# 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 "Lists) Chart of Accounts' from the Manurities.
- 3. Choose an account type and click "Continue.
- 4. Enter the account information and click "Lave It."

#### Editing an Account.

- 1. Select "Lints" Chart of Acopures" from the Meny Bar.
- 2. Click to highlight the account.
- It Click the "Account" bulton and choose "Edit Account Turney N
- 4. \$50 the information and click "lave & Cline."

#### Deleting or Inactivating an Account

- 1. Select "Lists) Chart of Accounts" from the Menu Bar.
- 2. Click to highlight the account.
- 3. Click the "Noopurs" button and choose "Make Account Inactive" or "Delete Account," [2010], h.
- 4. Click "O6" to confirm any deleted accounts.

#### Customers, Employees & Vendors

#### Accessing the Centers

I. Click "Customers," "Employees" or "Vendors' thore the Monu Bor and select the Center Inten the manu-

#### Adding a New Customer

- 1. Click the "Customers & Jobs" tab in the Customer Cambon
- 2. Choose 'New Customer' from the 'New Customer As July decay chosen places the talk life and
- 3. Enter all cystomer information on each of the take in the "New Customer" window and dick "OK."

#### Editing or Deleting a Customer

- 1. Click to highlight the customer in the "Customer & Jobs' tale in the Customer Center.
- J. Select 'Edit Edit Contomector' or 'Edit Delete' Commercials' from the Minns flat:
- 3. If editing make any changes and then click "OC".

#### Adding a New Employee

is in the appearing American Street Labor, Miletak "OK." aphoyee

the Tourseett

# Instructions

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## Mary Ser Street,

#### Managing List Items

#### Creating Item List Custom Fields

- 1. Select "Lists! Horn Unit" from the Micro Bar.
- 2. Olick the "Rocount" button & choose "Yere " arms 1). 2. Click the "flem" button and then either "Yere" Or Table Seeds, Toronto.
  - It. Click the "Cudorin Felds" button and then the Define Fields' botton. In
  - A. Erner bein label names, check "Use," and click "OK."
  - 5. Enter any "Custom Relds" values and click "OK." 6: For existing custom fields, select "Lists! Item Ust" Soper the Many Ray and select the item. Click the "there" bustion and then "Edit Item," Click the

#### Sorting Lists:

1. To manually unst, click and To manually sort, click and to our less drain the drain name. The same

"Custom Fields" bulton, enter values, and click "CK."

- 2. To automatically sort click the column heading.
- I. Remove auto sort by clicking the new diamond that appears at the far-left of the solumn headings (4)
- 4. Nestons original sort order by selecting "View". Re-Sort Unit" from the Menu Bor, Then click "CK."

#### Inactivating and Reactivating Items.

- 1. To inactivate, right-click on an item-and choose Make Stat Barn tuped inactive:
- 2. To show treactive items NOT in a Center list, check the "include inactive" checkbox.
- 3. No show imactive items in a Center list, solect "All Your hein type? In the "View" menu.
- 4. To reactivate, show the treactive forms within the lot and click to remove the "X" sent to the item name.

#### Renaming and Merging List Items

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5. To remarks, opinin the "Edit" window of the lot item. 2. Type a now name in the name field at the very top. and other materials are

JULY AND ADDRESS SPACE

#### Payling Sales Tax

- Select "Vendors) Sales Too! Pay Sales Too" from the Millerton Blanch
- 2. Make selections for the account and dates.
- 3. Click to select the "Pay" column for agencies to pay-
- A. Click the "Adjust" button to make any headed too adjustments and click "OK."
- 5. Check the "To be printed" checkbox. If desired.
- 6. Click "CNT to record the document

#### Inventory

#### Enabling Inventory in QuickBooks

- 1. Select "Edit Preferences,," from the Many Bar.
- 2: Sallest "Rems. B. Imventory" on the left;
- E. Check the Triventory and purchase orders are action" checkbox in the "Company Preferences" tal-
- A. Set any preferences and click "OK.

#### Creating New Inventory Part Items 1. Select "Lists) them Use" from the Monu But.

- 2. Select "New" from the "hem" button menu. Inc. in.
- 1. Select "Inventors Part" from the "Type" drop-down.
- 4. Enter Inventory part information and click "DIC"

#### Creating a Purchase Order

- 1. Select "Vendord Create Purchase Crokes" from the Internal Ren.
- 21 Salard Sharkenshor Soon the "Stinday" door drawn. 3. Enter purchase order information and click either the "Save & Close" or "Save & New Subset.

#### Creating Purchase Order Reports

- 1. Select 'Until Chart of Accounts' from the Mona Ban.
- E. Click to highlight the "Purchase Orders" account.
- 3. Click the "Reports" builton, and select [from 4] "Quickflaport: Purchase Crobins" from the mentu-

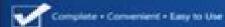
#### Receiving Inventory with a Bill

See Mary Response

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**Leslie Capachietti** 

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