

I did not know ????? that about QuickBooks

Just a little history –



1976



1986



2016

Dad above worked in a flower shop in high school and college 1956 -1960 then bought a shop in 1976 and died in 1987

- Many Versions of QuickBooks
- Single vs Multi User
- On Line Back Up Protection
- Create and use electronic signature for checks and paychecks
- Setting Permissions – *not everyone should have access to everything*
- Chart of Accounts – *you can organize many different ways*
- Memorizing / Automating Transaction Entry
- Customizing Reports – *filtering, selecting fields and exporting*
- Using Class Better - *separate stores / branches / departments*
- Importing .iif Files
- Document Storage
- General Ledger Journal Entry – *the main work around in when regular entries fail*
- Who handles the work load?

QuickBooks Versions

Online and Desktop Versions

QuickBooks Desktop is a one-time purchase accounting software to be installed on your office desktop computer. *(Does have annual maintenance fees)*

QuickBooks Online is our cloud-based subscription service that gives you the freedom to work from any device — anytime, anywhere. *(Be careful a lot of third party software doesn't play nice with QB Online)*

To Compare Versions

<https://quickbooks.intuit.com/desktop/>

<https://quickbooks.intuit.com/move-to-online/#compare>

Single vs Multi User – some things must be done in single user mode but depends on version.

Single-user mode limits access to your company file to one person at a time. If you have more than one user license for QuickBooks, you can switch to **multi-user mode** and have several people log in to the company file at the same time and perform tasks from different computers. Some activities can be performed in both modes while some require that you switch to single-user mode because of the way the activities interact with a company data file.

<https://community.intuit.com/articles/1553861-features-available-and-tasks-you-can-perform-in-single-or-multi-user-mode>

On Line Back Up Protection

What is Intuit Data Protect?

Intuit Data Protect is a subscription service that helps you protect your data from loss or damage due to virus, laptop theft, file corruption, fire, and so on. Your files are automatically backed up online over the Internet once a day, every day, at an automatically selected time to an offsite location. You can choose to back up just your QuickBooks file, or you can back up multiple QuickBooks files and any other data on your computer.

Most notably: **Intuit Data Protect is provided at no additional charge with all QuickBooks Desktop Pro Plus, Premier Plus and all Enterprise Subscriptions.**

<https://community.intuit.com/articles/1501561-set-up-intuit-data-protect-idp-to-back-up-files>

Create and use electronic signature for checks and paychecks

Step 1: Create the electronic signature

Write your signature on a piece of paper.

Scan and save the image in the correct file format: BMP, JPEG, PNG, and TIFF.

Step 2: Add and use the electronic signature for checks and paycheck

From the QuickBooks **File** menu, select **Printer Setup...**

In the Form Name drop-down list, select **Check/Paycheck**.

Put a check mark on **Click Print Signature Image**.

In the Signature dialog box, choose **File**.

Select the graphic file that contains the signature and click **Open**.

Click **OK** in the Signature dialog box then click OK in the Printer Setup dialog box.

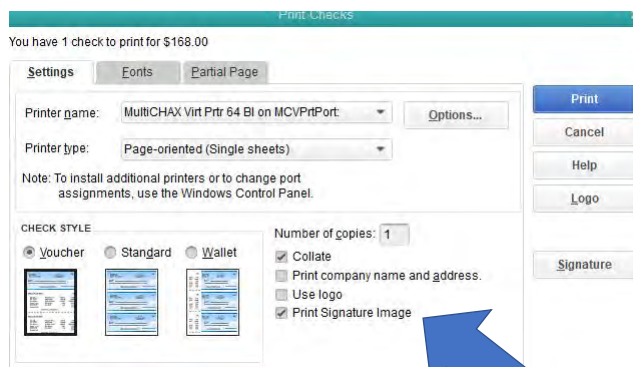
REMINDERS!

Your signature image should have an 11:3 aspect ratio (11 width and 3 height). It will be sized to fit into a 2-3/4 inch wide by 3/4 inch tall space and placed directly above the signature line on Intuit-supplied checks.

