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QuickBooks Pro 2016 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions And Tips)

QuickBooks® Pro 2016

Quick Reference Guide

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... it's off this year

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" [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" [Edit].
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" [Delete].
4. Click "OK" to confirm any deleted accounts.

Customers, Employees & Vendors

Accessing the Centers

1. Click "Customer", "Employee" or "Vendor" from the Menu Bar and select the Center from the menu.

Adding a New Customer

1. Click the "Customer & Jobs" tab in the Customer Center.
2. Choose "New Customer" from the "New Customer & Jobs" drop-down above the tab. [New Customer]
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] or "Edit/ Delete Customer" [Edit/ Delete Customer].
3. If editing, make any changes and then click "OK".

Adding a New Employee

1. Click "New Employee" [New] in the upper-left corner of the Employee Center [New Employee].
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" [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" [New] from the "New Vendor" drop-down in the Vendor Center [New Vendor].
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 "Vendor" 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 in the "Edit Item" window. [Edit Item]
3. Enter all item/Vendor, Company or Employee.
4. Enter custom field names and select lists to include.
5. 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 & then either "New" [New] or "Edit" [Edit].
3. Click the "Custom Fields" button and then the "Define Fields" button. [Define Fields]
4. Enter item label names, select "List" and click "OK".
5. Enter any "Custom Fields" values and click "OK".
6. For existing custom fields, select "List" then "Edit" [Edit].
7. Enter the new label name and select the item. Click the "Item" button and then "Edit Item". Then click the "Custom Fields" button, enter values and click "OK".

Sorting Lists

1. To manually sort, click [Sort] and then 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 heading.

4. Restore original sort order by selecting "View" [View] > "Re-Sort List" from the Menu Bar. Then click "OK".

Inactivating and Reactivating Items

1. To show inactive items **NOT** in a Center list, click the "Include Inactive" checkbox.
2. To show inactive items in a Center list, select "All Item Types" in the "View" menu. [View]

3. To reactivate, show the inactive items in 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 and then change the name at the very top of the window.
2. Click the "OK" or "Save and Close" button.
3. 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" tab.
3. Select preferences and click "OK".

Indicating a Taxable Customer

1. Select "Customer" [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".

Creating a Taxable Item

1. Select "List: Item List" from the Menu Bar.
2. Click to highlight the item.
3. Click the "Edit" button and choose "Edit Item" [Edit Item].

4. Make the appropriate selection from the "Tax Code" drop-down and click "OK".

Creating a Sales Tax Report

1. Select "Vendor: Sales Tax Sales Tax Liability" or "Vendor: 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 "Vendor: Sales Tax Pay Sales Tax" from the Menu Bar.
2. Enter 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 "Enable Inventory" checkbox. If purchase orders are checked, then the "Purchase Orders" 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. [New]
3. Select "Inventory Part" from the "Type" drop-down.
4. Enter inventory part information and click "OK".

Creating a Purchase Order

1. Select "Vendor: 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 Details

1. Select "List: Item List" from the Menu Bar.
2. Click to highlight the item.
3. Click the "Edit" button and select "Edit Item" [Edit Item].

4. Enter the item name and click "OK".

Creating Inventory with a Bill

1. Select "Vendor: 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 "Vendor: 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 "Vendor: Enter Bill for Received Items" from the Menu Bar.
2. Select the vendor from the "Vendor" drop-down.
3. Select the bill 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 "Vendor: Inventory Adjustment" from the Menu Bar.
2. Click to highlight the item.
3. Click the "Edit" button and choose "Edit Item" [Edit Item].

4. Make the necessary adjustment to the quantity and click the "OK" button.

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Synopsis

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in QuickBooks Pro 2016. When you need an answer fast, you will find it right at your fingertips. These easy-to-use quick reference guides are perfect for individuals, businesses and as supplemental training materials. Topics Include: The Chart of Accounts; Customers, Employees, and Vendors; Managing List Items; Sales Tax; Inventory; Other Items; Basic Sales; Price Levels; Billing Statements; Payment Processing; Entering and Paying Bills; Bank Accounts; Reporting; Estimating; Time Tracking; Payroll; Credit Card Accounts; The Loan Manager; Company Management.

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Customer Reviews

Very helpful cheat-sheet!

Quick and easy.

Some what helpful, but will be getting a manual instead as I am a beginner with Quick Books. Which is great when it gets set up, as our CPA has it and we would be able to share the information.

always a great product that works great!

Perfect reference guide - my go to when I forget one simple step. Easy to follow.

not really helpful for my employees.

Great Quickbook Notes!

good reference

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