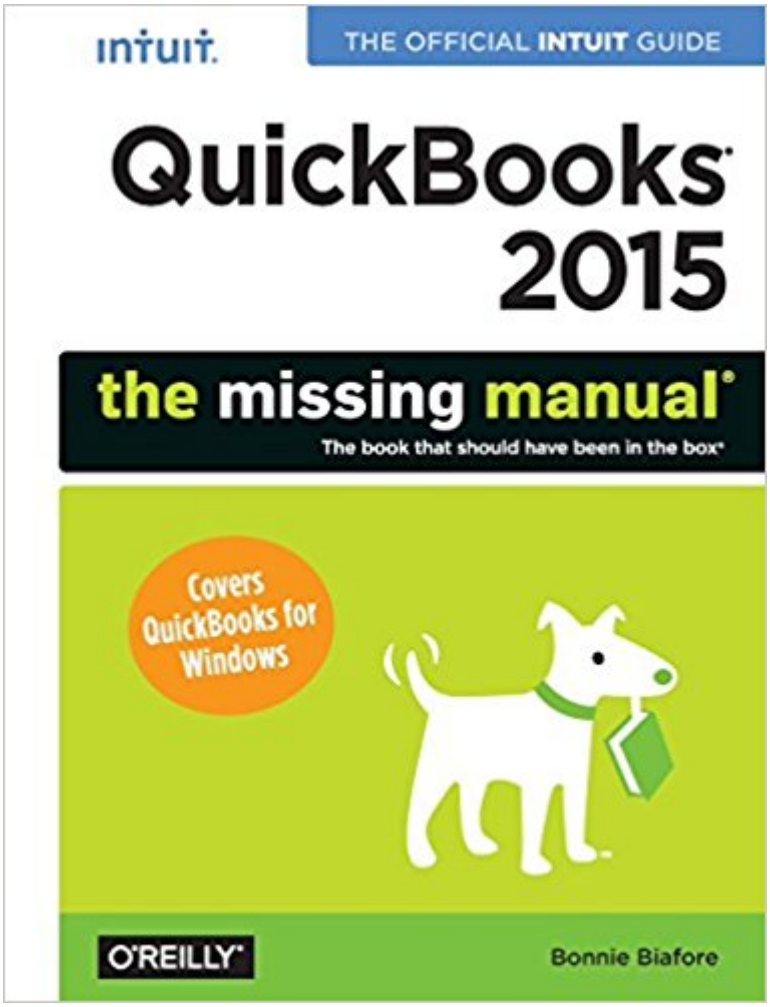
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QuickBooks 2015: The Missing Manual: The Official Intuit Guide To QuickBooks 2015



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Synopsis

How can you make your bookkeeping workflow smoother and faster? Simple. With this Missing Manual, youÃ¢â ¬â„¢re in control: you get step-by-step instructions on how and when to use specific features, along with basic bookkeeping and accounting advice to guide you through the learning process. Discover new and improved features like the Insights dashboard and easy report commenting. YouÃ¢â ¬â„¢ll soon see why this book is the Official Intuit Guide to QuickBooks 2015.The important stuff you need to know:Get started fast. Quickly set up accounts, customers, jobs, and invoice items.Follow the money. Track everything from billable and unbillable time and expenses to income and profit.Keep your company financially fit. Examine budgets and actual spending, income, inventory, assets, and liabilities.Gain insights. Open a new dashboard that highlights your companyÃ¢â ¬â„¢s financial activity and status the moment you log in.Spend less time on bookkeeping. Create and reuse bills, invoices, sales receipts, and timesheets.Find key info. Use QuickBooksÃ¢â ¬â„¢ Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers.

Book Information

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Customer Reviews

New QuickBooks features covered in this book: View larger View larger View larger View larger New Insights tab. When you click the new Insights tab at the top left of the Home window, you see a dashboard that highlights your companyÃƒÂ¢Ã â ¬Ã â„¢s financial status and activity. Initially, the tabÃƒÂ¢Ã â ¬Ã â„¢s top panel displays a colorful Profit &

Loss graph. But you can click the arrows on either side of this panel to view other high-level graphs, such as a comparison between the current year and the previous year, top customers by sales, and trends in income and expenses. The bottom half of the Insights tab displays more details about your income and expenses. On the left, the Income section is like a mini Income Tracker. And the Expenses list and pie chart on the right help you identify where you spend the most money. Income Tracker upgrades. Income Tracker boasts a couple of helpful enhancements. In addition to colored boxes for estimates, open invoices (that is, invoiced income that isnÃƒÂ¢Ã â ¬Ã â„¢t due yet), overdue invoices, and recent customer payÃƒâ Ã Â¬ments, Income Tracker now also displays a box for unbilled time and expenses. You can specify the unbilled categories you want to see by clicking the Settings icon at the windowÃƒÂ¢Ã â ¬Ã â„¢s top right (it looks like a gear), and then clicking the checkboxes to turn unbilled categories on or off. Updated Reminders window. The Reminders window has a new look. On the left side of the window, you now see to-dos and transactions that are due as of today, so you know whatÃƒÂ¢Ã â ¬Ã â„¢s on deck for your workday. The list on the windowÃƒÂ¢Ã â ¬Ã â„¢s right shows to-dos and transactions that are coming up soon. If a category is collapsed, click the flippy triangle next to its heading to show each reminder in that section. To collapse a category, click the flippy triangle to hide its individual reminders. New report formatting. QuickBooksÃƒÂ¢Ã â ¬Ã â„¢ reports sport new formatting that makes them much easier to read. The rows for top-level categories are shaded gray, lower-level category rows are shaded beige, and rows with totals are shaded light gray.