If you use QuickBooks user names and passwords, the signature file is stored by user name and company. If you do not have multiple user names and passwords, the Admin is the implicit user.

The Signature feature is **NOT** available for Wallet checks.

Create and use electronic signature for checks and paychecks



Permissions To Keep You Safe

View Permissions: Access By Users and Roles Page 1 of 1

MTM Joint Venture Inc.
05/08/2017

Permissions Access by Roles

Areas and Activities	Accounts Payable
Accounting	None
Accounting Tools	None
Asset Registers	None
Bill Credit Transfers	None
Bill Payments	None
General Journal	None
Liability Registers	None
Manage Fixed Assets	None
Working Time Balance	None
Banking	None
Bank Feeds	None
Bank Registers	None
BSB Bank Checking	None
BSB Bank	None
Westpac Bank CA	None
Payroll	None
Checks	None
Credit Card Charges	Full
Credit Card Registers	Full
Deposits	None
Loan Manager	None
Reconcile	None
Transfer Funds	None
Cashiers	None
Customer Center	Full
Employee Center	Full
Vendor Center	Full
Company	None
BS Tracker	None
Doing Business Sign Up	None
Calendar	Full
Company Information	None
Company Preferences	None
Customer Groups	None
Fixed Asset Transfers	None
Reports	None
Reports Tracker	None
Reports On Handpage	None
Printing & Imaging	None
Business Planning & Analysis	None
Set Up Budgets and Forecasts	Full
Print Labels	Full
Remote Access	Full
Set Company Data & Password	None
Set Up Bank Feeds	None
Systemwide Contacts	None
Customers & Vendors	None
Accounts Receivable	None
Access Finance Changes	None

file:///C:/Users/maiched.MDMPHS/AppData/Local/Temp/ViewPermissionsTML.html 3/8/2017

QuickBooks Chart of Accounts

QuickBooks
Account Listing
Month: 5/2017

Account	Type	Description
1000 BANK ACCOUNTS	Bank	Banking
1001 BANK OF AMERICA	Bank	Bank
1002 BANK OF AMERICA	Bank	Bank
1003 BANK OF AMERICA	Bank	Bank
1004 BANK OF AMERICA	Bank	Bank
1005 BANK OF AMERICA	Bank	Bank
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1200 BANK OF AMERICA	Bank	Bank

Memorizing / Automating Transaction Entry

Memorized Transaction List

TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOUNT	FREQUEN...	AUTO	NEXT DATE
Monthly Invoices	Group			Monthly	<input checked="" type="checkbox"/>	04/01/2018
↳ Lickety Split Couriers	Invoice	Accounts Receivable	1,100.00			
↳ PUGH'S FLOWERS	Invoice	Accounts Receivable	5,510.75			
↳ PUGH'S LAWN	Invoice	Accounts Receivable	4,318.75			
↳ Subroy Studios LLC	Invoice	Accounts Receivable	1,450.00			
↳ PUGH DEP	Deposit	BankAccount Total.Tr...	9,137.50	Never		

