



QUICKBOOKS TIPS & TRICKS

CHAPTER 15

Report Filtering Tip - When filtering reports in QuickBooks, you may want to select most of the items on a particular list, but not all items to appear on your report. First choose the "selected" option from the list (selected accounts, selected names, etc). Normally you would check each item that you want to appear on your report. However, if you want to check all the items on the list, click the first item and do not release the mouse button. While holding down the mouse button, slide the mouse pointer down just below the list. When QuickBooks is done – all of the items on the list will be checked. Release the mouse button. Now you can manually click the items to remove the ones that you do not wish to include in your filter.

941 Tip - Do not pay your payroll liabilities from the "Write Checks" window. If you use this window, QuickBooks will warn you to use the "Pay Liabilities" window, but will let you write the check. However when you print the 941, it will not reflect any payments that you made using the "Write Checks" window. Use the "Pay Liabilities" window to create checks for all tax liabilities. Using this window will ensure that the payments are reflected accurately on the 941 report and that your liability accounts are properly reduced.

The Accountant's Copy Feature Tip - When users create an Accountant's Copy of their company books, QuickBooks implements some functions to make sure this feature works properly. On the Client Side, QuickBooks locks certain parts of the company file to make sure users cannot make changes that would affect the information the accountant is working on. Here are the things users can and cannot do:

Users Can	Users Cannot
Create transactions	Delete an entry in a list.
Edit transactions	Rename an item in a list
Delete transactions	Change an account in the Chart of Accounts to a subaccount
Add new items to lists	Change a subaccount in the Chart of Accounts to an account
Edit items in lists	

On the Accountant Side, the restrictions on the accountant are designed to make sure the records for customers, vendors, and Lists remain intact while the user keeps working.

Accountants Can	Accountants Cannot
Create journal entries	Delete List entries
Edit account names	Make List entries inactive
Change account numbers (if you use numbers for your chart of accounts)	Create transactions (except journal entries)
Edit tax information for accounts	
Adjust inventory quantities and values	
Print 1099 Forms	
Print 941 Forms	
Print 940 Forms	
Print W-2 Forms	

When the file goes back to the user, the changes made by the accountant are merged into the QuickBooks file. QuickBooks does not indicate to the user what changes have been made, or what procedures have been taken. It's important that accountants send their clients a note detailing the changes.

Setting Up QuickBooks On A Network Tip - Install QuickBooks Pro on every computer that will be involved in this network. One of those installed copies becomes the main network copy. That copy can reside on a network server or on a user's computer. To set up shared access of the QuickBooks company files, perform the following steps:

1. On the computer that will act as the QuickBooks server, open Windows Explorer and right-click on the folder into which you installed QuickBooks Pro.
2. Choose Sharing from the shortcut menu to open the Folder Properties dialog box.

3. Select Shared As. The folder name is automatically entered as the Share Name, and that is probably a good choice. However, you can change the name of the share if you wish.
4. Set permissions for Full Control.
5. Click OK.

If you're using Windows 98 or Windows ME, the permissions are configured on the Sharing tab of the Properties dialog box. If you're using Windows NT, Windows 2000, or Windows XP, click the Permissions button on the Sharing tab to use the Permissions dialog box. It's a good idea to map the shared folder as a drive on the other users' computers. It's not necessary, but it speeds up access to the company files:

1. On each user's computer, open Network Neighborhood and select the remote computer that's acting as the server for QuickBooks Pro.
2. Right-click the shared resource for QuickBooks.
3. Choose Map Network Drive from the shortcut menu.
4. In the Map Network Drive dialog box, select a drive letter for this resource.
5. Select the Reconnect at logon option.
6. Click OK.

Switching Between Multi-user Mode and Single-User Mode Tip - The following administrative tasks must be performed in single-user mode:

- Backing up
- Restoring
- Compressing files
- Deleting items from lists
- Exporting or importing accountant's review copies
- Certain other setup tasks (QuickBooks displays a message telling you to switch to single-user mode when you access those setup tasks)

On the computer that's acting as the host/server, you must enable multi-user mode before other users can access the data files. To accomplish this, make sure the company you want users to work in is the current company. Then choose File | Switch to Multi-user Mode from the QuickBooks menu bar. All the QuickBooks windows are closed while the switch is made. Then a message appears to tell you that the company file is working in multi-user mode. The title bar of the QuickBooks window also announces that the software is in multi-user mode, and displays the name of the user. If you need to return to Single-User Mode, use the File menu, where the command has changed to Switch to Single-User Mode.

