QuickBooks for Mac 2016 Functions List

1. Home

1.1. Change account privacy setting

1.1.1. Enable private mode

1.1.2. Disable private mode

1.2. View account activity

2. Customers

2.1. Add a new customer

2.2. Import a customer

2.3. Print customer list

2.4. Export customer list

2.5. Send payment reminder

2.6. Change customer status

2.6.1. Make customer inactive

2.6.2. Make customer active

3. Vendors

3.1. Add a new vendor

3.2. Import a vendor

3.3. Print vendor list

3.4. Export vendor list

3.5. Change vendor status

3.5.1. Make vendor inactive

3.5.2. Make vendor active

4. Employees

4.1. Add an employee

4.2. Print employee list

5. Transactions

5.1. Banking

5.1.1. Add financial account

5.1.1.1. Add financial account via file upload

5.1.2. Remove financial account

5.1.3. Print financial account list

5.2. Sales

5.2.1. Import transactions via Square

5.2.2. Add a new transaction

5.2.2.1. Add an invoice

5.2.2.2. Add a payment

5.2.2.3. Add an estimate

5.2.2.4. Add a sales receipt

5.2.2.5. Add a credit memo

5.2.2.6. Add a delayed charge

5.3. Expenses

5.3.1. Pay bills

5.3.2. Print checks

5.3.3. Add a new transaction

5.3.3.1. Add a bill

5.3.3.2. Add an expense

5.3.3.3. Add a check

5.3.3.4. Add a vendor credit

5.3.4. Print expenses list

5.3.5. Export expenses list

5.4. Chart of Accounts

5.4.1. Run report

5.4.2. Add new account

5.4.3. Import new account

6. Reports

6.1. Run reports under All Reports

6.1.1. Run Business Overview reports

6.1.2. Run Manage Accounts Receivable reports

6.1.3. Run Manage Accounts Payable reports

6.1.4. Run Account Reports reports

6.1.5. Run Review Sales reports

6.1.6. Run Review Expenses and Purchases reports

6.1.7. Run Review Manage Sales Tax reports

6.1.8. Run Manage Employees reports

6.2. Run reports under Management Reports

6.2.1. View Sales Performance report

6.2.2. View Expense Performance report

6.2.3. View Company Overview report

7. Sales Tax

7.1. Record tax payment

7.2. View tax report

8. Account settings

8.1. Settings

8.1.1. Edit company settings

8.1.2.

8.2. Lists

8.3. Tools

8.3.1. Import data

8.3.1.1. Import customer information

8.3.1.2. Import vendor information

8.3.1.3. Import account balances

8.3.1.4. Import products and services information

8.4. Your Company

8.4.1. Edit account details

8.4.2. Manage account users

8.4.2.1. Add a user

8.4.2.2. Delete a user

8.4.2.3. Make a user an administrator

8.4.3. Send feedback

8.4.4. Refer a friend

8.4.5. View privacy statement

8.5. User administration

8.5.1. Log out account

8.5.2. Log in account