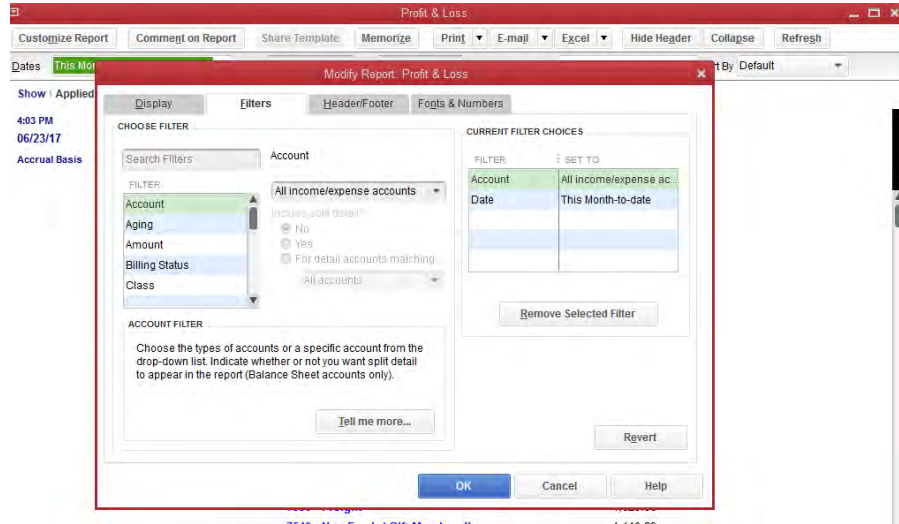
Memorized Transaction Enter Transaction

Reconciliation

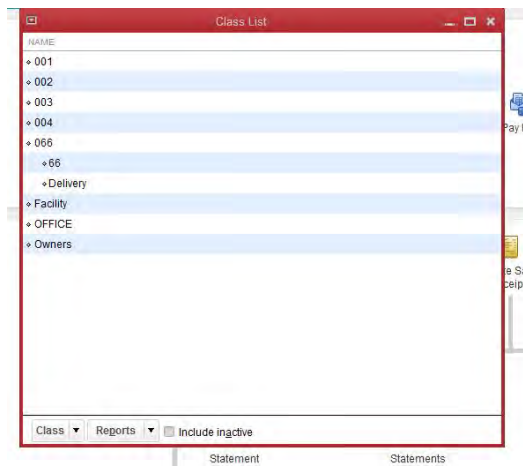
The screenshot displays the QuickBooks reconciliation process. On the left, a list of transactions is shown with columns for date, description, and amount. On the right, a detailed view of a vendor's open balance is shown, including a table of transactions and a summary of the open balance.

Date	Num	Desc	Due Date	Open Balance	Amount
01/15/2017	15844	Filed in CHG	03/01/2017	75.26	75.26
02/06/2017	15877	Filed in CHG	03/08/2017	429.20	429.20
02/15/2017	15728	Filed in CHG	03/15/2017	539.00	618.30
02/20/2017	15768	Filed in CHG	03/20/2017	286.70	286.70
02/27/2017	15783	Filed in CHG	03/29/2017	429.20	429.20
03/06/2017	15818	Filed in CHG	04/05/2017	286.70	286.70
				1,881.00	1,881.00
				1,881.00	1,881.00

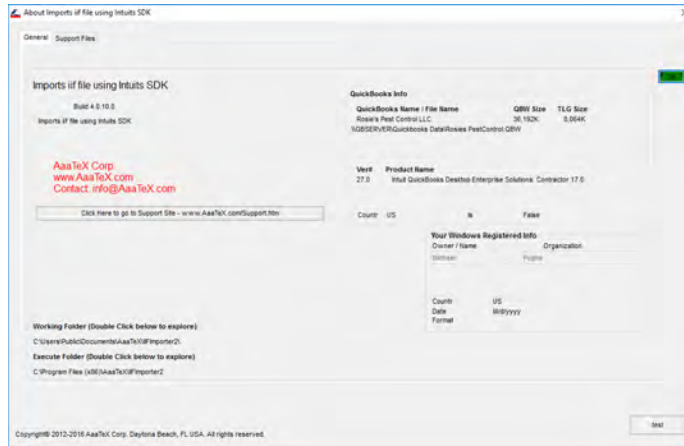
Customize Reports



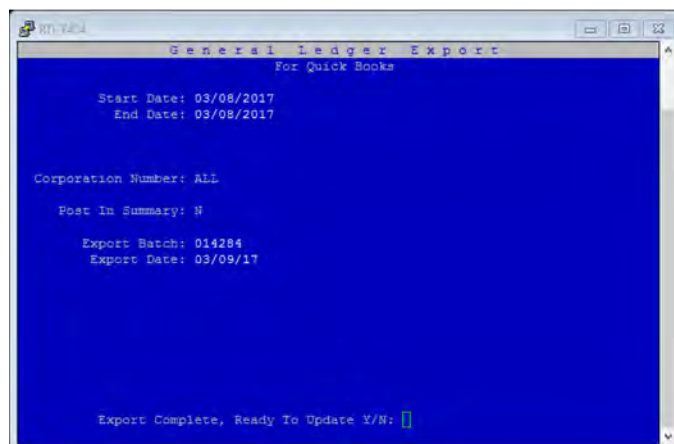
Using Class Better - separate stores / branches / departments

