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FIGURE 2-9: The Condense Your Company File dialog box.

FIGURE 2-10: The Condense Data dialog box.

FIGURE 2-11: The second Condense Data dialog box.

FIGURE 2-12: The third Condense Data dialog box.

FIGURE 2-13: The fifth Condense Data dialog box.

FIGURE 2-14: The sixth, and final, Condense Data dialog box.

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FIGURE 3-1: The QuickBooks Help window.

FIGURE 3-2: Help topics for the search term.

FIGURE 3-3: The QuickBooks Desktop Support website.
FIGURE 3-4: QuickBooks support articles about printing checks.

Appendix A

FIGURE A-1: A folder that shows Excel workbooks.
FIGURE A-2: The Excel window with an empty workbook.
FIGURE A-3: A simple worksheet that budgets expenses.
FIGURE A-4: The Font tab of the Format Cells dialog box.
FIGURE A-5: A worksheet that sums numbers.
FIGURE A-6: The Insert Function dialog box.
FIGURE A-7: The Function Arguments dialog box.
FIGURE A-8: The Save As dialog box.
FIGURE A-9: The Open dialog box.
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Appendix B

FIGURE B-1: The BEA website.
FIGURE B-2: The Save As dialog box.
FIGURE B-3: The BLS home page.
FIGURE B-4: The Consumer Price Index page.
FIGURE B-5: Some BLS data appears in text files.
FIGURE B-6: A Consumer Price Index publication in PDF format.
FIGURE B-7: The Census Bureau home page.
FIGURE B-8: The Population web page.
FIGURE B-9: The Small Business web page.
FIGURE B-10: The EDGAR home page.
FIGURE B-11: The EDGAR search page.
FIGURE B-12: The Company Filings search page.
FIGURE B-13: The Federal Reserve System home page.
FIGURE B-14: The Discover U.S. Government Information area of the GPO website.
FIGURE B-15: The Internal Revenue Service home page.

Introduction

Few people read introductions to reference books, so I'll make this very brief. I just want to tell you which versions of QuickBooks this book works for, what's in the reference, what it assumes about your existing skills, and what conventions I use.

About This Book

The desktop version of QuickBooks comes in several flavors, including QuickBooks Pro, QuickBooks Premier, and QuickBooks Enterprise Solutions. This reference talks about QuickBooks 21 Enterprise Solutions, which is a superset of QuickBooks 2022 Premier and QuickBooks 2022 Pro. If you're using QuickBooks Self-Employed or QuickBooks Online, you shouldn't use this book. Instead, you should check out *QuickBooks Online For Dummies* by David Ringstrom.

On the other hand, even though this book is written for QuickBooks Enterprise Solutions, if you're using QuickBooks Premier or QuickBooks Pro, don't worry. You're just fine with this book. And don't freak out if you're using some version of QuickBooks that's very similar to QuickBooks 2022, such as QuickBooks 2021 or QuickBooks 2020. Although this reference is about QuickBooks 2022, it also works just fine for the 2020, 2021, and probably 2023 versions of QuickBooks because QuickBooks is a very mature product at this point. The changes from one year to the next are modest. This means that if you're using QuickBooks 2021, stuff may look a little different if you closely compare the images in this book with what you see on your screen,

but the information in this reference will still apply to your situation.

Note, too, that specialty versions of QuickBooks, such as QuickBooks Accountant's Edition and QuickBooks Contractor, also work almost identically to QuickBooks Premier.

TIP If you use QuickBooks Pro and see some whistle or bell that you really want to use but that isn't available in your version of QuickBooks, you'll know that you should upgrade to the Premier or Enterprise Solutions version of QuickBooks.

REMEMBER The bottom line? Yes, QuickBooks comes in several flavors. Yes, Intuit publishes new editions of its QuickBooks products every year. But you can use this book for any recent version of QuickBooks Pro, Premier, or Enterprise Solutions.

To make the best use of your time and energy, you should know about the conventions I use in this book:

- When I want you to type something such as **Jennifer,** it's in bold letters.
- By the way, except for passwords, you don't have to worry about the case of the stuff you type in QuickBooks. If I tell you to type Jennifer, you can type **JENNIFER**. Or you can follow poet e e cummings's lead and type **jennifer**.
- Whenever I tell you to choose a command from a menu, I say something like Choose Lists ⇒ Items, which

simply means to first choose the Lists menu and then choose Items. The ⇒ separates one part of the command from the next part.

- You can choose menus and commands and select dialog-box elements with the mouse. Just click the thing that you want to select.
- While I'm on the subject of conventions, let me also mention something about QuickBooks conventions, because it turns out that there's really no good place to point this out: QuickBooks doesn't use document windows the same way that other Windows programs do. Instead, it locks the active window into place and then displays a list of windows in its Navigator pane, which is like another little window. To move to a listed window, you click it.

TIP You can tell QuickBooks to use windows like every other program does, however, by choosing View ⇒ Multiple Windows. You can even remove the Navigator pane by choosing View ⇒ Open Window List.

Foolish Assumptions

I'm making only three assumptions about your QuickBooks and accounting skills:

- You have a PC with Windows 7, Windows 8, or Windows 10. (I took pictures of the QuickBooks windows and dialog boxes in Windows 10, in case you're interested.)
- You know a little bit about how to work with your computer.

- You have, or will buy, a copy of QuickBooks Pro, QuickBooks Premier, or QuickBooks Enterprise Solutions for each computer on which you want to run the program.

In other words, I don't assume that you're a computer genius or an MBA, or that you're super-experienced in the arcane rules of accounting. I assume that QuickBooks and accounting are new subjects to you. But I also assume that you want to understand the subjects because you need to do so for your job or your business.

TIP Please note that I wrote this book in 2021 for the 2022 version of QuickBooks. QuickBooks automatically adds a time stamp of the date on which I enter transactions into the system. Consequently, in some screen shots, you can see that I entered the transactions into QuickBooks in 2021, even though the transaction dates for my examples are in 2022. I hope you don't find this situation too confusing; there's just no way I can work around it.

Icons Used in This Book

Like many computer books, this book uses icons, or little pictures, to flag things that don't quite fit into the flow of things.

WARNING The Warning icon tells you to watch out! It marks important information that may save you headaches when using QuickBooks 2022.