

QuickBooks® Desktop Pro 2024

Quick Reference Guide

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The Chart of Accounts

Adding a New Account

1. Select "Until 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 "Until 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 "Until Chart of Accounts" from the Menu Bar.
2. Click to highlight the account.
3. Click the "Account" button and choose "Make Account Inactive" on "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 "New 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 Edit CustomerJob" or "Edit Delete CustomerJob" 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 on the "Employees" tab in the Employee Center.
2. Select "Edit Edit 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 on the "Vendors" tab in the Vendor Center.
2. Select "Edit Edit 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 Vendor, Company or Employee Center.
2. Click the "Define Fields" button on the "Additional Info" tab of the "New [Bill Item]" or "Edit [Bill Item]" window. (Just been to Vendor, Company or Employee).
3. Enter custom field names and select lists to include.
4. Click "OK".
5. Enter any "Custom Fields" values 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, check "Use," 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 column headings, dragging 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)
4. Restore original sort order by selecting "View" "Re-Sort List" from the Menu Bar. Then click "OK."

Inactivating and Reactivating Items

1. To deactivate, right-click on an item and choose "Make [Bill 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 [Bill 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.
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 "List Item 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" drop-down.
4. Enter tax 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 Customer Center" from the Menu Bar.
2. Click the "Customers & Jobs" 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 "List 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 "Vendors" Sales Tax Sales Tax Revenue Summary" from the Menu Bar. Change dates, as needed.
2. Click the "X" in the upper-right corner to close.

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Paying Sales Tax

1. Select "Vendors" Sales Tax Pay Sales Tax" from the Menu Bar.
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".
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 "Until 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" Receive Items and Enter 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" Enter Bill for Received 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 Activities" Adjust Quantity/Value on Hand" 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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Karen Mitchell,Craig Savage,Jim Erwin

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Karen Mitchell,Craig Savage,Jim Erwin,2005 Walks anyone through Quickbooks Pro's detailed setup procedure and explains step by step how to create a first rate accounting system for a construction business It teaches in days rather than weeks how to use QuickBooks Pro to get a construction business organized with simple fast accounting procedures On the CD included with the book there's a QuickBooks Pro file preconfigured for a construction company drag it over onto your computer and plug in your own company's data Also included is a complete estimating program including a database and a job costing program that lets you export your estimates to QuickBooks Pro for progressive billing and job cost accounting It even includes many useful construction forms to use in estimating and accounting

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Contractor's Guide to QuickBooks Online Karen Mitchell,Courtney

Lecrone,Jamie Bickmore,2019-10-15 A how to guide for Contractor's using QuickBooks Online

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Contractors Guide To Quickbooks Pro Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Contractors Guide To Quickbooks Pro**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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