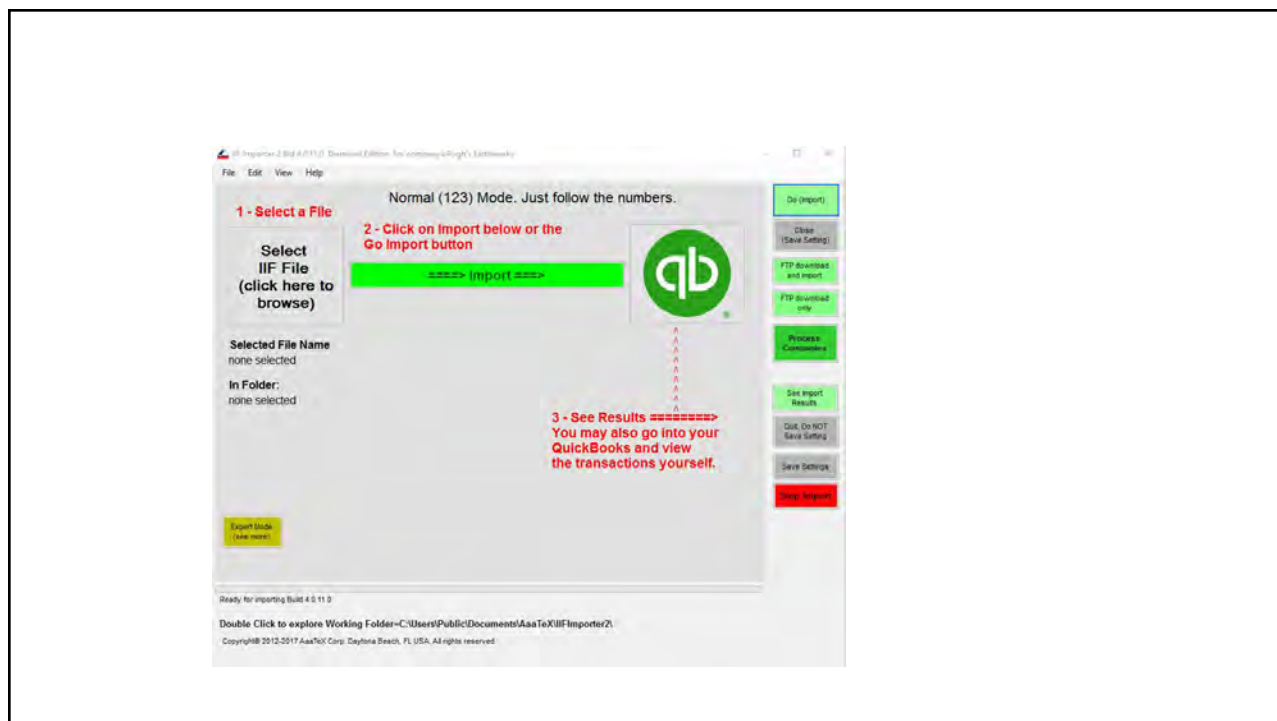
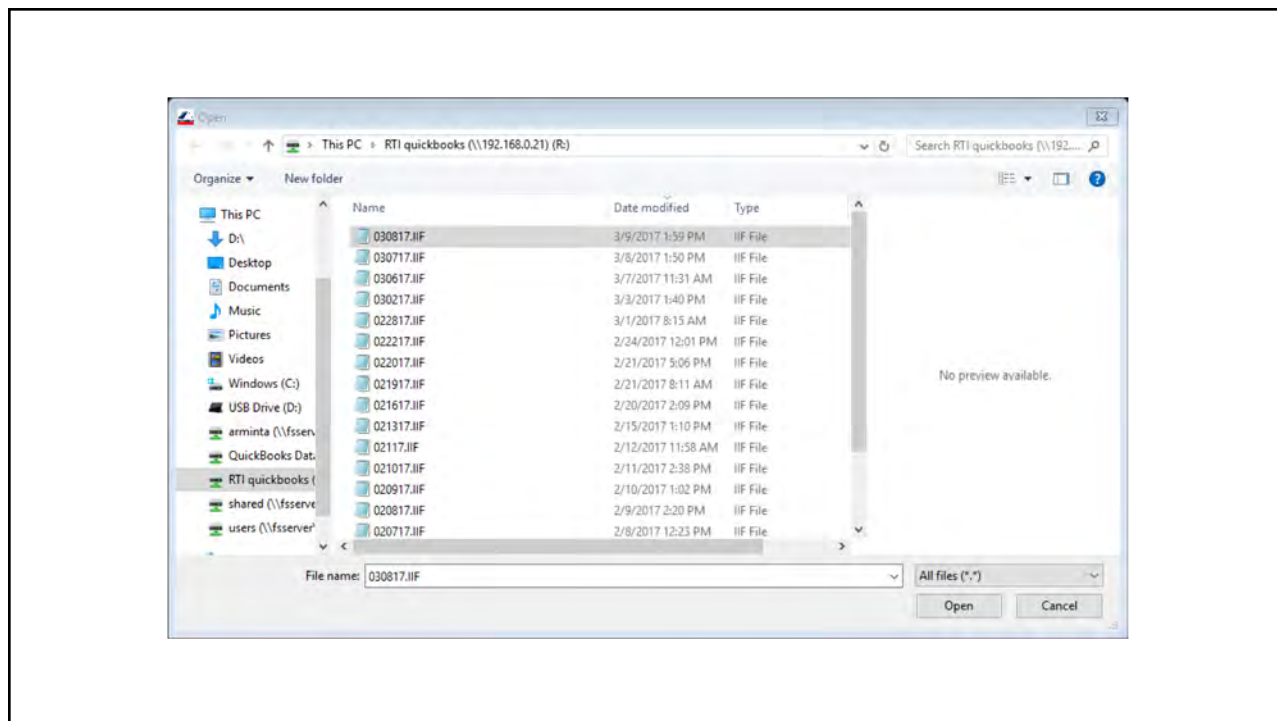


