

November 2011

QuickBooks Tips and Tricks: Make it Yours

Use the Open Window list

Spend some time in **Preferences**, and you'll be surprised to learn that you have more flexibility than you knew. QuickBooks is designed to work for a tremendously wide variety of businesses, so it comes with some features activated but many dormant.

The **Open Window** list is a good example. Do you tire of closing windows to find a screen that you used several tasks ago? Make sure that you're in one-window view (**View | One Window**), and then click **View | Open Window List**. Click on any entry to move to that page.

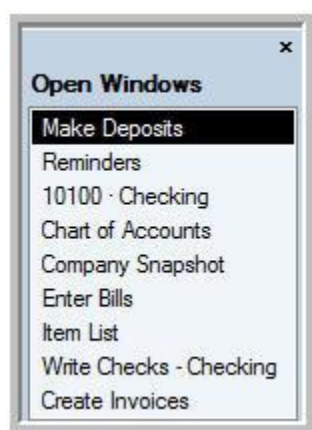


Figure 1: The **Open Windows** list lets you easily move among active screens.

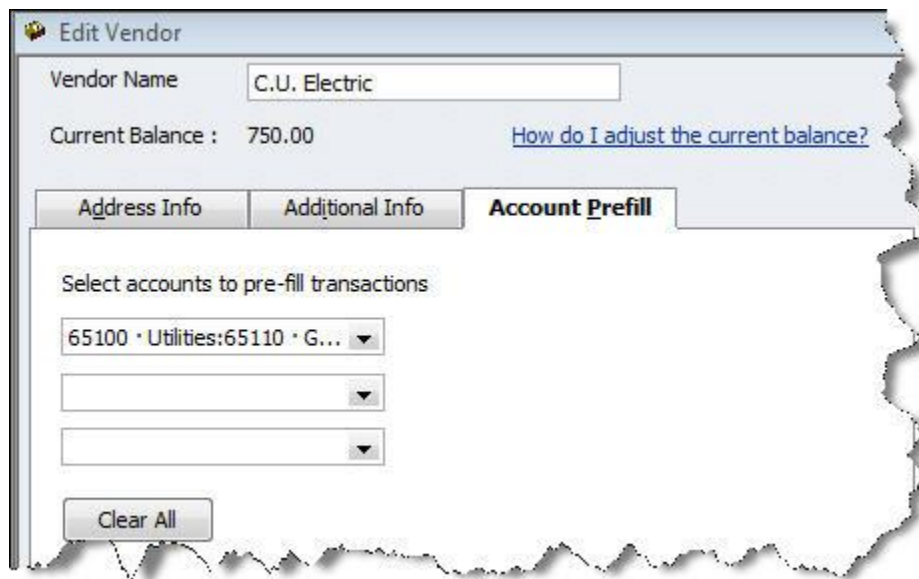
Make account assignment mandatory

QuickBooks lets you enter transactions without assigning them to accounts. So your Chart of Accounts has two accounts labeled **Uncategorized Income** and **Uncategorized Expenses** that serve as repositories for these transactions. This means that when you run reports or prepare for taxes, you may have a hard time remembering the circumstances of those transactions and will find it difficult to assign them to accounts.

Do yourself a favor. Set up QuickBooks so that you must assign an account to every transaction. This will take extra time upfront, but not as much as if you try to recall the transaction three months from now. Go to **Edit | Preferences | Accounting | Company Preferences** and make sure that **Require Accounts** is checked. If you have questions on this, please call or email us.

Use the Account Prefill fields

Speaking of accounts, here's a little time-saving tip. If you have vendors that are always assigned to the same account(s), you can establish this constant in the vendor record. Simply open the **Edit Vendor** window for a client and click the **Account Prefill** tab. Select the appropriate selection(s) from the drop-down lists. If a payment is sometimes split between multiple accounts, you'll handle this division when you add transactions.



The screenshot shows the 'Edit Vendor' window in QuickBooks. At the top, the vendor name is 'C.U. Electric' and the current balance is 750.00. There is a link for 'How do I adjust the current balance?'. Below this, there are three tabs: 'Address Info', 'Additional Info', and 'Account Prefill'. The 'Account Prefill' tab is selected. Underneath, there is a section titled 'Select accounts to pre-fill transactions'. It contains three dropdown menus. The first dropdown menu is open and shows '65100 · Utilities:65110 · G...'. Below it are two empty dropdown menus. At the bottom of this section is a 'Clear All' button.

