



Quickbooks is now the accounting system used by over 4.5 million companies

Many of you may not be aware of all of the tools that are available through Quickbooks, so we have compiled a list of particular features that we hope will make your job easier and more efficient.

Please keep in mind that our firm now has the capability to use GoToAssist, a function that allows our staff to securely log in to your system from our office to assist you with implementing any Quickbooks functions.

1. Memorized transactions – Every company has certain transactions that recur regularly. Quickbooks has a feature that allows you to memorize frequent transactions. Once you have them set up, they will be automatically entered at regularly scheduled intervals. To access this tool, type Ctrl + M

2. Quickbooks Loan Manager (if applicable) – When recording loan payments, the amount has to be allocated appropriately to interest and principal according to the amortization schedule. This feature requires you to set up each loan with the related information such as term, rate, etc. After initial set up, Loan Manager will generate the correct loan payment check each period, allocating the appropriate interest and principal amounts. To access this tool, go to Banking menu > Loan Manager.

3. Process Multiple Reports – Preparing and printing multiple reports is often time-consuming. Quickbooks enables users to group together dozens of reports (using the “Memorize” function). This allows you to set a date range, print the recipient’s name on the report and set up the order for printing. To access this feature, go to the Reports menu > Process Multiple Reports.

4. Prevent Prior-Period Changes – Many Quickbooks users do not understand the result of changing transactions in prior periods. In order to prevent the incident from occurring, this feature allows you to set preferences that prohibit the user from bypassing the closing date, using a password-protected date. To access this tool, go to Company menu > Set Closing Date.

5. Attach Documents – This feature allows you to attach electronic documents throughout Quickbooks to achieve a paperless environment. There are several advantages, such as:

- a. Making electronic documents available instantly for all users
- b. Reducing the costs associated with making copies, sending and storing paper documents
- c. Protecting your data by allowing electronic documents back-ups to be created offsite

6. Importing Credit Card & Bank Transactions – These tools allow credit card and bank transaction data to be imported directly into Quickbooks. This saves time and errors compared to manual entry of an entire statement. This feature can also automatically match expenditures with appropriate vendor and account numbers for efficient processing. - To access the credit card tool, go to Banking > Enter Credit Card Charges and click the ‘Download credit Card Charges’ option at the top of the page. - To access the bank transaction import tool, go to Banking > Online Banking > Import Web Connect File

7. Quickbooks Learning Center- This informative section demonstrates the many features Quickbooks offers through numerous educational videos. This center can help you through the troubleshooting process and learn to take full advantage of your Quickbooks software.

Please feel free to call on us, if you need any assistance with these or any other Quickbooks functions.