Accessing QuickBooks Pro from Other Computers - Users at computers other than the QuickBooks host/server computer can reach the network data easily:

1. Launch QuickBooks Pro (from the Program menu or a desktop shortcut).
2. Choose File | Open Company/Login from the QuickBooks menu bar.
3. Click the arrow to the right of the Look In field to display a hierarchy of drives and shared resources.
4. Select the drive letter if the resource is mapped.
5. If the resource is not mapped, select Network Neighborhood. Then select the host computer and continue to make selections until you find the shared QuickBooks folder.
6. In the Open A Company window, choose the company you want to use and click Open, or double-click the company name.

NOTE: If you attempt to open a company that someone else on the network is currently using, you see a message that QuickBooks has opened in multi-user mode because someone else is using the file. Click OK When the QuickBooks Login window appears, enter your login name and password. Then click OK.

CAUTION: If your login name exist in the User List, and if anyone is already accessing the files with that name you are told to use a different name or try later.

The first time each user logs on, it's a good idea to choose Edit | Preferences and establish personal preferences in all the My Preferences tab that contain configuration options. (Only the administrator can make configuration changes to the Company Preferences tabs).

Multiple QuickBooks Users on the Same Company File Computer Tip - The first time you used QuickBooks, the EasyStep Interview program asked if other people use your computer to perform work in QuickBooks. If you answered Yes, you were asked to provide names and passwords for each person. After the additional users are configured, you, as the administrator, can determine who can use the various features in QuickBooks. You can add users, delete users, and change access permissions at any time. Only the administrator can perform these tasks. If you said No during the interview, you can change your mind and set up multiple users now.

Creating, Removing, and Changing User Information Tip - When you want to create or modify users, choose Company | Set Up Users from the QuickBooks menu bar. If you are setting up multiple users for the first time, QuickBooks displays the Set Up QuickBooks Administrator window. You must have an administrator (I'm assuming it's you) to manage all the other user tasks. It's a good idea to leave the name as Admin. Then use the TAB key to move to the password box and enter a password. Press the TAB key again and type the same password to confirm it. You won't see the text you're typing; instead, the system shows asterisks as a security measure (in case someone is watching over your shoulder).

Configuring Inclusive Permissions Tip - The first permissions window asks if you want this user to have access to selected areas of QuickBooks or all areas. If you want to give the user full permission to do everything, you're asked to confirm your decision. After that, there's no further work to do in the wizard.

Configuring Rights to Individual Areas of QuickBooks - If you want to limit the user's access to selected areas of QuickBooks, select that option and click Next. The ensuing wizard windows take you through all the QuickBooks features (Accounts Receivable, Check Writing, Payroll, and so on) so you can establish permissions on a feature-by-feature basis for this user. You should configure permissions for every component of QuickBooks that you installed. Any component not configured is set as No Access for this user.

Configuring Special Areas of QuickBooks Tip - There are two wizard windows for setting permissions that are not directly related to any specific area of the software: sensitive accounting activities and sensitive accounting reports. Sensitive accounting activities are those tasks that aren't directly related to specific QuickBooks features:

- Making changes to the chart of accounts
- Manipulating the register for any balance sheet account
- Using online banking
- Transferring funds between banks
- Reconciling bank accounts
- Creating journal entries
- Preparing an accountant's review
- Working with budgets

Sensitive financial reports are those reports that reveal important financial information about your company, such as:

- Profit & Loss reports
- Balance sheet reports
- Budget reports
- Cash flow reports
- Income tax reports
- Trial balance reports
- Audit trail reports

Configuring Rights for Existing Transactions Tip - If a user has permissions for certain areas of QuickBooks, you can limit his or her access to manipulate existing transactions within those

areas. This means the user can't change or delete a transaction, even if he or she created it in the first place. It's generally not a good idea to let users other than the administrator (that's probably you) work in closed books. In fact, it's generally not a good idea for a software program to permit anyone to mess around in a closed year, but since QuickBooks does permit this, you should limit the permissions severely. When you have finished configuring user permissions, the last wizard page presents a list of the permissions you've granted and refused. If everything is correct, click Finish. If there's something you want to change, use the Prev button to back up to the appropriate page.