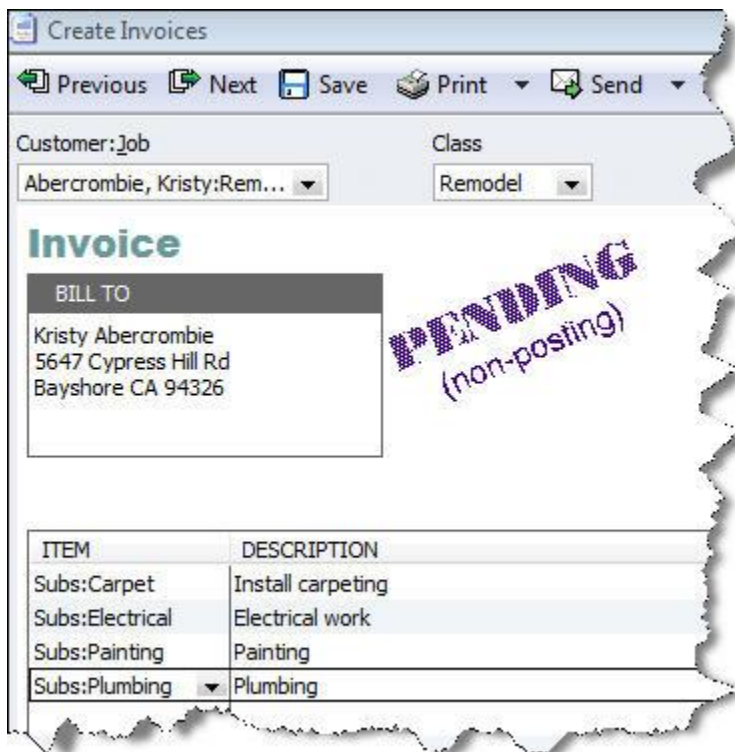
Figure 2: Designate vendor accounts to save time when creating transactions.

Use "Pending Sales"

Invoices, sales receipts and credit memos can be earmarked as "pending." These sales do not show up in registers or reports (except for the **Pending Sales** report) and can't be used for transactions where payment has already been applied. Create the transaction and click **Edit | Mark [form name] As Pending**. To finalize it, open the form and click **Edit | Mark [form name] As Final**.

This action can be useful in multiple situations, including:

- Backordered items
- Draft approvals
- Estimates
- Time-tracking for jobs
- Profit and loss reports that show the impact of pending sales (choose **Either** as the posting status [**Non-posting** or **Posting**] under **Filters**)



ITEM	DESCRIPTION
Subs:Carpet	Install carpeting
Subs:Electrical	Electrical work
Subs:Painting	Painting
Subs:Plumbing	Plumbing

Figure 3: You can mark a payment as "pending" in several situations.

Be kind to your accountant: Set a closing date

Once we've worked with your QuickBooks file up to a certain date, entering, editing or deleting transactions prior to that date wreaks havoc with the balance of your books. To be safe, your administrator should password-protect the ability to do this, so that no one does this intentionally or unintentionally. Go to **Edit | Preferences | Accounting | Company Preferences** and enter a closing date and password. We will change the date each time we complete our work.



Set Closing Date and Password

To keep your financial data secure, QuickBooks recommends assigning all other users their own username and password, in Company > Set Up Users.

Date
QuickBooks will display a warning, or require a password, when saving a transaction dated on or before the closing date. [More details...](#)

Exclude estimates, sales orders and purchase orders from closing date restrictions

Closing Date: 11/01/2016

Password
QuickBooks strongly recommends setting a password to protect transactions dated on or before the closing date.

Closing Date Password: [REDACTED]

Confirm Password: [REDACTED]

To see changes made on or before the closing date, view the Closing Date Exception Report in Reports > Accountant & Taxes.

OK Cancel

Figure 4: Password-protect closed periods to preserve the accuracy of your books.

These are just a few examples of ways you can customize QuickBooks to make your workdays more productive and your record-keeping safer and more reflective of your business. We can help you further tailor the software to make it a better fit.

If you have questions on this or any other QuickBooks feature, call or email us. We're your partner and we're here to make your business better.

NEW BOSTON BOOKKEEPING & PAYROLL, LLC
PO BOX 95 NEW BOSTON, NH 03070
603-261-5164
sdubreuil@comcast.net
www.newbostonbookkeeping.com