# QuickBooks Desktop Pro 2020

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# Quick Reference Guide The Chart of Accounts

### Adding a New Account

- Z. Click the "Account" button it choose "New ", more , s.
- 4. Bitter the account information and click "Lave &

- 2. Click to highlight the account.
- 1. Click the 'Notional' button and choose 'Edit

### Deleting or Inactivating an Account

- 2. Click to highlight the account
- 3. Click the "Rossiant" button and choose "Make
- 8. Clark "CRC to confirm any defend accounts.

### Customers, Employees & Vendors

### Accessing the Centers

1: Click "Customers," "Employees" or "Hendors" from the Menu flar and select the Center from the menu.

- 1. Click the "Customers & Jobs" tab in the Customer.
- A told drop down above the tab. A recommon to
- in the "New Costomer" window and click "CK"

### **Editing or Deleting a Customer**

- 2. Select "Edit Edit Customer Soft" or "Edit Delete: Continued total from the Many Bar-
- 3. If editing, make any changes and then click "OK".

### Adding a New Employee

to which are record to come in the wine in the appeal life.

Mill officer TOTAL aphoyee

- 1. Select Total Chart of Accounts' from the Menu Bar.
- 3. Choose an account type and click "Continue:

### **Editing an Account**

- 1. Salest "Good Chart of Assignate" from the Menu Ber.
- Account Laurence of
- 4. Edit the information and click "Save & Close"

- 1. Select 'Units' Chart of Accounts' from the Menu Bar.
- Account inactive" or "Delete Account," (arrest it)

- Adding a New Customer
- Certifical 2. Choose 'New Customer' from the York Customer
- ii. Enter all-customer information on each of the talm.

- 1. Click to highlight the pulsomer in the "Customer At bottor" task in the Costomer Contact

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the Torontoness

# Instructions



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matical Colors

### Managing List Items

### Creating Item List Custom Fields

- E. Sallach "Looks" them Unit" Room the Monte Ban-
- 2. Click the "flore" button and then either "New" Or "Radio Species," Laure, vol.
- 3. Click the "Custom Felick" button and then the "Define Fields" button Lin
- 6. Einter Stein Salari names, princit "Char," and chick "CH."
- 5. Onter any "Custom Fields" values and click "CK."
- 6. For existing custom fluids, saled "Lists! flom List" from the Menu Bar and select the born, Click that "Board" buildings and these "Bold bases" ("Bolk than "Custom Fields" button, enter values, and click "CN"

- 5. To manually nort, click and 1 to make the state and the same the limited drug the dummer drug the dummered head to the form name.
- 2. To automotically sort, click the column heading.
- 3. Remove auto sort by clicking the new plannord than
- appears at the far-left of the column headings, kill Residon original unit order by selecting "yland" Air-Sort List, from the Mony Bar, Then click "CK."

### Inactivating and Reactivating Items

- 1. To inactivate, right click on an item and choose "Make that item type! machine."
- 2. To share inactive items, NOT in a Center list of exits. the "budsels that they' checkbase.
- So show insertion thereo in a Carette Str., solary 188 Stor. hant tuped" in the "West" menu.
- 4. To reactivate, show the mactive home 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 lot non. 2. Super a mine name in the name field at the very train

### **Payling Sales Tax**

- 1. Select "stending Sales Sad Fou Sales Sad South State that Millerton Black
- 2. Make selections for the account and dates. It. Click to select the "Yes" column for agencies to pay
- A. Click the "Adjust" button to make any needed tax publications and olicit. "OK."
- S. Check the "To be printed" checkbox, if decreat.
- 6. Club. "CRC" to record the payment.

### Enabling Inventory in QuickBooks

- 1. Select "Edit Profesences..." from the bitoria Bar.
- Salary! "there's its inventory" per the last;
- 3: Check the "Inventory and purchase orders are
- active" checkbox on the "Company Preferences" talk.
- A. Det any preferences and disk TOK.

### Creating New Inventory Part Items

- 1. Select "Lots) from List" from the Menu Bax. 2. Select "New" from the "form" button menu. In
- 3. Select "Inventory Part" from the "Type" drop-down.
- 4. Enter inventory part information and click "DK"

### Creating a Purchase Order

- 1. Select "Vendord Create Psychole Orders" from the Marrie Bar.
- 2. Select the vendor from the "Vendor" drop-down. 3. Enter purchase order information and click either the "Lave & Close" or "Lave & New Sustain.

### Creating Purchase Order Reports

- 1. Select "Lists Chart of Accounts" from the Menu Bac.
- 2. Chick to highlight the "Purchase Orders" account. 3. Click the "Reports" button, and select [ name 1]

### Quick/Report Pumbase Onters' from the menu-Receiving Inventory with a Bill

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**Geoffrey P. Wiggins** 

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