

I didn't know that QuickBooks does that???

- 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*
- Memorizing / Automating Transaction Entry
- Customizing Reports – *saving, filtering, selecting fields and exporting*
- Using Class Better – *separate stores / branches / departments*
- Importing .lif Files
- Document Storage
- General Ledger Journal Entry – *the main work around in when regular entries fail*

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/1553961-features-available-and-tasks-you-can-perform-in-single-or-multi-user-mode-intuit.com/articles/1553961>

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-ido-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.

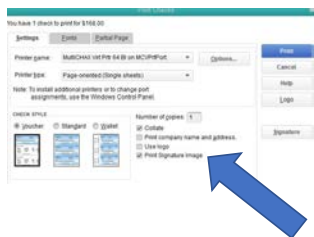
REMEMBER!

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 implied user.

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

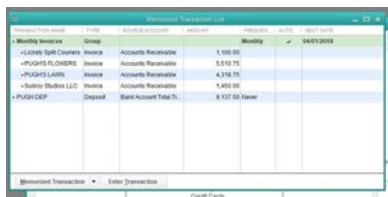
Create and use electronic signature for checks and paychecks



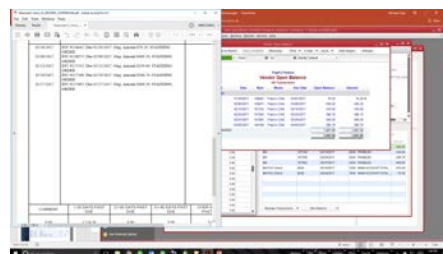
Permissions To Keep You Safe



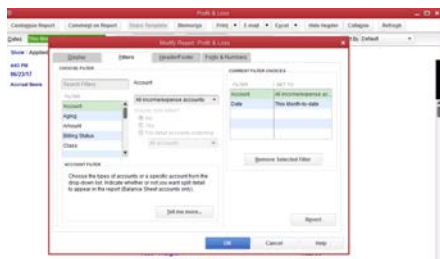
Memorizing / Automating Transaction Entry



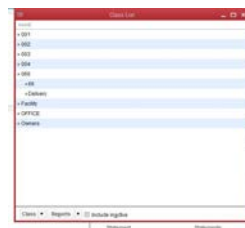
Reconciliation



Customize Reports



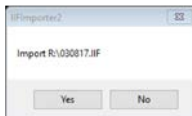
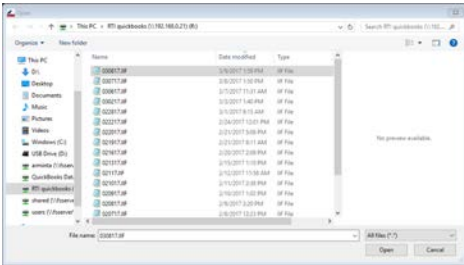
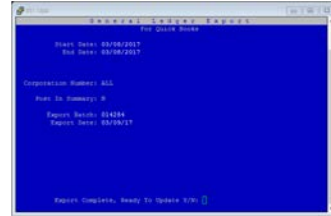
Using Class Better - separate stores / branches / departments



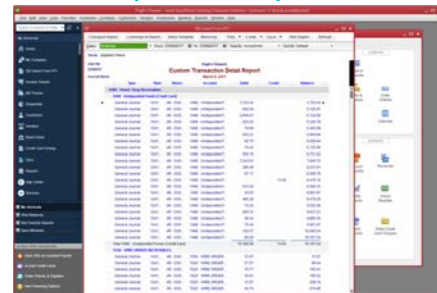
Import Data Without Using Single User Mode



POS Software Example — some systems have a direct interface



Customize A Report To Verify Data



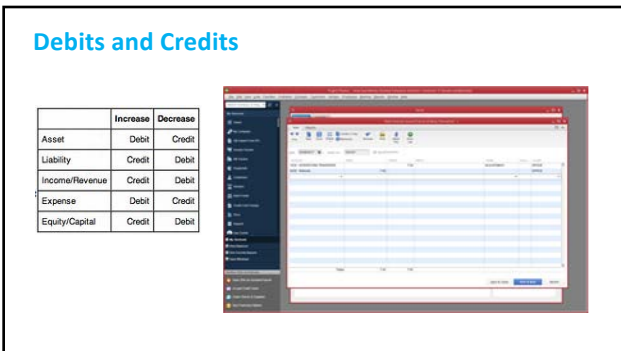
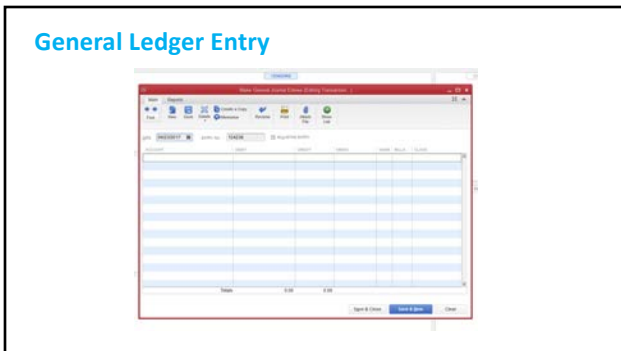
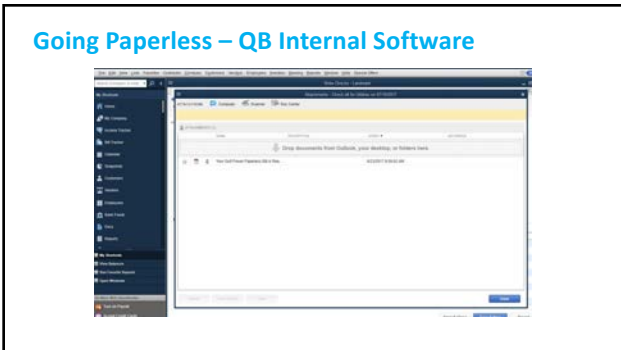
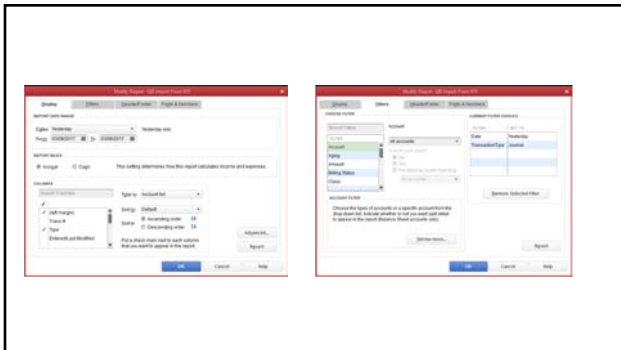


Table 1 - Debit or CREDIT?

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