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QuickBooks Pro 2017 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions And Tips)

QuickBooks® Pro 2017		TEACH UCOMP, INC. (a.k.a. ucomp pro)
Quick Reference Guide Comprehensive video training & instruction manuals available at www.teachucomp.com		
The Chart of Accounts	Managing List Items	Paying Sales Tax
Adding a New Account	Creating Item List Custom Fields	1. Select "Inventory Sales Tax" from the menu bar.
1. Select "List of Accounts" from the menu bar.	1. Select "List of Accounts" from the menu bar.	2. Select "Sales Tax" from the menu bar.
2. Click the "Add" button and choose "New" (or "Edit").	2. Click the "Add" button and choose "New" (or "Edit").	3. Select the "Sales Tax" button and choose "New".
3. Choose an account type and click "OK".	3. Click the "Add" button and choose "New" (or "Edit").	4. Click the "Sales Tax" button and choose "New".
4. Enter the account information and click "OK".	4. Enter the account information and click "OK".	5. Click the "OK" button to save the account.
Editing an Account	Deleting or Inactivating an Account	Creating a Purchase Order
1. Select "List of Accounts" from the menu bar.	1. Select "List of Accounts" from the menu bar.	1. Select "Inventory Sales Tax" from the menu bar.
2. Click to highlight the account.	2. Click to highlight the account.	2. Select "Sales Tax" from the menu bar.
3. Click the "Edit" button and choose "Edit".	3. Click the "Edit" button and choose "Edit".	3. Select the "Sales Tax" button and choose "New".
4. Enter the account information and click "OK".	4. Enter the account information and click "OK".	4. Click the "OK" button to save the account.
Customer, Employee & Vendor	Accessing the Centers	Creating a New Receipt
1. Click "Customers" (or "Employees" or "Vendors") from the menu bar.	1. Click "Customers" (or "Employees" or "Vendors") from the menu bar.	1. Select "Inventory Sales Tax" from the menu bar.
2. Click the "Add" button and choose "New" (or "Edit").	2. Click the "Add" button and choose "New" (or "Edit").	2. Select "Sales Tax" from the menu bar.
3. Choose a customer (or employee or vendor) and click "OK".	3. Choose a customer (or employee or vendor) and click "OK".	3. Select the "Sales Tax" button and choose "New".
4. Enter the customer (or employee or vendor) information and click "OK".	4. Enter the customer (or employee or vendor) information and click "OK".	4. Click the "OK" button to save the account.
Adding a New Customer	Adding a New Employee	Marking a Bill to an Item Receipt
1. Select "List of Customers" from the menu bar.	1. Select "List of Employees" from the menu bar.	1. Select "Inventory Sales Tax" from the menu bar.
2. Click the "Add" button and choose "New" (or "Edit").	2. Click the "Add" button and choose "New" (or "Edit").	2. Select "Sales Tax" from the menu bar.
3. Choose a customer (or employee or vendor) and click "OK".	3. Choose a customer (or employee or vendor) and click "OK".	3. Select the "Sales Tax" button and choose "New".
4. Enter the customer (or employee or vendor) information and click "OK".	4. Enter the customer (or employee or vendor) information and click "OK".	4. Click the "OK" button to save the account.
Editing or Deleting an Employee	Editing or Deleting a Vendor	Manually Adjusting Inventory
1. Select "List of Employees" from the menu bar.	1. Select "List of Vendors" from the menu bar.	1. Select "Inventory Sales Tax" from the menu bar.
2. Click to highlight the employee (or vendor) and click "Edit".	2. Click to highlight the vendor (or employee) and click "Edit".	2. Select "Sales Tax" from the menu bar.
3. Enter the employee (or vendor) information and click "OK".	3. Enter the vendor (or employee) information and click "OK".	3. Select the "Sales Tax" button and choose "New".
4. Click the "OK" button to save the account.	4. Click the "OK" button to save the account.	4. Click the "OK" button to save the account.
Creating Custom Fields	Creating a Sales Tax Item or Group	Setting Default Sales Tax Preferences
1. Select "List of Accounts" from the menu bar.	1. Select "List of Accounts" from the menu bar.	1. Select "Inventory Sales Tax" from the menu bar.
2. Click the "Add" button and choose "New" (or "Edit").	2. Click the "Add" button and choose "New" (or "Edit").	2. Select "Sales Tax" from the menu bar.
3. Choose a customer (or employee or vendor) and click "OK".	3. Choose a customer (or employee or vendor) and click "OK".	3. Select the "Sales Tax" button and choose "New".
4. Enter the customer (or employee or vendor) information and click "OK".	4. Enter the customer (or employee or vendor) information and click "OK".	4. Click the "OK" button to save the account.
Deleting or Inactivating an Employee	Deleting or Inactivating a Vendor	Indicating a Taxable Item
1. Select "List of Employees" from the menu bar.	1. Select "List of Vendors" from the menu bar.	1. Select "Inventory Sales Tax" from the menu bar.
2. Click to highlight the employee (or vendor) and click "Edit".	2. Click to highlight the vendor (or employee) and click "Edit".	2. Select "Sales Tax" from the menu bar.
3. Enter the employee (or vendor) information and click "OK".	3. Enter the vendor (or employee) information and click "OK".	3. Select the "Sales Tax" button and choose "New".
4. Click the "OK" button to save the account.	4. Click the "OK" button to save the account.	4. Click the "OK" button to save the account.
Creating a Sales Tax Report	Creating a Sales Tax Report	Creating a Sales Tax Report
1. Select "List of Accounts" from the menu bar.	1. Select "List of Accounts" from the menu bar.	1. Select "Inventory Sales Tax" from the menu bar.
2. Click the "Add" button and choose "New" (or "Edit").	2. Click the "Add" button and choose "New" (or "Edit").	2. Select "Sales Tax" from the menu bar.
3. Choose a customer (or employee or vendor) and click "OK".	3. Choose a customer (or employee or vendor) and click "OK".	3. Select the "Sales Tax" button and choose "New".
4. Enter the customer (or employee or vendor) information and click "OK".	4. Enter the customer (or employee or vendor) information and click "OK".	4. Click the "OK" button to save the account.



Synopsis

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in QuickBooks Pro 2017. When you need an answer fast, you will find it right at your fingertips. These easy-to-use quick reference guides 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

Cheap way to get started with basics on QuickBooks Pro 2017. Helped me greatly to learn enough to get into things quickly that would certainly have taken much longer.

I am new to Quickbooks so this handy tool is right on time!!

Like having this cheat sheet to help with learning about quick books.

I haven't really gotten into this yet, but it looks good on the surface. I am thinking I'll be making good use of it - often.

Excellent product and quick delivery.

Handy cheat sheet for an otherwise potentially overwhelming situation.

For such a small guide (4 laminated pages) it packs a LOT of punch! There is a lot of very helping quick tips in here and is extremely useful!! VERY HAPPY WITH PURCHASE!!!!

Still learning the program so maybe after a while, I can understand what I am reading.

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