

# QuickBooks® Desktop Pro 2022

## 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 & Close."

#### Editing 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 "Edit Account." 
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." 
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 tab. 
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/Job" 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 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 [list item]" or "Edit [list item]" window. ([list item]=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 "Lists| 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 "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  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.
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 "Lists| 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 "Lists| 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.

### 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" columns 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 "Lists| 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 "Lists| 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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# Guide To Quickbooks Pro 201

**Leslie Capachietti**



## **Guide To Quickbooks Pro 201:**

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*Contractor's Guide to QuickBooks Pro 2001* Karen Mitchell, Craig Savage, Jim Erwin, 2001

*Contractor's Guide to Quickbooks Pro 2002* Karen Mitchell, Craig Savage, Jim Erwin, 2002

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*Contractor's Guide to QuickBooks Pro 2004* Karen Mitchell, Craig Savage, Jim Erwin, 2004

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

*Contractor's Guide to QuickBooks Pro 2004* will walk you step by step through QuickBooks Pro's detailed setup procedure and then explain item by item how you should be using QuickBooks Pro every day In days rather than weeks you'll create a first rate accounting system that's an asset to your company Here you'll find simple well illustrated instructions for customizing the setup for QuickBooks Pro 2004 including what each screen on your monitor should look like This manual explains every choice you need to make and every button you need to click on And it tells you how to get a trial version of QuickBooks Pro if you want to try it before buying and includes two other programs you'll want to use when estimating costs with QuickBooks

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**The Everything Guide to Starting an Online Business** Randall Craig, 2013-01-18 Contains material adapted and abridged from The everything start your own business book 4th edition by Julia B Harrington T p verso

**QuickBooks 2012 The Official Guide** Leslie Capachietti, 2011-11-22 The only official guide to the 1 bestselling financial software Packed with insider tips and expert advice QuickBooks 2012 The Official Guide shows you how to set up a comprehensive well organized small business financial management system with ease Find out the most effective methods for accomplishing essential business tasks and customizing QuickBooks for your needs Fully endorsed by Intuit makers of QuickBooks this official guide provides best practices for tracking finances managing payroll processing invoices controlling inventory managing sales and expenses and maximizing the software s features Run an efficient and successful small business using the proven techniques and time saving shortcuts inside this authoritative guide to QuickBooks 2012 Configure and customize QuickBooks for your business Avoid common mistakes Enter transactions quickly and accurately Manage accounts payable and receivable Set up and manage inventory Track employee hours and manage payroll Use Online Banking Reconcile bank accounts Set up and manage budgets Create standard and customized business reports Make key business decisions with confidence Leslie Capachietti MBA is a nationally recognized speaker and trainer for Intuit and the

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## **Table of Contents Guide To Quickbooks Pro 201**

1. Understanding the eBook Guide To Quickbooks Pro 201
  - The Rise of Digital Reading Guide To Quickbooks Pro 201
  - Advantages of eBooks Over Traditional Books
2. Identifying Guide To Quickbooks Pro 201
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Guide To Quickbooks Pro 201
  - User-Friendly Interface
4. Exploring eBook Recommendations from Guide To Quickbooks Pro 201
  - Personalized Recommendations
  - Guide To Quickbooks Pro 201 User Reviews and Ratings
  - Guide To Quickbooks Pro 201 and Bestseller Lists
5. Accessing Guide To Quickbooks Pro 201 Free and Paid eBooks



- Guide To Quickbooks Pro 201 Public Domain eBooks
- Guide To Quickbooks Pro 201 eBook Subscription Services
- Guide To Quickbooks Pro 201 Budget-Friendly Options
- 6. Navigating Guide To Quickbooks Pro 201 eBook Formats
  - ePub, PDF, MOBI, and More
  - Guide To Quickbooks Pro 201 Compatibility with Devices
  - Guide To Quickbooks Pro 201 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Guide To Quickbooks Pro 201
  - Highlighting and Note-Taking Guide To Quickbooks Pro 201
  - Interactive Elements Guide To Quickbooks Pro 201
- 8. Staying Engaged with Guide To Quickbooks Pro 201
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Guide To Quickbooks Pro 201
- 9. Balancing eBooks and Physical Books Guide To Quickbooks Pro 201
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Guide To Quickbooks Pro 201
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Guide To Quickbooks Pro 201
  - Setting Reading Goals Guide To Quickbooks Pro 201
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Guide To Quickbooks Pro 201
  - Fact-Checking eBook Content of Guide To Quickbooks Pro 201
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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