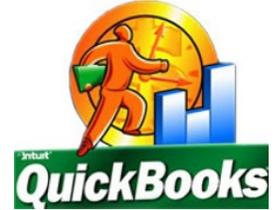


QuickBooks Tips



Password Protecting QuickBooks

To password protect your QuickBooks data file click on Company in the menu bar, then Set Up Users. From here, you can assign a password for the main (Administrator) account in QuickBooks. You can also set up user accounts, passwords, and different levels of access if you have multiple people using your QuickBooks file. Make sure you keep your newly created password in a safe place (just in case you forget it!)

How To Setup QuickBooks to share with another computer.

To allow the sharing of your QuickBooks file, your best option is to have a computer network in place. This network will provide the foundation for you to then share the file between two or more computers. You can have either a wired or wireless network within your office.

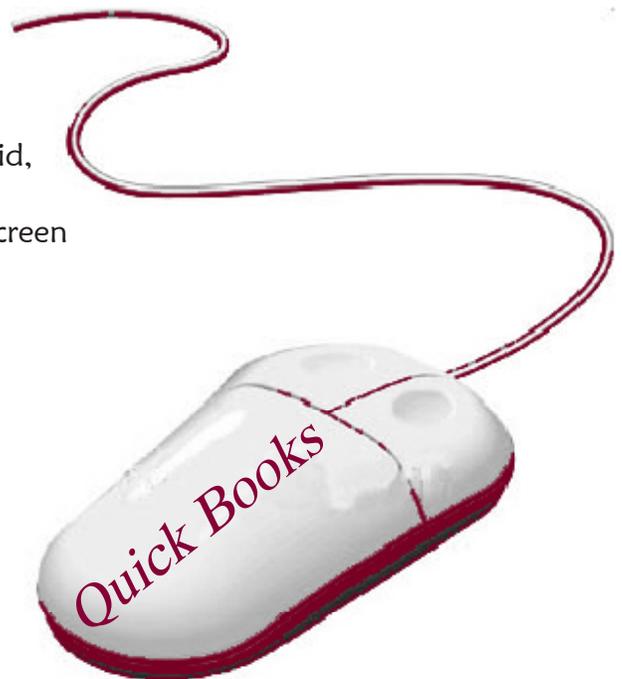
It is also possible to take a backup copy of the QuickBooks file from one computer and restore it to a second computer to allow sharing of the information. However, this is not recommend if both computers will be entering QuickBooks data. If you do this, you won't know who has the most recent copy of the data file, and things can get messed up quite easily. Your best bet is to talk to a local computer consultant about a network for your home or office.

Deleting invoices off the "Select Invoices to Print" window.

Here's how you delete some of those old invoices that have been hanging around since 2002. This is a common problem in QuickBooks. Here's the fix - for each entry that is showing up in your Reminders list under "Invoices to Print", double-click on it. This action should take you to the invoice itself. Once here, remove the check mark in the box in the lower left hand corner that says "to be printed", then click "Save and Close". This invoice should no longer show up in the "Invoices to Print" list.

Using the History Button

- The History button shows you all the transactions related to the one you are currently viewing.
- For example, view any invoice that you know is paid, then click on the History button.
- Then you'll see the payment details on your screen instantly.



McGOWEN
HURST
CLARK
& SMITH, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS