

GLOBAL TECHNICAL SOLUTION

User Guide

Welcome to QuickBooks

We're going to Support you get paid, pay others, and see how your business is doing. Use this guide to learn key tasks and get up and running as fast as possible.

Support from Intuit and the QuickBooks Community of users is built into

QuickBooks. From the main menu, choose **QuickBooks Support**.

Visit the QuickBooks Support Website at www.globaltechnicalsolution.com/quickbooks-support-number

to browse support topics, FAQs or contact an agent (fees may apply).

You can find a local QuickBooks expert by typing in your ZIP code here: www.globaltechnicalsolution.com/quickbooks-support-number

As your business grows, you may want to add additional users. You can easily do this from the Help menu by choosing

How to Use QuickBooks

The Home page gives you a big picture of how your business tasks fit together. It opens automatically whenever you open a company file.

You can do all your tasks just using the menus. The menus contain the same tasks as the Home page, and more.

The Icon Bar includes shortcuts to many parts of QuickBooks. To create your own shortcuts, click **Customize Shortcuts**.

To customize the Home page, choose **Edit > Preferences > Desktop View** from the menu, and then click the **Company Preferences** tab.

Go directly to the centers by clicking on these icons.

Using centers

Getting around

QuickBooks tracks the people and companies you do business with in Centers. There is a separate QuickBooks Center for customers, vendors, and employees. Use the centers to manage and view all information and transactions associated with customers, vendors, and employees. All of the centers work the same way. We'll use the

Customer Center
to show you how
they work.

QuickBooks
lists the
names in
the center
here.

Click
the
names
in
the
center
here.
to
see
all
transactions
associated
with
this
account

display
names
here.

When you
click on a
name to
the left,
their
details
show up
here.

Click
here
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Using forms

All of your everyday QuickBooks tasks, like invoicing, paying bills, and writing checks, are done on forms. You can reach every form in QuickBooks from the Home page or the menus. We'll use an invoice to show you how forms work.

Use these arrows or the **Find** button to look for invoices you've already entered.

Click the tabs on this ribbon to find everything you need to do on a form.

If you see an arrow, click it to select from a list. If you don't see what you need, select **Add New**.

Click here to save your work on a form.

Write checks

Use the Write Checks window to record checks you print or write, ATM withdrawals, debit card purchases or electronic fund transfers (EFT). Don't use the Write Checks window to pay bills you entered or create paychecks.

To start, go here: **Banking > Write Checks**.

1 Select the bank

account where the money is coming from.

2 Select the

payee.

3 If you don't want to print this check later, uncheck Print Later and then enter the number of a handwritten check.

4 Select an account to tell QuickBooks what you bought. If you bought inventory, use the Items tab instead.

5 Enter the amount of the check.

6 Save the check.

See how your business is doing

Home Page

Use Home page Insights to see exactly how your business is doing.

To start, click the **Insights** tab at the top of the Home page.

Place your cursor over any colored area

Click the arrows to move between panes.

For a quick look at the numbers, or click to see a detailed report.

Click the gear icon to choose what shows up on this page

Click here to add your company logo.

Instantly see your open and overdue receivables. Click any colored bar to open the Income Tracker for more detail.

Track where your money is going and where you might need to trim expenses. Click a colored section to see more

Contact QuickBooks Support Number: -

1-888-514-9957

Address: -

**1201 Springwood Ave. Asbury Park New Jersey (07712)
USA**

Website: -

www.globaltechnicalsolution.com/quickbooks-support-number