View larger Troubleshooting: When QuickBooks WonÃƒÂ¢Ã â ¬Ã â„¢t Launch When you launch QuickBooks, the program initially tries to open the last company file you worked on in your previous QuickBooks session. If QuickBooks wonÃƒÂ¢Ã â ¬Ã â„¢t start, the problem could be with the program itself, your network, the company file the program is trying to open, or the data in that company file. Here are some tips to help you identify the problem. Say you try to open QuickBooks only to see an unrecoverable error, and then the program closes without so much as a fare-thee-well. To track down the culprit, try launching QuickBooks without opening a company file (Intuit calls this technique suppressing the desktop). To do that, press and hold the Ctrl key while you launch QuickBooks (for example, by double-clicking the QuickBooks icon on your computerÃƒÂ¢Ã â ¬Ã â„¢s desktop or by choosing QuickBooks from the Start menu). Keep holding the Ctrl key down until QuickBooks is completely open. (YouÃƒÂ¢Ã â ¬Ã â„¢ll know itÃƒÂ¢Ã â ¬Ã â„¢s open when you see the No Company Open screen - shown left).

View larger If QuickBooks still wonÃƒÂ¢Ã â ¬Ã â„¢t start, then the program itself is probably the guilty party. The first solution to try is repairing QuickBooks. To do that, open your computerÃƒÂ¢Ã â ¬Ã â„¢s Control Panel (in Windows 7, open the Start menu and choose Control Panel; if you use Windows 8 with a keyboard, press Windows+X to open the Power User menu, and then click the Control Panel link). In the Control Panel window, click Programs, and then click ÃƒÂ¢Ã â ¬Ã Å“Programs and FeaturesÃƒÂ¢Ã â ¬Ã Â• to display the ÃƒÂ¢Ã â ¬Ã Å“Uninstall or change a programÃƒÂ¢Ã â ¬Ã Â• screen. In the program list, right-click the QuickBooks entry, and then, on the shortcut menu, choose Uninstall/Change. In the QuickBooks Maintenance Wizard that opens, select the Repair option (see left), click Next, and then click Repair. After the repair process completes, try launching QuickBooks again. If it still wonÃƒÂ¢Ã â ¬Ã â„¢t open, try uninstalling and then reinstalling it.

View larger Now that QuickBooks is running, try to open your company file. To do that, in the middle of the No Company Open screen, click the ÃƒÂ¢Ã â ¬Ã Å“Open or Restore an existing companyÃƒÂ¢Ã â ¬Ã Â• button. In the ÃƒÂ¢Ã â ¬Ã Å“Open or Restore CompanyÃƒÂ¢Ã â ¬Ã Â• dialog box, keep the ÃƒÂ¢Ã â ¬Ã Å“Open a company fileÃƒÂ¢Ã â ¬Ã Â• option selected and click Next. If you usually work on your company file in multi-user mode, tell QuickBooks to open it in single-user mode by turning off the ÃƒÂ¢Ã â ¬Ã Å“Open file in multi-user modeÃƒÂ¢Ã â ¬Ã Â• checkbox (circled on the right). Then, to open the file, double-click its name in the list. If the file opens successfully, the problem is solved and you can get back to work.

If your company file opens in single-user mode but you then see an unrecoverable error message, your company file may suffer from data corruption. (A company file can become corrupted if your computer shuts down unexpectedly while the file is open in QuickBooks. To check your company file for data corruption, choose FileÃƒÂ¢Ã â Ã â ™UtilitiesÃƒÂ¢Ã â Ã â ™Verify Data. If QuickBooks finds errors in your file, choose FileÃƒÂ¢Ã â Ã â ™UtilitiesÃƒÂ¢Ã â Ã â ™Rebuild Data to try to fix them.) DonÃƒÂ¢Ã â ¬Ã â„¢t despair: thereÃƒÂ¢Ã â ¬Ã â„¢s one more trick that might open your file. On the No Company Open screen, press and hold the Alt key while you perform the steps described above to open the company file. (If your company file is password-protected, in the QuickBooks Login dialog box, you can release the Alt key, type the password, and then press and hold the Alt key again while you click OK.) If things go well, your company file will open, although without opening the windows saved in your QuickBooks desktop.