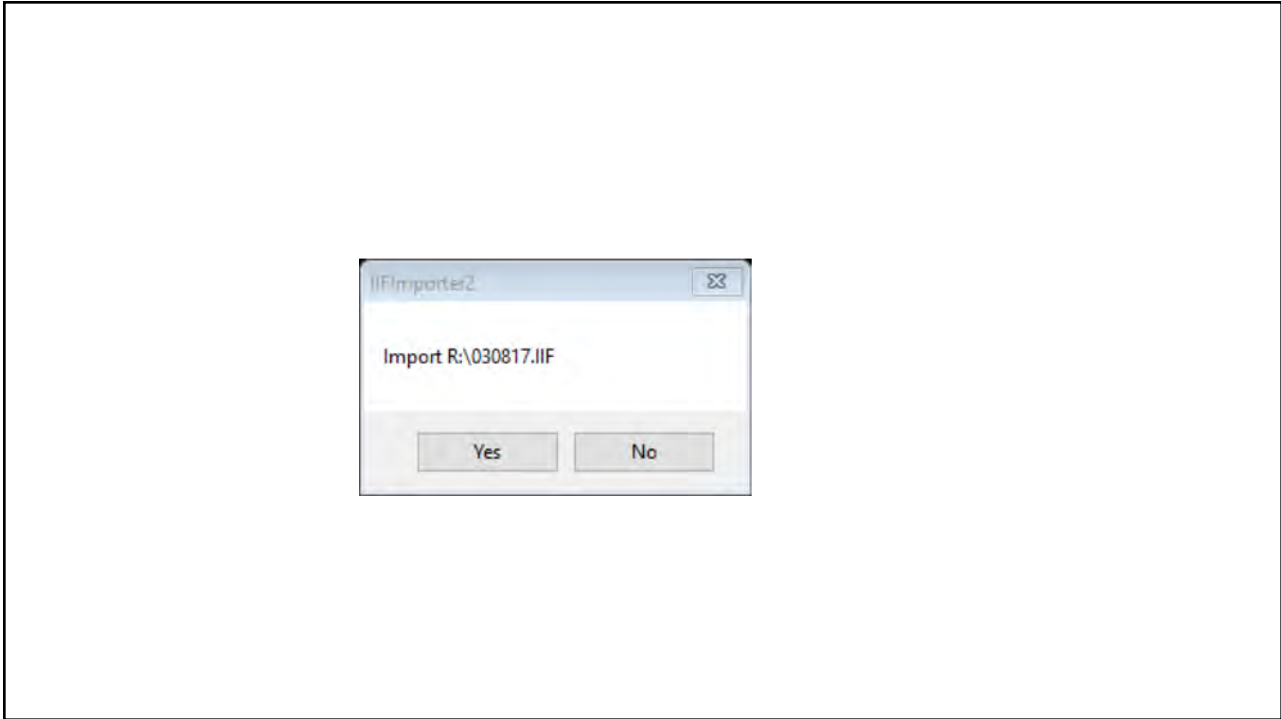
Import Data Without Using Single User Mode