Working Around the QuickBooks "Rule" for Vendor Discounts Tip - If you receive discounts for timely payments from vendors, and the purchases that qualify are for inventory, it's normal (and good accounting practice) to post the discounts to a Cost of Goods Sold account. However, older versions of QuickBooks won't let you do that. Instead, QuickBooks forces you to post vendor discounts to an Expense account. This is a serious design flaw in QuickBooks, and it doesn't qualify as a "bug". (Bugs are "oops, that was a mistake" programming errors that programmers fix). Set up two accounts for vendor discounts, one as an Expense and the other as COGS. Post the discounts to the Expense account. Then, before you print or display a P & L report, make a Journal Entry to move the discounts from the Expense account to the COGS account. This gives you a real number for COGS. This problem has been fixed beginning with the 2003 version of QuickBooks (see page 107).

Paying Commissions to Sales Reps Tip - To track and pay commissions that are due sales representatives, the sales reps can be Vendors, Other Names, or Employees. However, you need to perform some setup and configuration tasks. You must create each sales rep in the Sales Rep list; every sales rep must also exist on the Employee, Vendor, or Other Names list. QuickBooks can differentiate a sales rep's listing from the original listing because the sales rep listing is the person's initials. If your sales reps are employees, you must create a commission item in the Payroll Items list and you must enter the specific commission information in the employee's record.

The QuickBooks Accountant Edition – This version includes the following features not found in any other version of QuickBooks:

- AutoReverse Journal Entries
- Autofill Memo Fields in Journal Entries
- Previous Bank Reconciliation Reports
- Bank Reconciliation Discrepancy Reports
- Closing Date Exception Reports

Remote Access Tip – The Remote Access feature lets you work on QuickBooks files that are located on a remote computer. The two computers don't connect to each other directly. Instead, a third-party company brings the computers together via an Internet connection. Both computers enter the same Internet site, and that site provides all the tools and services required to interact, along with a high level of security.

In QuickBooks Premier 2002, the remote access feature is called Access Anywhere. You can use Access Anywhere to work with your own QuickBooks Premier 2002 files when you're away

from the office. This means if you're traveling, taking a day off, or visiting a customer's site, you can get to your QuickBooks files as long as you can get your hands on a computer that has access to the Internet (the computer does not have to contain QuickBooks software). Access Anywhere also provides a way for an offsite bookkeeper to work on your books.

For QuickBooks Premier 2002: Accountant Edition, the remote access feature is called OnCall. You can use OnCall from any computer (even a computer that doesn't have QuickBooks installed) to access QuickBooks 2002 files on your clients' computers. OnCall lets you open, and work directly in, a client's QuickBooks 2002 file. OnCall is better than the Accountant's Copy Feature, which has limited functionality. Also, while you have the accountant's copy, your clients are prevented from performing some basic tasks in QuickBooks.

Turning Off Back Up Reminders Tip - If you have a regular backup routine for the computer that holds your QuickBooks files, you don't need to back up those files separately. In this case, you are probably answering **No** to the intermittent backup messages that appear when you close QuickBooks. These reminders to back up (along with an offer to buy backup services from Intuit) stop the software closing process until you respond by clicking No. This means you can't click the Close icon on the upper right corner of the QuickBooks window, or choose File, Exit, and then walk away from the computer. Your QuickBooks company file is still open, which may interfere with the nightly backup process (many backup software programs skip open files). You can stop QuickBooks from issuing these reminders (by default, the backup reminder appears every fourth time you use QuickBooks). To do this, close the QuickBooks software and open Windows Explorer or My Computer. Look for a file named *qbw.ini* in the folder that holds your QuickBooks software. Double-click qbw.ini. If your computer is configured to open .ini files in Notepad, the file appears in the Notepad editor window. If your computer is not configured to open .ini files automatically, Windows will present a list of programs for opening the file. Choose Notepad. Scroll through the file to find the line `AutoBackupFrequency=4` (the number may not be a 4, depending on your version of QuickBooks or whether anyone previously made changes to the line). Change the line so it reads `AutoBackupFrequency=0`. Then choose File, Save. The reminders will stop.

