New Employee" from the menu bar.
2. Select "New Employee" from the "Employee Type" dropdown.
3. Select the employee name and "Add".

Editing an Employee

1. Select "New Employee" from the menu bar.
2. Select "New Employee" from the "Employee Type" dropdown.
3. Select the employee name and "Edit".
4. Click the "Employee Information" tab and "Edit".

Adding a New Vendor

1. Select "New Vendor" from the menu bar.
2. Select "New Vendor" from the "Vendor Type" dropdown.
3. Select the vendor name and "Add".

Editing a Vendor

1. Select "New Vendor" from the menu bar.
2. Select "New Vendor" from the "Vendor Type" dropdown.
3. Select the vendor name and "Edit".
4. Click the "Vendor Information" tab and "Edit".

Creating Vendor Invoice

1. Select "New Vendor Invoice" from the menu bar.
2. Select "New Vendor Invoice" from the "Vendor Type" dropdown.
3. Select the vendor name and "Add".
4. Click the "Vendor Information" tab and "Add".
5. Select any "Customer" from the "Customer" dropdown.

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. Select the item name and "Add".
4. Click the "Item List Information" tab and "Add".
5. Select the item name and "Add".
6. Select the item name and "Add".
7. Select the item name and "Add".
8. Select the item name and "Add".
9. Select the item name and "Add".
10. Select the item name and "Add".

Editing Item

1. Select "New Item List" from the menu bar.
2. Select "New Item List" from the "Item List Type" dropdown.
3. Select the item name and "Edit".
4. Click the "Item List Information" tab and "Edit".
5. Select the item name and "Edit".
6. Select the item name and "Edit".
7. Select the item name and "Edit".
8. Select the item name and "Edit".
9. Select the item name and "Edit".
10. Select the item name and "Edit".

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. Select the item name and "Delete".
4. Click the "Item List Information" tab and "Delete".
5. Select the item name and "Delete".
6. Select the item name and "Delete".
7. Select the item name and "Delete".
8. Select the item name and "Delete".
9. Select the item name and "Delete".
10. Select the item name and "Delete".

Restoring 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. Select the item name and "Restore".
4. Click the "Item List Information" tab and "Restore".
5. Select the item name and "Restore".
6. Select the item name and "Restore".
7. Select the item name and "Restore".
8. Select the item name and "Restore".
9. Select the item name and "Restore".
10. Select the item name and "Restore".

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. Select the sales tax name and "Add".
4. Click the "Sales Tax Information" tab and "Add".
5. Select the sales tax name and "Add".
6. Select the sales tax name and "Add".
7. Select the sales tax name and "Add".
8. Select the sales tax name and "Add".
9. Select the sales tax name and "Add".
10. Select the sales tax name and "Add".

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. Select the sales tax name and "Add".
4. Click the "Sales Tax Information" tab and "Add".
5. Select the sales tax name and "Add".
6. Select the sales tax name and "Add".
7. Select the sales tax name and "Add".
8. Select the sales tax name and "Add".
9. Select the sales tax name and "Add".
10. Select the sales tax name and "Add".

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. Select the reseller customer name and "Add".
4. Click the "Reseller Customer Information" tab and "Add".
5. Select the reseller customer name and "Add".
6. Select the reseller customer name and "Add".
7. Select the reseller customer name and "Add".
8. Select the reseller customer name and "Add".
9. Select the reseller customer name and "Add".
10. Select the reseller customer name and "Add".

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. Select the reseller item name and "Add".
4. Click the "Reseller Item Information" tab and "Add".
5. Select the reseller item name and "Add".
6. Select the reseller item name and "Add".
7. Select the reseller item name and "Add".
8. Select the reseller item name and "Add".
9. Select the reseller item name and "Add".
10. Select the reseller item name and "Add".

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. Select the sales tax name and "Add".
4. Click the "Sales Tax Information" tab and "Add".
5. Select the sales tax name and "Add".
6. Select the sales tax name and "Add".
7. Select the sales tax name and "Add".
8. Select the sales tax name and "Add".
9. Select the sales tax name and "Add".
10. Select the sales tax name and "Add".

Managing Sales Tax

1. Select "New Sales Tax" from the menu bar.
2. Select "New Sales Tax" from the "Sales Tax Type" dropdown.
3. Select the sales tax name and "Add".
4. Click the "Sales Tax Information" tab and "Add".
5. Select the sales tax name and "Add".
6. Select the sales tax name and "Add".
7. Select the sales tax name and "Add".
8. Select the sales tax name and "Add".
9. Select the sales tax name and "Add".
10. Select the sales tax name and "Add".

