# 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.ifeatures-available-and-tasks-you-can-perform-in-single-or-multi-user-modentuit.com/articles/1553861-***

## 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

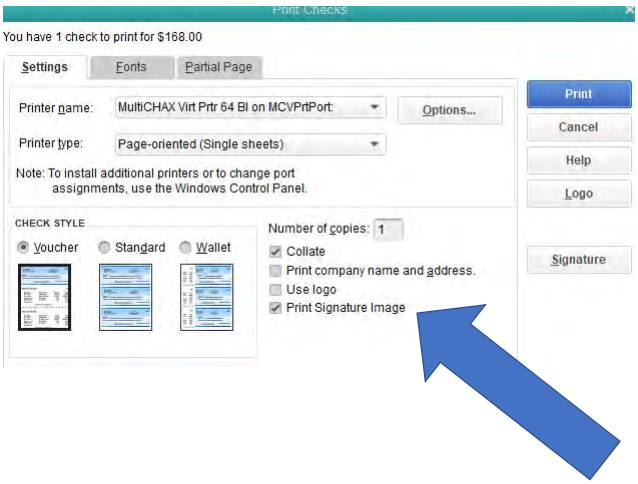
# Create and use electronic signature for checks and paychecks

**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.

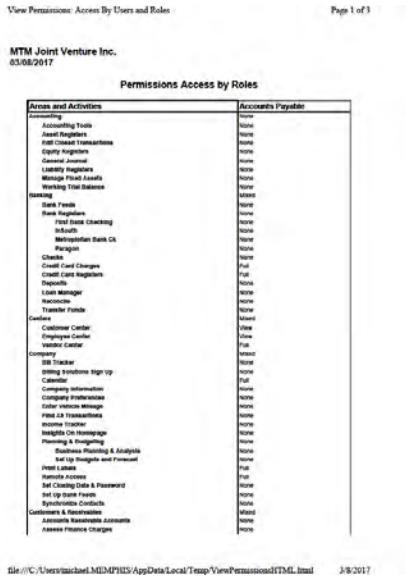
**Step 2: Add and use the electronic signature for checks and paycheck**
From the QuickBooks **File** menu, select **Printer Setup...**
In the Form Name drop-down list, select **Check/Paycheck**.
Put a check mark on **Click Print Signature Image**.
In the Signature dialog box, choose **File**.
Select 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 3

MTM Joint Venture Inc.
03/08/2017

Permissions Access by Roles

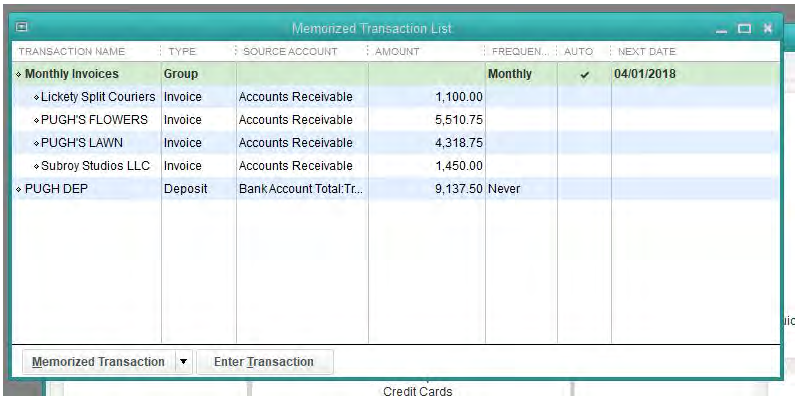
| Areas and Activities | Accounts Payable |
|---|---|
| Accounting | None |
| Accounting Tools | None |
| Asset Registers | None |
| Fulfillment Transactions | None |
| Equity Registers | None |
| General Journal | None |
| Liability Registers | None |
| Manage Fixed Assets | None |
| Working Trial Balance | None |
| Banking | Mixed |
| Bank Feeds | None |
| Bank Registers | None |
| First State Checking | None |
| InSouth | None |
| Metropolitan Bank Ck | None |
| Paragon | None |
| Checks | None |
| Credit Card Charges | Full |
| Credit Card Registers | Full |
| Deposits | None |
| Loan Manager | None |
| Reconcile | None |
| Transfer Funds | None |
| Centers | Mixed |
| Customer Center | View |
| Employee Center | View |
| Vendor Center | Full |
| Company | Mixed |
| Bill Tracker | None |
| Billing Solutions Sign Up | None |
| Calendar | Full |
| Company Information | None |
| Company Preferences | None |
| Color Vehicle Mileage | None |
| Fixed Asset Transactions | None |
| Income Tracker | None |
| Insights On Homepage | None |
| Planning & Budgeting | None |
| Business Planning & Analysis | None |
| Set Up Budgets and Forecast | None |
| Print Labels | Full |
| Remote Access | Full |
| Set Closing Date & Password | None |
| Set Up Bank Feeds | None |
| Synchronize Contacts | None |
| Customers & Receivables | Mixed |
| Accounts Receivable Accounts | None |
| Assess Finance Charges | None |

