

QuickBooks® Desktop Pro 2024

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Quick Reference Guide


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The Chart of Accounts


Adding a New Account

1. Select "Edit 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 "Edit 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 "Edit 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 table. 
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 "Employees" tab in the upper left corner of the window.
2. Click the "Add New Employee" button in the upper left corner of the table.
3. Click the "Add New Employee" button in the upper left corner of the table.
4. Click the "Add New Employee" button in the upper left corner of the table.

Managing List Items

Creating Item List Custom Fields

1. Select "Edit 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, click "Use," and click "OK."
5. Enter any "Custom Fields" values and click "OK."
6. For existing custom fields, select "Edit 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  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.

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 "Edit 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 "Edit 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" > "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.

Instructions



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JavaScript Comments 1 Single Line Comments 2 Multi Line Comments 3 End of Line Comments 4 Using Comments to Stop
Execution JavaScript Variables 1 What are JavaScript Variables 2 Syntax for Text and Numerical Values 3 Creating Declaring
Variables 4 Re Declaring Variables 5 Undefined Value 6 Using One Statement for Multiple Variables 7 Local Variables and
Global Variables Exploring JavaScript Data Types 1 Dynamic Data Types in JavaScript 2 Null 3 Number 4 String 5 Boolean 6
Array 7 Object JavaScript Objects 1 Creating Objects 2 Accessing Object Properties 3 Accessing Object Methods JavaScript
Functions 1 JavaScript Function Definition and Syntax 2 Functions with a Return Value 3 Calling a Function with Arguments
4 Assigning Values to Undeclared Variables JavaScript Operators 1 Arithmetic Operators 2 Assignment Operators 3 Adding
Strings and Numbers 4 Comparison Operators 5 Logical Operators 6 Conditional Operators JavaScript Conditions 1 If
Statements 2 The Switch Statement JavaScript Loops 1 The FOR Loop 2 The FOR IN Loop 3 The WHILE Loop 4 The DO
WHILE Loop JavaScript Break and Continue 1 The Break Statement 2 The Continue Statement 3 JavaScript Labels JavaScript
Errors 1 The Try Catch Statement 2 The Throw Statement JavaScript Form Validation 1 Form Validation 2 E Mail Validation
JavaScript RegExp Object 1 RegExp Definition and Modifiers 2 RegExp Special Characters 3 RegExp Methods JavaScript
Hoisting 1 Declarations 2 Initializations JavaScript USE STRICT Directive 1 What is the USE STRICT Directive and Why Use
It 2 What s Not Allowed in STRICT Mode JavaScript HTML DOM 1 What is HTML DOM 2 HTML DOM Methods and Properties
3 HTML DOM Document 4 Finding HTML Elements 5 Changing the Output Stream 6 Changing the Value of an Attribute 7
Changing CSS HTML DOM Events 1 Using Events 2 The ONCHANGE Event HTML DOM Navigation 1 DOM Nodes 2 Node
Relationships 3 Child Nodes and Values 4 NODE Properties 5 HTML DOM Nodelist 6 Root Nodes Adding and Removing DOM
Nodes 1 Creating New HTML Elements Nodes 2 Removing Existing HTML Elements Nodes 3 Replacing HTML Elements
Nodes JavaScript Browser Object Model BOM 1 What is the Browser Object Model BOM 2 The Window Object 3 Window Size
Properties 4 Other Window Methods and Properties Window Screen Object 1 What does the Window Screen Object Do 2
Window Screen Object Properties Window Location Object 1 What does the Window Location Object Do 2 Window Location
HREF Property 3 Window Location PATHNAME Property 4 Window Location ASSIGN Method Window History Object 1 What
does the Window History Object Do 2 Window History Back and Forward Methods Window Navigator Object 1 What does the
Window Navigator Object Do JavaScript Popup Boxes 1 The Alert Box 2 The Confirm Box 3 The Prompt Box JavaScript
Timing Events 1 What are JavaScript Timing Events 2 SETINTERVAL and CLEARINTERVAL Methods 3 SETTIMEOUT and
CLEARTIMEOUT Methods 4 Creating a Clock JavaScript Cookies 1 What are Cookies 2 Working with Cookies The JavaScript
Console Object 1 The Console Object 2 Inline Grouping 3 Timers 4 String Substitution Advanced JavaScript Objects 1 The
Object Literal and the Keyword New 2 Using an Object Constructor 3 JavaScript Prototype 4 Mutable Objects and Immutable
Primitive Values 5 JavaScript Object Properties 6 Adding New Properties and Deleting Properties Number Object 1 What is a

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Table of Contents Need Quickbooks 2013 Manual To Teach With

1. Understanding the eBook Need Quickbooks 2013 Manual To Teach With
 - The Rise of Digital Reading Need Quickbooks 2013 Manual To Teach With
 - Advantages of eBooks Over Traditional Books
2. Identifying Need Quickbooks 2013 Manual To Teach With
 - 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 Need Quickbooks 2013 Manual To Teach With
 - User-Friendly Interface
4. Exploring eBook Recommendations from Need Quickbooks 2013 Manual To Teach With
 - Personalized Recommendations
 - Need Quickbooks 2013 Manual To Teach With User Reviews and Ratings
 - Need Quickbooks 2013 Manual To Teach With and Bestseller Lists
5. Accessing Need Quickbooks 2013 Manual To Teach With Free and Paid eBooks

- Need Quickbooks 2013 Manual To Teach With Public Domain eBooks
- Need Quickbooks 2013 Manual To Teach With eBook Subscription Services
- Need Quickbooks 2013 Manual To Teach With Budget-Friendly Options
- 6. Navigating Need Quickbooks 2013 Manual To Teach With eBook Formats
 - ePub, PDF, MOBI, and More
 - Need Quickbooks 2013 Manual To Teach With Compatibility with Devices
 - Need Quickbooks 2013 Manual To Teach With Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Need Quickbooks 2013 Manual To Teach With
 - Highlighting and Note-Taking Need Quickbooks 2013 Manual To Teach With
 - Interactive Elements Need Quickbooks 2013 Manual To Teach With
- 8. Staying Engaged with Need Quickbooks 2013 Manual To Teach With
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Need Quickbooks 2013 Manual To Teach With
- 9. Balancing eBooks and Physical Books Need Quickbooks 2013 Manual To Teach With
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Need Quickbooks 2013 Manual To Teach With
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Need Quickbooks 2013 Manual To Teach With
 - Setting Reading Goals Need Quickbooks 2013 Manual To Teach With
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Need Quickbooks 2013 Manual To Teach With
 - Fact-Checking eBook Content of Need Quickbooks 2013 Manual To Teach With
 - 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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