If you don't have a regular backup process that backs up your QuickBooks files every day, change the line to `AutoBackupFrequency=1`. The reminder will appear every time you close QuickBooks. Pay attention to it and back up your files.

Invoicing and Tracking Reimbursed Costs Tip - To track reimbursed costs from customers, you need to do three things: 1. Create an income account that holds the revenue that comes in as a reimbursed cost. 2. Create the configuration options to automate postings to that income account when you invoice your customers for a reimbursable cost. 3. Use the accounts configured for reimbursement when you enter transactions for reimbursed costs.

Unfortunately, QuickBooks is limited in its methods for tracking reimbursed costs. Unlike many other accounting software applications, QuickBooks does not let you post all of your reimbursable expenses into one income account. Instead, it insists on a one-to-one relationship between a reimbursable expense and the income from a reimbursable expense. As a result, if you have more than one expense account for reimbursement, you must also create more than one

income account for accepting reimbursed expenses. The best way to do this is to create a parent income account and subaccounts for each reimbursement type.

To create the income accounts, click Chart of Accounts (COA) on the Shortcuts pane to open the COA window. Press Ctrl+N to open a New Account window. Select Income as the account type. Enter an account number (if you use numbers) and name the account Reimbursed Expenses (or something similar). Click OK. Then create the specific child accounts in the COA window, by pressing Ctrl+N to open the New Account window. Select Income as the account type.

Enter a number (use the next sequential number after the number of the parent account) and a name for the account. Select the Subaccount check box. Enter the parent account you created. Repeat this process as many times as necessary. Assign the Income Account to the Expense Accounts. You must tell QuickBooks that when an expense account is used to invoice a customer for reimbursement, it should automatically post the Reimbursed Costs invoice item to the Income account you created for that purpose. To do this, open the Chart of Accounts; Select (highlight) the expense you bill back to customers for reimbursement. Press Ctrl+E to edit this account. Select the check box Track reimbursed expenses in. Entering the check mark automatically makes the Income Account field accessible. Enter the appropriate income account. Click OK. Repeat for the additional Expense accounts that are reimbursed.

To create Transactions for Reimbursed Costs, when you enter a vendor bill, if that bill, or part of the bill, is subject to customer billing for reimbursement, you must indicate that fact with two additional steps: Enter the job in the Customer:Job column making sure the little "Invoice" icon is showing in the last column. When you enter the customer's Invoice, take these steps: Enter the invoice items as usual, along with the amount. Click the Time/Costs icon at the top of the Invoice form. Click the Expenses tab to see all the reimbursable expenses you've posted for this job since the last time you invoiced this job. Click Select All to select all reimbursable costs for this invoice. A check mark appears in the Use column for every cost. To select only certain costs, click the Use column to the left of that cost's listing to place a check mark in the column. Costs you do not use for this invoice will be displayed on this window the next time you create an invoice for this job, so take this step only for costs you're not ready to pass on to the customer at this time (this rarely occurs). Click Print Selected Time And Costs As One Invoice Item if you just want one line (Reimbursed Expenses) to show on the invoice, instead of listing each reimbursement by category. Click Hide for any cost that you don't want to invoice the expense to the customer. This removes the cost permanently from the list of reimbursable expenses for this job. It does not remove the original transaction from your records. Your Customer:Job reports will still show the cost as associated with the customer or job. After you've made your selections, click OK. QuickBooks automatically makes the appropriate entries in the Invoice. *Your P&L Report will list the subtotals for each individual income item that's a reimbursed cost, and give you a total for all reimbursed costs. It does the same thing on the expense side . The totals 'wash' but you get information about how much of your spending and income is within these items.*

In QuickBooks 2003, Vendor Discounts Problem is Finally Fixed - Intuit has finally fixed the annoying problem of not letting you apply vendor discounts to Cost of Goods accounts.