file:///C:/Users/michael.MEMPHIS/AppData/Local/Temp/ViewPermissionsHTML.html 3/8/2017

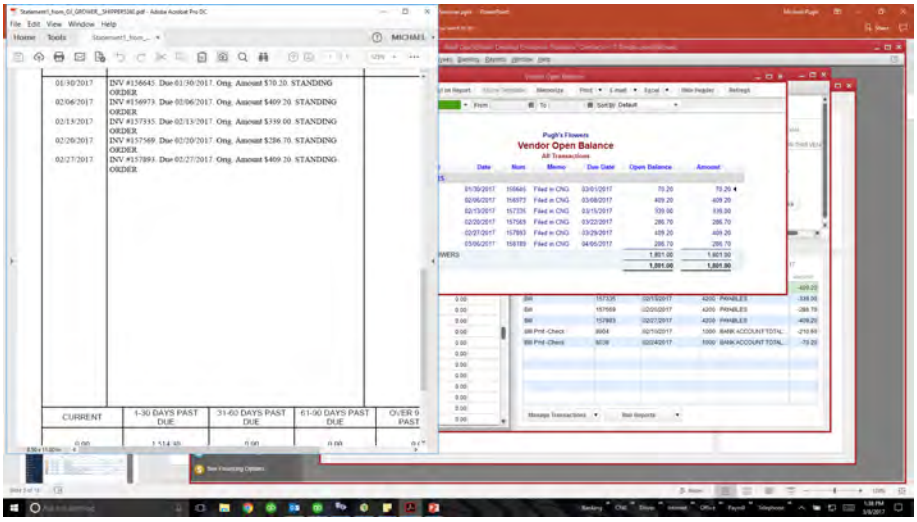
# QuickBooks Chart of Accounts

Account Listing

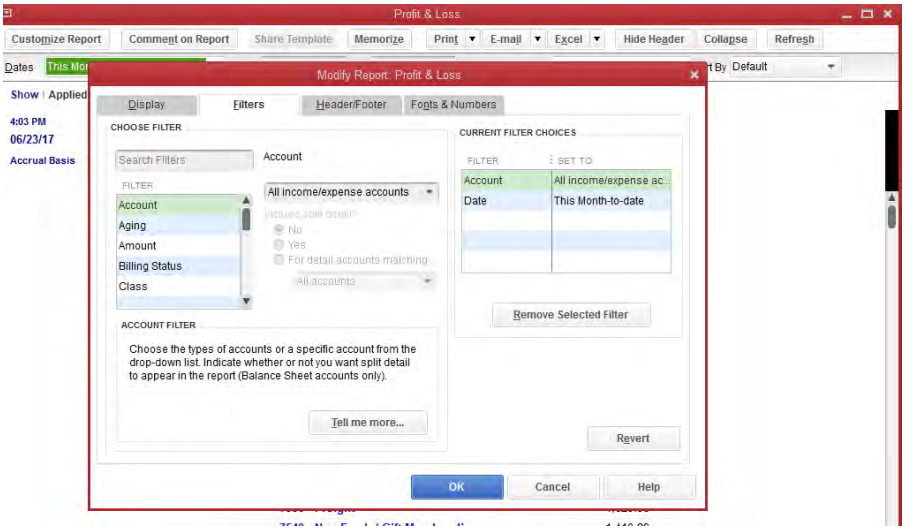
# Memorizing / Automating Transaction Entry