POS Software Example — some systems have a direct interface



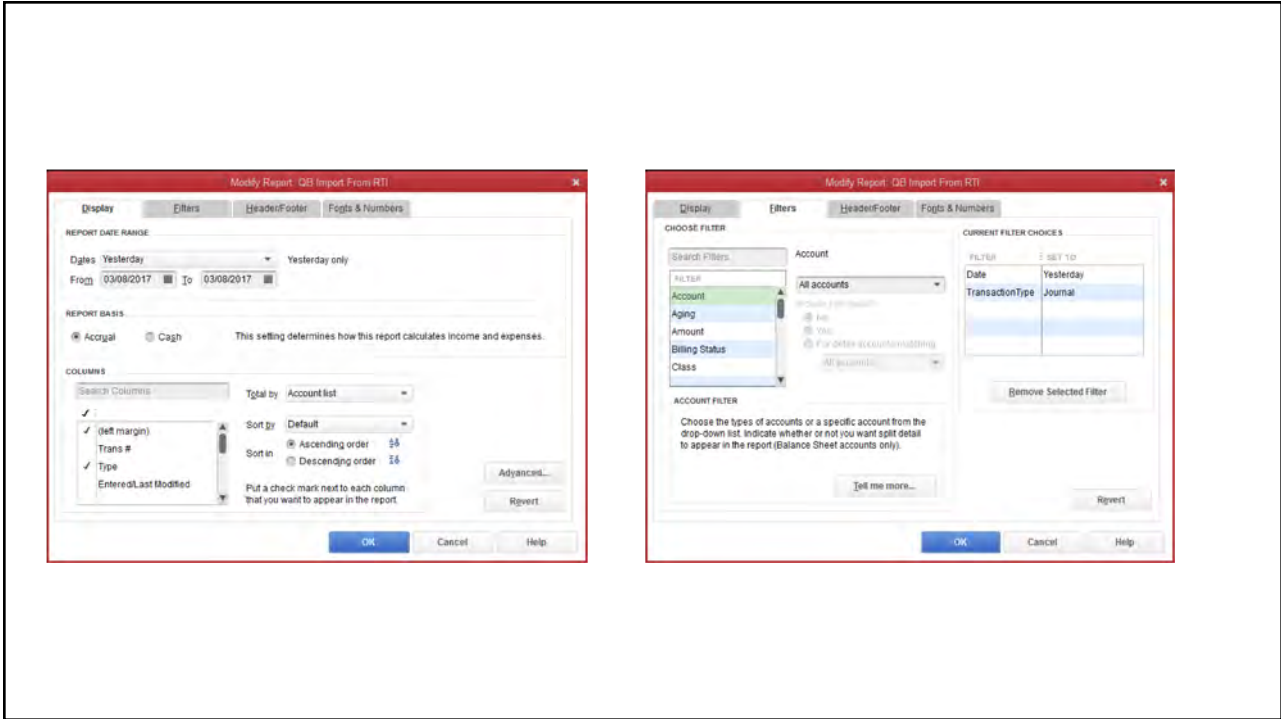




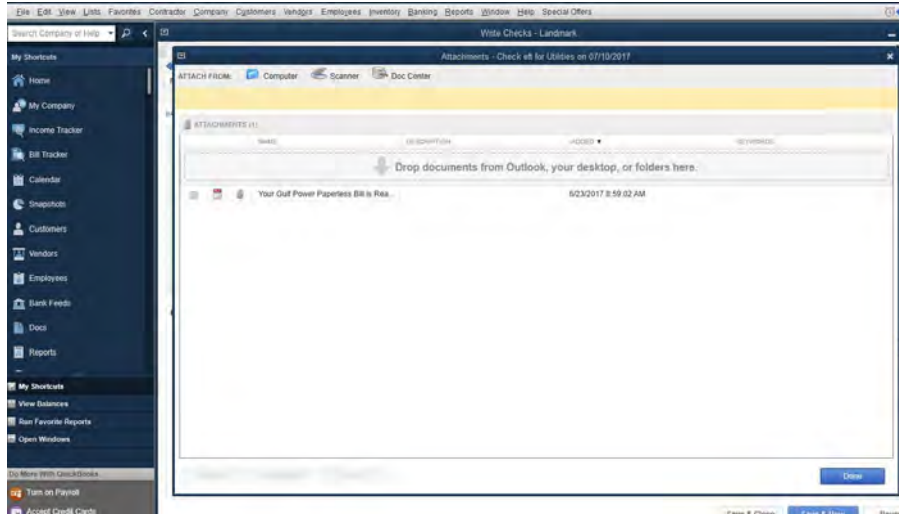
Customize A Report To Verify Data

The screenshot shows a financial software interface with a sidebar on the left and a main window displaying a report. The report is titled "Custom Transaction Detail Report" for "Pup's Flowers" and is dated "March 8, 2017". The report includes a table with columns for "Type", "Date", "Memo", "Account", "Debit", "Credit", and "Balance".

Type	Date	Memo	Account	Debit	Credit	Balance
1480 - Flower Shop Receivables						
1480 - Undeposited Funds (Credit Card)						
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	1,723.43		1,723.43
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	402.24		2,125.67
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	3,006.61		5,132.28
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	206.20		5,338.48
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	70.90		5,409.38
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	562.21		5,971.59
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	327.55		6,299.14
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	76.42		6,375.56
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	306.16		6,681.72
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	1,243.91		7,925.63
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	306.48		8,232.11
