

## Items Lists

The screenshot displays the QuickBooks Pro 2015 interface for the Madison Soil Conservation District. The top menu bar includes File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The 'Lists' menu is open, showing options such as Chart of Accounts, Item List (highlighted), Fixed Asset Item List, Price Level List, Sales Tax Code List, Payroll Item List, Payroll Schedule List, Other Names List, Customer & Vendor Profile Lists, Templates, Memorized Transaction List, and Add/Edit Multiple List Entries. The main dashboard is divided into three sections: VENDORS, CUSTOMERS, and EMPLOYEES. The VENDORS section includes Enter Bills, Pay Bills, See Funding Options, and Manage Sales Tax. The CUSTOMERS section includes Accept Credit Cards, Create Sales Receipts, Receive Payments, Estimates, Create Invoices, Statement Charges, Statements, Refunds & Credits, and Record Deposits. The EMPLOYEES section includes Payroll Center, Enter Time, Pay Employees, Pay Liabilities, Process Payroll Forms, and HR Essentials and Insurance. On the right side, there are three panels: COMPANY (Chart of Accounts, Items & Services, Order Checks, QuickBooks Mobile, Calendar), BANKING (Reconcile, Write Checks, Check Register, Print Checks), and an Important Notice at the bottom left stating that payroll service will no longer work with the current version of QuickBooks by 5/31.

The Item List lists any item you sell, charge for services, fixed assets, tax rate. You can get to the list by following the above screen.

## Items Lists

Madison Soil Conservation District - QuickBooks Pro 2015 - [Item List]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers

Search Company or Help  Look for  in All fields Search Reset Search within results

NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE	ATTACH
4 x 300 Weed ...	4 x 300 Weed Fabric	Service	Weed Fabric	100.00	
◊ COGS	Weed Fabric	Service	Cost of Goods S...	0.00	
◊ Inventory A...	Weed Fabric	Service	Inventory Asset	0.00	
6 X 300 Weed...	6 X 300 Weed Fabric	Service	Weed Fabric	125.00	
◊ COGS	6 X 300 Weed Fabric	Service	Cost of Goods S...	0.00	
◊ Inventory A...	6 X 300 Weed Fabric	Service	Inventory Asset	0.00	
6 x 500 Weed ...	6 x 500 Weed Fabric	Service	Weed Fabric	160.00	
◊ COGS	6 x 500 Weed Fabric	Service	Cost of Goods S...	0.00	
◊ Inventory A...	6 x 500 Weed Fabric	Service	Inventory Asset	0.00	
◊ Apple Tree	Apple Tree, 4-5 ft #5 Potted	Service	Tree Sale	35.00	
◊ Arctic Blue Wil...	Arctic Blue Willow Seedling	Service	Tree Sale Program	3.60	
◊ COGS	Arctic Blue Willow Seedling	Service	Cost of Goods S...	0.00	
◊ Inventory A...	Arctic Blue Willow Seedling	Service	Inventory Asset	0.00	
◊ Austrian Pine	Austrian Pine Seedling	Service	Tree Sale	3.60	
◊ COGS	Austrian Pine Seedling	Service	Cost of Goods S...	0.00	
◊ Inventory A...	Austrian Pine Seedling	Service	Inventory Asset	0.00	
◊ Black Cotton...	Black Cottonwood Seedling	Service	Tree Sale	3.60	
◊ Black Hawthorn	Black Hawthorn Seedling	Service	Tree Sale Program	3.60	
◊ Black Walnut	Black Walnut	Service	Tree Sale	3.60	
◊ Blue Spruce	Blue Spruce Seedling	Service	Tree Sale	3.60	
◊ COGS	Blue Spruce Seedling	Service	Cost of Goods S...	0.00	
◊ Inventory A...	Blue Spruce Seedling	Service	Inventory Asset	0.00	
◊ BMP		Service	Services	0.00	
◊ Bristlecone Pi...	Bristlecone Pine Seedling	Service	Tree Sale	3.60	
◊ ChokeCherry	Choke Cherry Seedling	Service	Tree Sale	3.60	
◊ COGS	Choke Cherry Seedling	Service	Cost of Goods S...	0.00	

Item Activities Reports Excel Attach  Include inactive

**Important Notice**  
On 5/31, Payroll service will no longer work with your version of QuickBooks.  
[Act Now](#)

If you sell items such as trees or weed barrier for Conservation Wind Break tree sale, this is where your items will appear, along with other items stated on page 1.