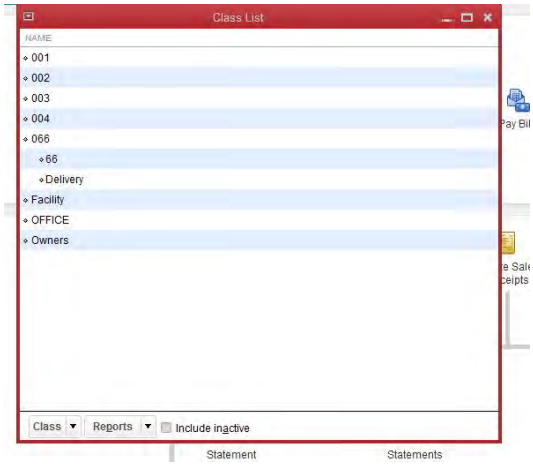

# Reconciliation



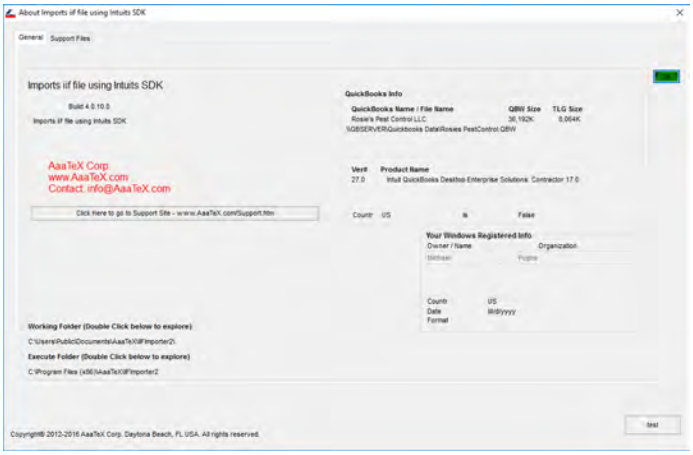
# Customize Reports



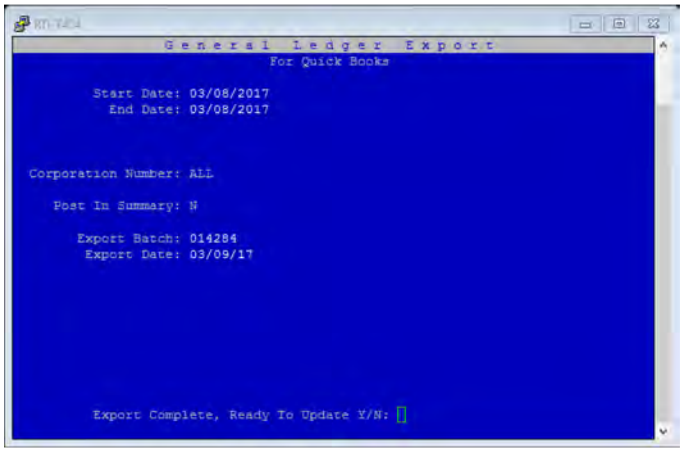

# Using Class Better - separate stores / branches / departments

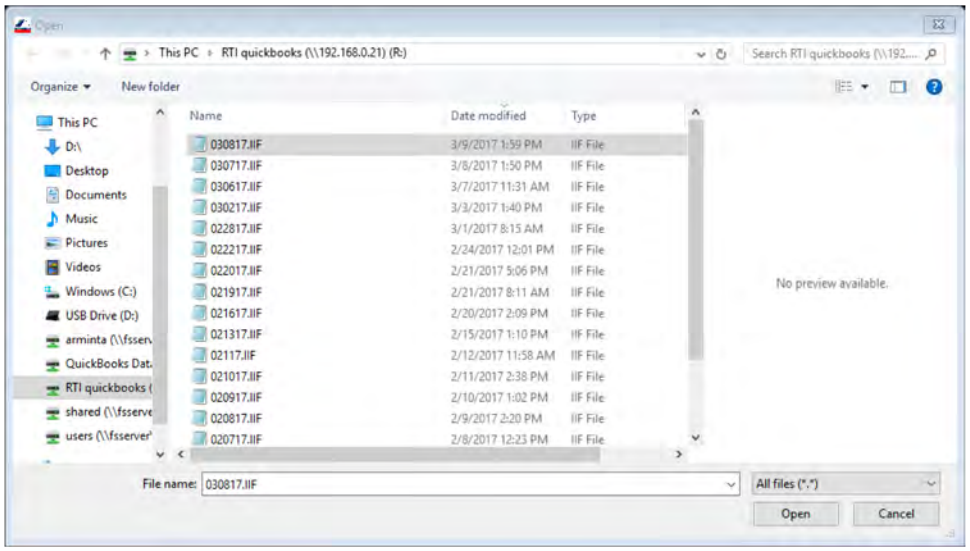


# Import Data Without Using Single User Mode




# POS Software Example – some systems have a direct interface




Open
This PC ▸ RTI quickbooks (\\192.168.0.21) (R:)
Search RTI quickbooks (\\192....
Organize
New folder
This PC
D:\
Desktop
Documents
Music
Pictures
Videos
Windows (C:)
USB Drive (D:)
arminta (\\fsserv
QuickBooks Dat
RTI quickbooks (
shared (\\fsserve
users (\\fsserver
Name
Date modified
Type
