

QUICKBOOKS PRO 2016 QUICK REFERENCE TRAINING CARD - LAMINATED TUTORIAL GUIDE CHEAT SHEET (INSTRUCTIONS AND TIPS) BY TEACHUCOMP INC.

QuickBooks® Pro 2016
Quick Reference Guide
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The Chart of Accounts Adding a New Account 1. Select "List" Chart of Accounts from the Menu Bar. 2. Click the "Account" button and choose "New" from the "New" menu. 3. Enter the 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". 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". 4. Click "OK" to confirm any deleted accounts.	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 Field" button. 4. Enter item label names, select "List" and click "OK". 5. Enter any "Custom Fields" values and click "OK". 6. For existing option 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 diamond next to the list name. 2. To automatically sort, click the column heading. 3. Remove a list by clicking the new diamond that appears at the far left of the column heading. 4. Restore original sort order by selecting "View" Item List from the Menu Bar. Then click "OK". Inactivating and Reactivating Items 1. To inactivate, right-click on an item and choose "Make Item 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 Item Types" in the "View" menu. 4. To reactivate, choose the inactive item's name 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. 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.	Paying Sales Tax 1. Select "Vendors" Sales Tax/Pay Sales Tax from the Menu Bar. 2. Make selections for the account and date. 3. Click to select the "Pay" column for agencies to pay. 4. Click the "Apply" 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" checkboxes 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 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 & New" button. Creating Purchase Order Receipts 1. Select "List" Chart of Accounts from the Menu Bar. 2. Click to highlight the "Purchase Order" account. 3. Click the "Reports" button, and select "QuickReports: 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 Adjusted 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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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 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 status, as needed.
2. Click the "X" in the upper right corner to close.

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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" [\[Screenshot\]](#)
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" [\[Screenshot\]](#)
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." [\[Screenshot\]](#)
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 [\[Screenshot\]](#)
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 [\[Screenshot\]](#)
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" from the "New Vendor" drop-down in the Vendor Center [\[Screenshot\]](#)
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" 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 [Job Item]" or "Edit [Job Item]" window. Just 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." [\[Screenshot\]](#)
3. Click the "Custom Fields" button and then the "Define Fields" button [\[Screenshot\]](#) [\[Screenshot\]](#)
4. Enter item label names, select "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 [\[Screenshot\]](#) drag the diamond next to the item name.
2. To automatically sort, click the column heading.
3. Remove auto sort by clicking the row diamond that appears at the far left of the column headings. [\[Screenshot\]](#)
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. [\[Screenshot\]](#)
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." [\[Screenshot\]](#)
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" 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 "Lists" Item List" from the Menu Bar.
2. Select "New" from the "Item" button menu [\[Screenshot\]](#)
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 & 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 [\[Screenshot\]](#) "QuickReports: 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 Activated 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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About the Author

TeachUcomp, Inc. has been teaching people how to use their software since 2001. Originally founded as a classroom training center, TeachUcomp, Inc. has grown into a world-wide provider of educational materials with customers in over 100 countries. Our Quick Reference Cards are perfect for individual users as well as corporate and non-profit training. They also make great companions to our video training courses.

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Designed with the busy professional in mind, this 4-page laminated 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. Durable and easy-to-use, quick reference cards 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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About the Author

TeachUcomp, Inc. has been teaching people how to use their software since 2001. Originally founded as a classroom training center, TeachUcomp, Inc. has grown into a world-wide provider of educational materials with customers in over 100 countries. Our Quick Reference Cards are perfect for individual users as well as corporate and non-profit training. They also make great companions to our video training courses.

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