Inventory

Adding Inventory to QuickBooks

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory Type" dropdown.
3. Select the inventory name and "Add".
4. Click the "Inventory Information" tab and "Add".
5. Select the inventory name and "Add".
6. Select the inventory name and "Add".
7. Select the inventory name and "Add".
8. Select the inventory name and "Add".
9. Select the inventory name and "Add".
10. Select the inventory name and "Add".

Creating Item Inventory Part Name

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory Type" dropdown.
3. Select the inventory name and "Add".
4. Click the "Inventory Information" tab and "Add".
5. Select the inventory name and "Add".
6. Select the inventory name and "Add".
7. Select the inventory name and "Add".
8. Select the inventory name and "Add".
9. Select the inventory name and "Add".
10. Select the inventory name and "Add".

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. Select the purchase order name and "Add".
4. Click the "Purchase Order Information" tab and "Add".
5. Select the purchase order name and "Add".
6. Select the purchase order name and "Add".
7. Select the purchase order name and "Add".
8. Select the purchase order name and "Add".
9. Select the purchase order name and "Add".
10. Select the purchase order name and "Add".

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. Select the purchase order name and "Add".
4. Click the "Purchase Order Information" tab and "Add".
5. Select the purchase order name and "Add".
6. Select the purchase order name and "Add".
7. Select the purchase order name and "Add".
8. Select the purchase order name and "Add".
9. Select the purchase order name and "Add".
10. Select the purchase order name and "Add".

Restoring Inventory with a Bill

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory Type" dropdown.
3. Select the inventory name and "Add".
4. Click the "Inventory Information" tab and "Add".
5. Select the inventory name and "Add".
6. Select the inventory name and "Add".
7. Select the inventory name and "Add".
8. Select the inventory name and "Add".
9. Select the inventory name and "Add".
10. Select the inventory name and "Add".

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. Select the item receipt name and "Add".
4. Click the "Item Receipt Information" tab and "Add".
5. Select the item receipt name and "Add".
6. Select the item receipt name and "Add".
7. Select the item receipt name and "Add".
8. Select the item receipt name and "Add".
9. Select the item receipt name and "Add".
10. Select the item receipt name and "Add".

Installing 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. Select the item receipt name and "Add".
4. Click the "Item Receipt Information" tab and "Add".
5. Select the item receipt name and "Add".
6. Select the item receipt name and "Add".
7. Select the item receipt name and "Add".
8. Select the item receipt name and "Add".
9. Select the item receipt name and "Add".
10. Select the item receipt name and "Add".

Manually Adjusting Inventory

1. Select "New Inventory" from the menu bar.
2. Select "New Inventory" from the "Inventory Type" dropdown.
3. Select the inventory name and "Add".
4. Click the "Inventory Information" tab and "Add".
5. Select the inventory name and "Add".
6. Select the inventory name and "Add".
7. Select the inventory name and "Add".
8. Select the inventory name and "Add".
9. Select the inventory name and "Add".
10. Select the inventory name and "Add".



Quickbooks Reference Guide 2015 Pro

Stephen L. Nelson



Quickbooks Reference Guide 2015 Pro:

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QuickBooks 2016 For Dummies Stephen L. Nelson, 2015-10-19 The perennial bestseller on QuickBooks now covering QuickBooks 2016 If you're like most people involved with a small business accounting is the last thing you want to spend a lot of time on Luckily QuickBooks 2016 For Dummies makes it easy to keep your finances under control so you can concentrate on other aspects of your business In no time you'll find out how to populate QuickBooks lists create invoices and credit memos record a sales receipt track sales and inventory pay bills process payroll track business checkbooks and credit cards and so much more QuickBooks is the leading small business accounting software package designed to help users handle their financial and business management tasks more effectively With plain English explanations that cut through financial jargon this easy to

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professionals alike Design configure and administer wireless and wired networks Work with interface cards hubs routers switches and repeaters Understand Ethernet Token Ring TCP IP and IPX protocols Build wireless LANs using WiFi IEEE 802.11 and Bluetooth technology Deploy server clusters multiprocessors and Fibre Channel connections Deliver Web FTP e mail and Active Directory services Implement a cloud based network infrastructure Set up configure and manage virtual networks Handle troubleshooting and network security Connect Macintosh and Unix systems to Windows networks

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