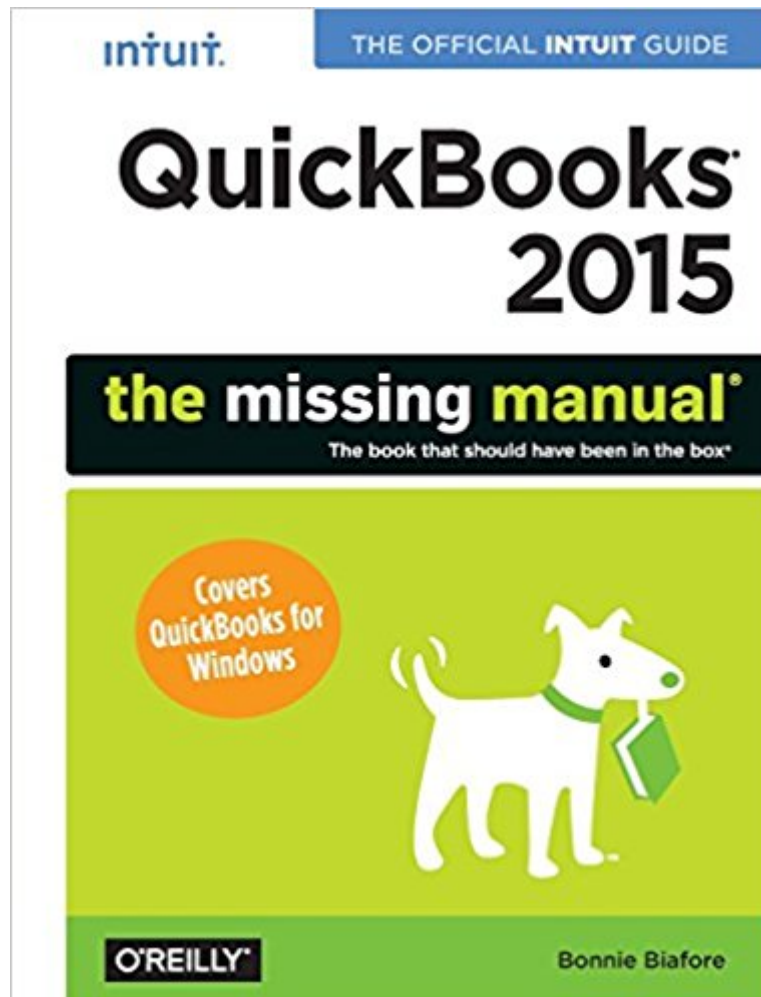


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# QuickBooks 2015: The Missing Manual: The Official Intuit Guide To QuickBooks 2015



## Synopsis

How can you make your bookkeeping workflow smoother and faster? Simple. With this Missing Manual, 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. You'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 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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New QuickBooks features covered in this book:

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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 company's financial status and activity. Initially, the tab'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 isn't due yet), overdue invoices, and recent customer payments, 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 window'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 what's on deck for your workday. The list on the window'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.** QuickBooks 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 Won'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 won'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 computer's desktop or by choosing QuickBooks from the Start menu). Keep holding the Ctrl key down until QuickBooks is completely open. (You'll know it's open when you see the No Company Open screen - shown left).

[View larger](#) If QuickBooks still won't start, then the program itself is probably the guilty party. The first solution to try is repairing QuickBooks. To do that, open your computer'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 "Programs and Features" to display the "Uninstall or change a program" 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 won'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 "Open or Restore an existing company" button. In the "Open or Restore Company" dialog box, keep the "Open a company file" 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 "Open file in multi-user mode" 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 File > Utilities > Verify Data. If QuickBooks finds errors in your file, choose File > Utilities > Rebuild Data to try to fix them.) Don't despair: there'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 doesn'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 file's data issues. Once QuickBooks File Doctor is installed on your computer, in QuickBooks, choose File > Utilities > Repair File and Network Problems to launch it.

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