If your company file still doesnÃƒÂ¢Ã â ¬Ã â„¢t open, it probably has serious data corruption. In that case, you can download QuickBooks File Doctor (search for it on Google) to diagnose and fix your fileÃƒÂ¢Ã â ¬Ã â„¢s data issues. Once QuickBooks File Doctor is installed on your computer, in QuickBooks, choose FileÃƒÂ¢Ã â Ã â ™UtilitiesÃƒÂ¢Ã â Ã â ™Repair File and Network Problems to launch it.

Bonnie Biafore is a Project Management Professional (PMP) with more than 25 year's experience helping clients, large and small, make project management excellence part of their business strategies. She is the author of 29 books about project management, investing, personal finance, Microsoft Project, QuickBooks, and more.

I've worked with enough small businesses, and taken enough business and accounting classes in college, to notice that this book is a clear, helpful guide for small businesses to successfully keep track of their business.Biafore not only starts from the ground up, but explains why you need to set up your business and enter transactions in a certain way to make the most of QuickBooks for your business.She provides a good foundation in setting up the business initially, and makes it easy to understand. What I also liked was that she explained good accounting practices in an easy to understand manner. If businesses follow her advice, it will likely make it much easier for businesses to stay on top of their business, and have information at their fingertips to make decisions, and at tax time.

This book doesn't cover topics in depth, and in many instances doesn't cover even basic information. Take the payroll section. One would expect it to contain useful information such as how to set up the Payroll Items, how to set up the employee records, how to create a paycheck, and how to pay the associated liabilities. Nope -- none of that stuff is covered at all! Instead, the book covers things you would find in a beginner's book on setting up a new business. It's full of non-QuickBooks related basic info such as how to determine if your worker is an employee or independent contractor, and how to decide how much to pay your employees. It also lets you know that you will need to get an EIN number, and complete W4 and I9 forms for each employee. The book then advises readers to sign up for Intuit Payroll Services! That's a good option for some people, but others will want to use the payroll features included in the software and this book will offer them no help at all.On the positive side, it did provide information that allowed me to customize my desktop and icon bars. (But not eliminate the annoying advertising QuickBooks places at the bottom of the

side icon bar.)

The book is extremely basic. Good for those who really need to know the basics of QuickBooks. I thought it would be more like Kathy Ivens of CPA911, "Running QuickBooks Guides", which covered a deeper understanding of QB. For example, in "The Missing Manual" when it goes over inventory issues, it is basic. When dealing with the more advance, "Assembly" issue of inventory it only gives a sidebar note on the topic, not going into the necessary ins and outs of exactly what needs to be performed when dealing with assemblies.So for those who need basic knowledge of QuickBooks (more than the help screens within QBs) then yes, this "missing" manual will be ok. But for those who are advanced in their knowledge of QuickBooks and need more detailed information on inventory or payroll, then this book is not right for you. I will give this book as a gift to a client who is new to QuickBooks, for it will help them.

This makes up for the QuickBooks Pro 2015 For Dummies. This has material the other book didn't have, and vice versa. If you are new to QuickBooks Pro 2015, or like me trying to refresh how to use QuickBooks after not using it for several years, this can help fill in some information for you.

The Missing Manual is the book that I recommend to my QuickBooks students. This has been my preferred QuickBooks reference guide for years. Not quite as many pictures as the "Dummy" books but much more detailed explanations of the deeper workings of QuickBooks. I'm glad that it is now the "official" manual - it deserves to be.If you are frustrated by something the software doesn't seem to do well, Bonnie can confirm your suspicions . . . . and will provide a decent work around to deal with the situation. This is my "go to" book for all QuickBooks questions.

QuickBooks 2015: The Missing Manual: The Official Intuit Guide to QuickBooks 2015I bought a used book from website and it was in near perfect condition. At less than $11 (shipping included). AND, it has proven to be a very helpful tool for working with 2015 QB. I have learned several things already that I have implemented in our small business. I've bought several self-help instructional manuals like this over the years, and this is one of the best...easy to use, find info, and implement. I would say I'm better than a beginner user of QB, but not quite intermediate. But I feel empowered by this book and expect to improve my skills with it quickly.

This book is a good help, but if you are not versed in accounting buying a QuickBooks program is a

nightmare. At least it was for me and I have a 3.96 GPA from my college work. I finally hired a QuickBooks expert to help set up my small company which thankfully has only a few repeating transaction that the expert had the program memorize for me. I am usually "a figure it out for yourselfer," (I just coined that wordl). This time I figured I needed to take at least a junior college accounting class or hire someone. Thank God for the experts.

I love this manual. I registered for an advanced class but it was cancelled so this book has been an excellent resource for many of the issues I need more help on. It explains easily so I can follow and do what I need to do in Quickbooks.

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