030817.IIF 3/9/2017 1:59 PM IIF File
030717.IIF 3/8/2017 1:50 PM IIF File
030617.IIF 3/7/2017 11:31 AM IIF File
030217.IIF 3/3/2017 1:40 PM IIF File
022817.IIF 3/1/2017 8:15 AM IIF File
022217.IIF 2/24/2017 12:01 PM IIF File
022017.IIF 2/21/2017 5:06 PM IIF File
021917.IIF 2/21/2017 8:11 AM IIF File
021617.IIF 2/20/2017 2:09 PM IIF File
021317.IIF 2/15/2017 1:10 PM IIF File
02117.IIF 2/12/2017 11:58 AM IIF File
021017.IIF 2/11/2017 2:38 PM IIF File
020917.IIF 2/10/2017 1:02 PM IIF File
020817.IIF 2/9/2017 2:20 PM IIF File
020717.IIF 2/8/2017 12:23 PM IIF File
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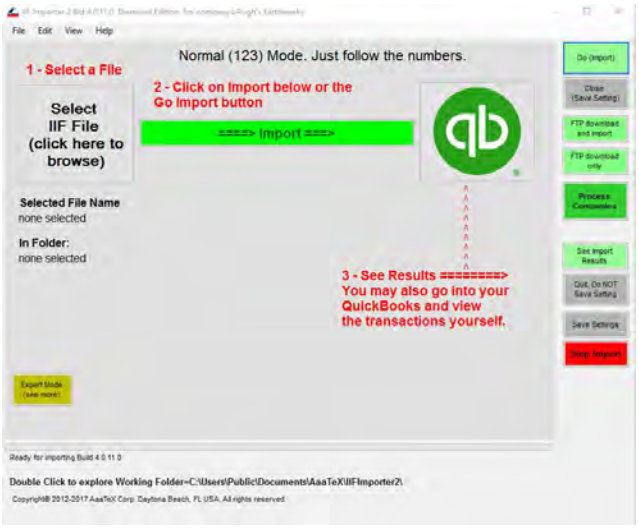
All files (*.*)
Open
Cancel


