

QuickBooks Menus and Icon Bar

Menus

Use QuickBooks menus to access different screens or activities in QuickBooks.

File menu - use to open and close companies and to access utilities, backup or restore functions.

Edit menu - use to access preferences, a calculator and the Find function. Client's QuickBooks files are setup with standard preferences. You may be able to customize some preferences to your liking (*on the My Preferences tabs*), **but ONLY** if a separate user is setup in QuickBooks (i.e., you do not log in as the Admin user) **and** sets your preferences in the working copy of the file.

View menu - use to change view options, including options for showing or hiding the Open Windows List or Navigation Bar and options for viewing screens as *One Window* or *Multiple Windows*. These options will stay set for your current session only, unless a separate user is setup in QuickBooks **and** set your view preferences in the working copy of your data file.

Lists menu - use to access the Chart of Accounts list, Class list, Items list, Memorized Transactions list and certain other lists. You cannot open the Customer, Vendor or Employee lists from this menu. To open these lists, use Customers, Vendors, or Employees menus, or click the *Cust* or *Vend* icons.

Favorites - use to access your favorite (or most commonly used) menu items in one place.

Company menu - use to access Company Information (i.e., Company Name, address, fiscal year, tax year, etc.), as well as Budget input screens and the company Home Page screen.

Customers menu - use to open the Customer Center (list) and screens for other customer activities.

Vendors menu - use to open the Vendor Center (list) and screens for other vendor related activities.

Employees menu - use to access the Employee Center (Employee list) and payroll functions. Most Company Names' Clients use a payroll service for employee transactions, so Employee menus are not used in QuickBooks. Employee transactions (payroll or other disbursements) are posted to using journal entries (in total) or using Vendors.

Banking menu - use to access banking activities including check, deposit, credit card charge, transfer, and reconciliation screens.

Reports menu - use to access QuickBooks reports and the Memorized Reports list.

Online Services - Provides links to other online services offered by Intuit.

Window menu - use to toggle between open windows or to change how windows open.

Help menu - use to access the QuickBooks Help resources.

Special offers - - Provides additional links to services offered by Intuit.

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Icon Bar

We have designed a standard icon bar that is used for all Clients' QuickBooks files. Standard icons provide easy access to functions frequently used. A limited number of new icons for other frequently used functions, or for icons requested by the Client may be added. The icon bar is organized into the following groupings of icons:

- **Customers** - includes icon for the Customer list (*Cust*) and icons for common customer transactions.



- **Vendor Activities** - includes icon for the Vendor list (*Vend*), and icons for common vendor transactions.



- **Banking and General Ledger** - includes icon for the Chart of Accounts list (*Acct*), along with icons for common banking transactions and activities.



- **Reminders, Query and Reporting** - includes the following icons.



- **MemTx** - icon opens the Memorized Transactions list. This is a list of recurring transactions set up in the file to be entered by your bookminder on a scheduled basis. Clients should review this list periodically and inform the bookminder if any changes are needed.
- **ToDo** - icon opens the To Do list. This is a list of reminders for your bookminder. Some reminders are standard for all Clients, and some are for activities specific to your account.
- **Find** - icon opens the Find screen, which can be used to locate accounting transactions based on specified criteria. You can use the *Simple* or *Advanced* tab on this screen - depending on what type of transaction you are looking for. When transactions with the specified criteria are found, they are listed at the bottom of the screen. You can click on a found item and either "Go To" the originating screen, create a Report, or Export the results of your Find to Excel.
- **MemRpt** - icon opens the Memorized Reports list. Refer to Client Reference (*QB Memorized Reports* document) for more information about Memorized Reports.