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	97.17		8,329.28
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.		13.89	8,443.17
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	933.20		9,376.37
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	42.86		9,419.23
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	406.29		9,825.52
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	74.24		9,900.76
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	284.72		10,185.48
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	43.24		10,228.72
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	76.42		10,305.14
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	120.07		10,425.21
General Journal	1241	AR - 030 - 1480 Undeposited F.	1480 Undeposited F.	85.20		10,510.41
Total 1480 - Undeposited Funds (Credit Card)				10,190.90	13.89	10,177.01
1520 - HWY ORDERS RECEIVABLES						
General Journal	1241	AR - 030 - 1520 HWY ORDER.	1520 HWY ORDER.	31.97		31.97
General Journal	1241	AR - 030 - 1520 HWY ORDER.	1520 HWY ORDER.	57.67		89.64
General Journal	1241	AR - 030 - 1520 HWY ORDER.	1520 HWY ORDER.	70.77		160.41
General Journal	1241	AR - 030 - 1520 HWY ORDER.	1520 HWY ORDER.	76.81		237.22
General Journal	1241	AR - 030 - 1520 HWY ORDER.	1520 HWY ORDER.	31.97		269.19
General Journal	1241	AR - 030 - 1520 HWY ORDER.	1520 HWY ORDER.	48.76		317.95