File Edit View Help
Normal (123) Mode. Just follow the numbers.
1 - Select a File
Select IIF File (click here to browse)
2 - Click on Import below or the Go Import button
====> Import ====>
Selected File Name
none selected
In Folder:
none selected
3 - See Results ========>
You may also go into your QuickBooks and view the transactions yourself.
Ready for importing Build 4.0.11.0
Double Click to explore Working Folder=C:\Users\Public\Documents\AaaTeX\IIFImporter2\
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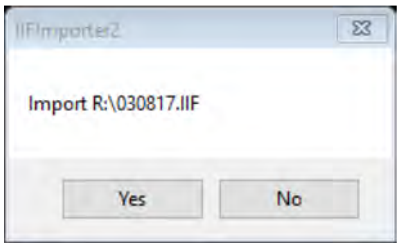
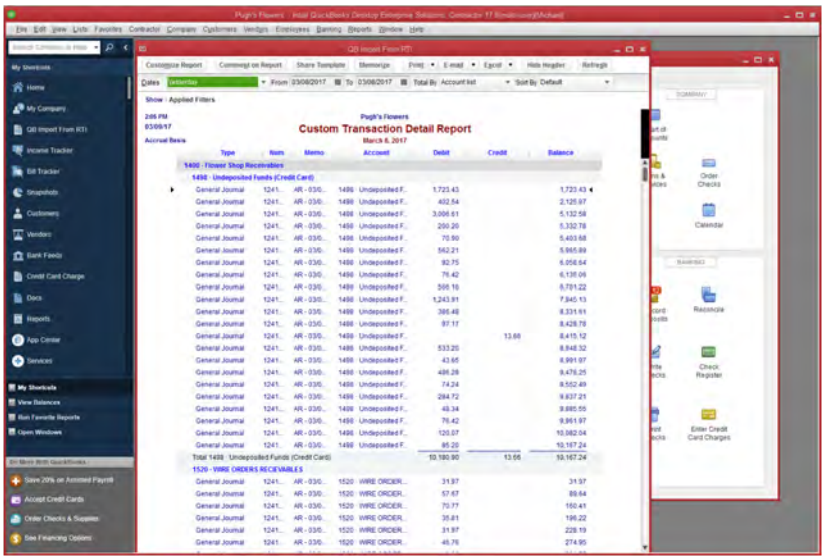
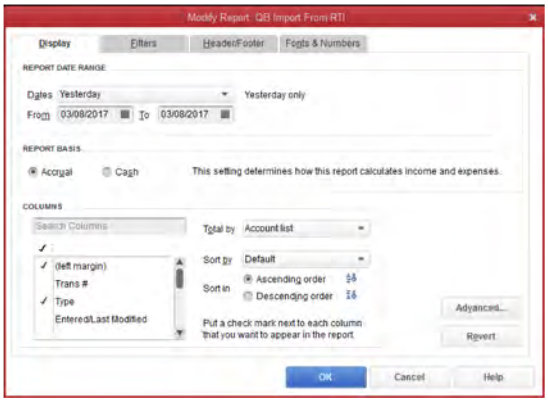
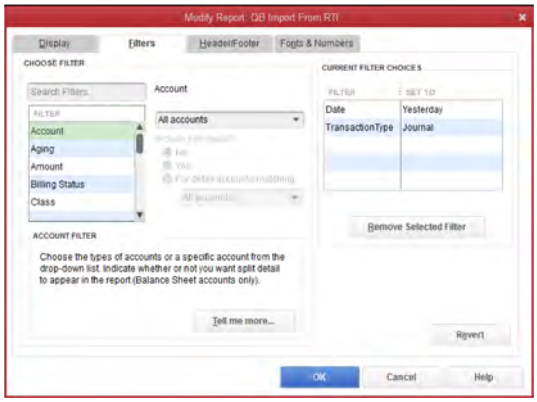


