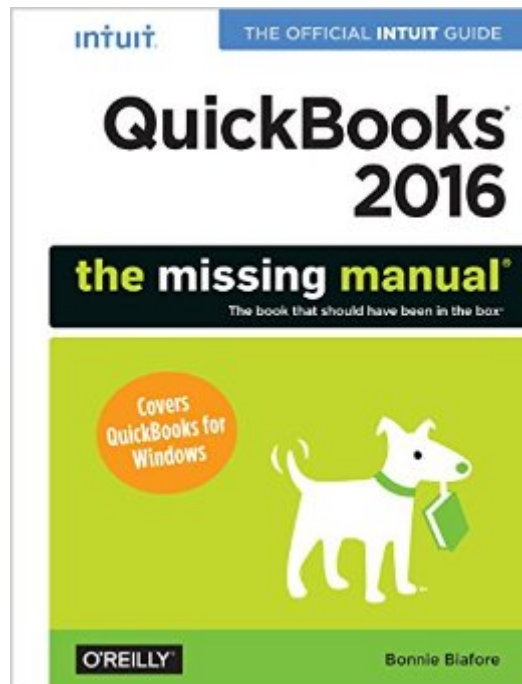


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# QuickBooks 2016: The Missing Manual: The Official Intuit Guide To QuickBooks 2016



## Synopsis

How can you make your bookkeeping workflow smoother and faster? Simple. With QuickBooks 2016: The Missing Manual (which covers the Windows version of QuickBooks), you'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. 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 dashboard that highlights your company'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 QuickBooks' Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers.

## Book Information

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## Customer Reviews

[View larger](#) Bonnie Biafore's favorite QuickBooks 2016 feature: My favorite new feature in QuickBooks 2016 is Bill Tracker. The dashboard at the top of the Bill Tracker window provides the big picture of your unpaid and paid bills, and the table below it lists the transactions that contribute to those high-level numbers. Not only does Bill Tracker make it easy to look at expenses in various ways, it also has links so you can pay bills, convert purchase orders to bills, and more. The

dashboard's colored bars show totals for expenses and the number of transactions that make up each total. The blue bar labeled Unbilled represents purchase orders that you haven't turned into bills. The orange bar labeled Unpaid shows the total amount of your open bills (that is, what you currently owe your vendors). The red Overdue box is the total that's overdue to your vendors. And the green box displays how much you paid your vendors in the last 30 days. The colored bars aren't just eye candy: When you click one of them, the transaction list displays only those transactions. Say you want to focus on paying overdue bills to minimize the finance charges you pay. Click the red Overdue Bar to filter Bill Tracker's table to show only your overdue bills. Or click the orange Open Bills bar to see all the bills on deck.

You can filter Bill Tracker's transaction list in other ways by using the drop-down menus above it. Suppose you're trying to get a handle on what you owe a particular vendor. To see all the transactions for that vendor, click the down arrow to the right of the Vendor drop-down menu, and then choose the vendor you want. To show only a specific type of transaction, like bills paid by check, choose the kind you want in the Type drop-down menu. The Date drop-down menu lets you filter by date range, so you can see, for example, all the bills you recorded last month. Another handy feature is grouping by vendor. In the Group By drop-down menu, choose Vendor; the transaction list creates a group row for each vendor and lists the bills for each vendor below that row. To see only a summary row for a vendor with the total owed to that vendor, click the down arrow to the left of the vendor's name. To expand a vendor's group to display all its bills, click the left-pointing arrow to the left of the vendor's name in the group row. Sorting transactions in Bill Tracker's table is a snap. Simply click any of the table's column headings to sort by that field. For example, click the Due Date heading to sort transactions by due date. When you click a heading, QuickBooks sorts the table in ascending order (alphabetically, from smallest to largest values, or from earliest to most recent dates, depending on the type of information in the column). To sort in descending order, simply click the heading again.

When you're to get down to work, Bill Tracker's Action column is the place to go. Say you just received inventory you purchased along with its corresponding bill. You can convert the purchase order to a bill right in the Bill Tracker window. To do that, click the appropriate purchase order's Action cell, click the down arrow that appears, and then choose Convert To Bill from the drop-down menu. If you want to pay a bill, click the bill's Action cell, click the

down arrow that appears, and then choose Pay Bill from the drop-down menu. To open a transaction in its corresponding window, just double-click it. Need to create a new transaction? You can do that from within Bill Tracker. Click the Manage Transactions button, and then "Create New" beneath the menu's Create New heading. Choose the type of transaction you want to create. Bill Tracker is also the place to go if you want to print several expense transactions at a time. For instance, to print copies of all open bills, click the orange Open Bill bar at the top of the window to display open bills in the transaction list. Next, in the table's first row, turn on the checkbox to the left of the Vendor column heading (doing so turns on all the checkboxes for transactions in the table). Then click the Batch Actions button and choose the type of transaction; QuickBooks opens the Print [forms] dialog box with all the selected transactions queued up to print.

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