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

## 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 & choose "New" (Screenshot 1)
3. Choose an account type and click "Continue" (Screenshot 2)
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" (Screenshot 3)
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" (Screenshot 4)
4. Click "OK" to confirm any deleted accounts.

### Customers, Employees & Vendors

**Accessing the Centers**

1. Select "Customers," "Employees" or "Vendors" from the Menu Bar and select the Center from the menu.

**Adding a New Customer**

1. Click the "Customers & Job" tab in the Customer Center.
2. Choose "New Customer" from the "New Customer" & Job" drop-down above the list (Screenshot 5)
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 & Job" tab in the Customer Center.
2. Select "Edit" Edit Customer/Job" or "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 6)
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 "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 7)
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 "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 [Item Type]" or "Edit [Item Type]" window. List Item-Vendor, Company or Employee.
3. Enter custom field names and select tabs to include.
4. 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 and then either "New" Or "Edit Item" (Screenshot 8)
3. Click the "Custom Fields" button and then the "Define Fields" button (Screenshot 9)
4. Enter item list names, select "List" and click "OK"
5. Enter any "Custom Fields" values and click "OK"
6. For existing custom 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 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 (Screenshot 10)
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 11)
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" buttons.
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 "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 list 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 & Job" 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" (Screenshot 12)
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 send 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 "List" Item List" from the Menu Bar.
2. Select "New" from the "Item" button menu (Screenshot 13)
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 & Clear" or "Save & New" button.

**Creating Purchase Order Reports**

1. Select "List" Chart of Accounts" from the Menu Bar.
2. Click to highlight the "Purchase Order" account.
3. Click the "Report" button and select "QuickReport: 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" list drop-down.
3. Make the required adjustments to the inventory.
4. Click the "Save & Close" button.

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## Synopsis

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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## Customer Reviews

This laminated quick reference guide makes for a great cheat sheet to do various basic tasks with Quickbooks Pro 2016. It provides detailed step by step instructions to set up a chart of accounts, make entries into accounts, doing payroll, setting up inventory, etc. I found it to be a wonderful training tool for a new employee, who will be assisting me with Quickbooks entries, etc. I went over each section with her that was applicable to our business, showing her how to do the task at hand using the steps on the guide. She is keeping this in her desk to remind her of the steps to complete the various tasks and is happy because she feels she can work more independently since the steps are clearly written out for her if she forgets. Obviously, I will continue monitoring her work, but this nifty guide is really helping us to work efficiently and well. I love it and strongly recommend it to anyone who is learning Quickbooks or is training someone to use Quickbooks!

Nice! It's 4 full pages (like a book) front, middle, back... Very helpful and nicely done.

Very helpful cheat-sheet!

Quick and easy.

I didn't find anything that I didn't already know. Mostly I am self-taught when it comes to Quickbooks, along with some help from accountants I have worked with. I thought this reference would give me some advanced tips, but it was really stuff I already know. Doesn't mean it wouldn't be helpful to some, just not really to me.

nice consolidated presentation.

This is so awesome for the Quickbooks learner, intermediate or pro. I'm not going to buy any other Quickbooks learning tool. This is all I need. TeachUcomp was brilliant to create this!

Wasn't exactly what I was hoping for. I was looking more for a quick reference on how to use and access different parts of the program.

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