## Items Lists

Madison Soil Conservation District - QuickBooks Pro 2015 - [Item List]

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Search Company or Help Look for in All fields Search Reget Search within results

NAME	DESCRIPTION	TYPE	ACCOUNT	PRICE	ATTACH
4 x 300 Weed...	4 x 300 Weed Fabric	Service	Weed Fabric	100.00	
→ COGS	Weed Fabric	Service	Cost of Goods S...	0.00	
→ Inventory A...	Weed Fabric	Service	Inventory Asset	0.00	
6 X 300 Weed...	6 X 300 Weed Fabric	Service	Weed Fabric	125.00	
→ COGS	6 X 300 Weed Fabric	Service	Cost of Goods S...	0.00	
→ Inventory A...	6 X 300 Weed Fabric	Service	Inventory Asset	0.00	
6 x 500 Weed ...	6 x 500 Weed Fabric	Service	Weed Fabric	160.00	
→ COGS	6 x 500 Weed Fabric	Service	Cost of Goods S...	0.00	
→ Inventory A...	6 x 500 Weed Fabric	Service	Inventory Asset	0.00	
Apple Tree	Apple Tree, 4-5 ft #5 Potted	Service	Tree Sale	35.00	
Arctic Blue Wil...	Arctic Blue Willow Seedling	Service	Tree Sale Program	3.60	
→ COGS	Arctic Blue Willow Seedling	Service	Cost of Goods S...	0.00	
→ Inventory A...	Arctic Blue Willow Seedling	Service	Inventory Asset	0.00	
		Service	Tree Sale	3.60	
		Service	Cost of Goods S...	0.00	
		Service	Inventory Asset	0.00	
		Service	Tree Sale	3.60	
		Service	Tree Sale Program	3.60	
		Service	Tree Sale	3.60	
		Service	Tree Sale	3.60	
		Service	Cost of Goods S...	0.00	
		Service	Inventory Asset	0.00	
		Service	Services	0.00	
		Service	Tree Sale	3.60	
		Service	Tree Sale	3.60	
		Service	Cost of Goods S...	0.00	

Item Activities Reports Excel Attach Include inactive

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In the screen you can add a new item or edit an item (if price or cost changes). If you have used an item you will not be allowed to delete it.

## Items Lists

Madison Soil Conservation District - QuickBooks Pro 2015 - [Item List]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help Special Offers

Search Company or Help  Look for  in  Search Reset  Search within results

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Austrian Pine	Austrian Pine Seedling	Service	Tree Sale	3.60	
↳ COGS	Austrian Pine Seedling	Service	Cost of Goods S...	0.00	
↳ Inventory A...	Austrian Pine Seedling	Service	Inventory Asset	0.00	
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Black Hawthorn	Black Hawthorn Seedling	Service	Tree Sale Program	3.60	
Black Walnut	Black Walnut	Service	Tree Sale	3.60	
Blue Spruce	Blue Spruce Seedling	Service	Tree Sale	3.60	
↳ COGS	Blue Spruce Seedling	Service	Cost of Goods S...	0.00	
↳ Inventory A...	Blue Spruce Seedling	Service	Inventory Asset	0.00	
BMP		Service	Services	0.00	
Bristlecone Pi...	Bristlecone Pine Seedling	Service	Tree Sale	3.60	
Chokecher...		Service	Tree Sale	3.60	
↳ COGS		Service	Cost of Goods S...	0.00	

Include inactive

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You can also create invoices or sales receipts from the Items List.