Going Paperless – QB Internal Software



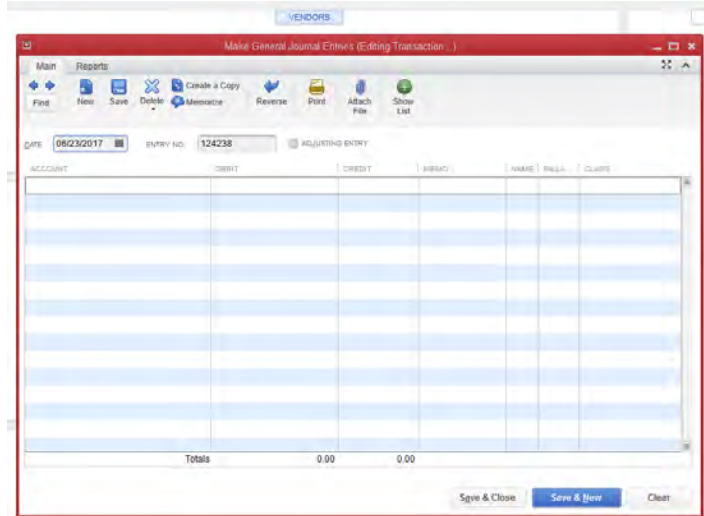
Going Paperless – Third Party Versions

1. Source Link
2. Cabinet Paperless
3. Efile Cabinet

Basic Inexpensive Equipment



General Ledger Entry



Debits and Credits

	Increase	Decrease
Asset	Debit	Credit
Liability	Credit	Debit
Income/Revenue	Credit	Debit
Expense	Debit	Credit
Equity/Capital	Credit	Debit

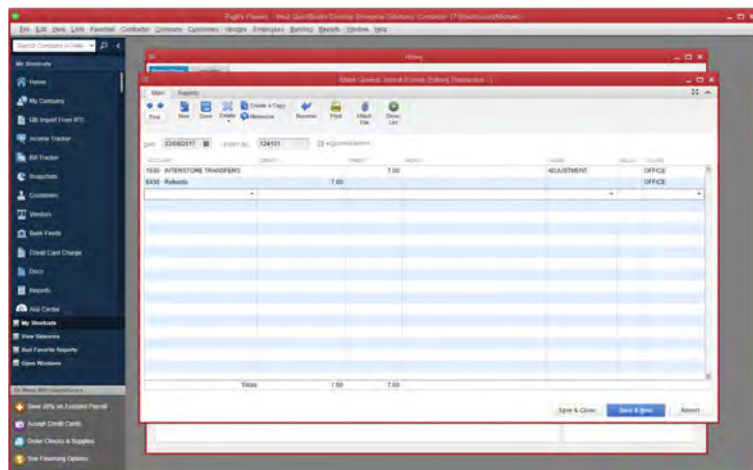


Table 1 - Do I DEBIT it or CREDIT it?

ACCOUNT GROUP	When you INCREASE the \$ amount in this account group you it.	When you DECREASE the \$ amount in this account group you it.
Asset	Debit	Credit
Liability	Credit	Debit
Owners Equity	Credit	Debit
Income	Credit	Debit
Expenses	Debit	Credit

Who handles the work load?

Different Kinds of Financial Positions

- 1) General Office Staff
- 2) Bookkeepers
- 3) CFO (dedicated person that oversees financial matters)
- 4) CPA / Out Sourcing (payroll – tax preparation – daily bookkeeping)

For positions 3 and 4 make sure that the person understands that you are a small business and tax issues matter but you need quick access to the big four numbers

Sales – properly done for wire service accounting
 COGS
 Payroll
 Facility

I did not know ?????? that about QuickBooks

To Compare Versions

<https://quickbooks.intuit.com/desktop/>

<https://quickbooks.intuit.com/move-to-online/#compare>

Single vs Multi-user

<https://community.intuit.com/articles/1553861-features-available-and-tasks-you-can-perform-in-single-or-multi-user-mode>

Data Protect

<https://community.intuit.com/articles/1501561-set-up-intuit-data-protect-idp-to-back-up-files>

Import in multi-user

www.aaatex.com