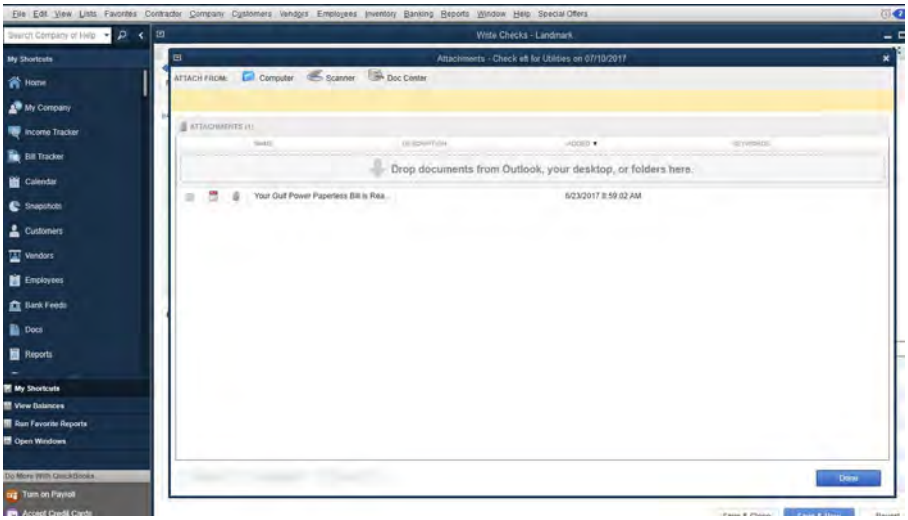

# Customize A Report To Verify Data






# Going Paperless – QB Internal Software

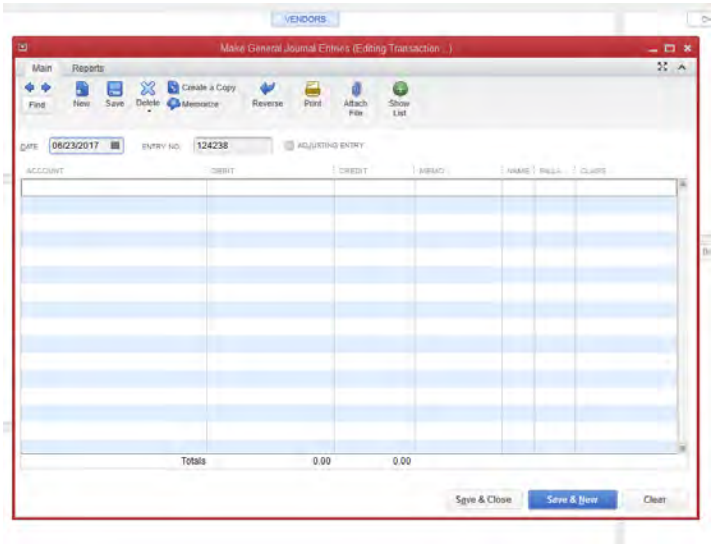


## Going Paperless – Third Party Versions

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 |

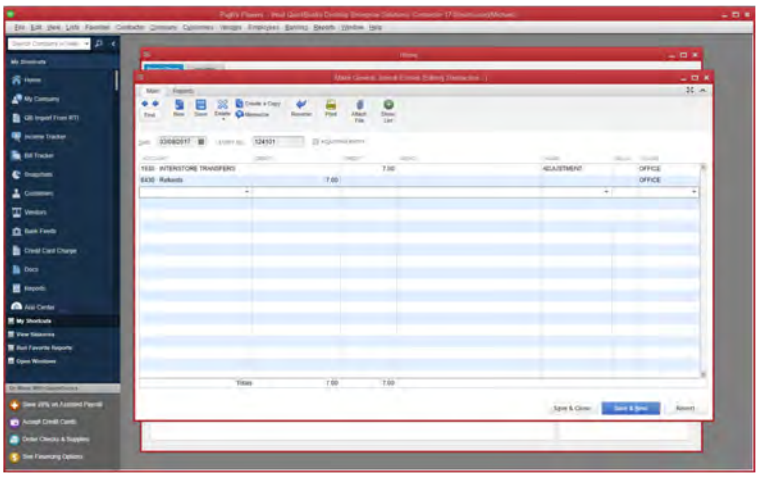


Table 1 - Do I DEBIT it or CREDIT it?

| 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.ifeatures-available-and-tasks-you-can-perform-in-single-or-multi-user-modentuit.com/articles/1553861-***

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