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ACCOUNTING AND PAYROLL ■ INCOME TAX PREPARATION ■ FINANCIAL BUSINESS CONSULTING

QUICKBOOKS TIPS CORNER

BY LISA RUCKER

Setting Preferences May 10, 2007

Setting preferences in QuickBooks can help you with many different aspects of data entry and reporting. You can make many changes to the overall usage of QuickBooks by doing some of the following, (these are options in QB2007; some may not be available in earlier version):

1. Allowing the use of the enter key to move between fields, in addition to the tab key.
2. Automatically placing a decimal point.
3. Recalling information from prior bills, checks, etc.
4. Opening the "Write checks" with specific bank accounts.
5. Allowing reports to automatically refresh each time a change is made or when prompted.
6. Warn if transactions are older or newer than set dates.
7. Set reports for Cash Basis or Accrual Basis mode.

This list could go on, but I will let you go in and see for yourself. It is always a good idea to think ahead when changing company preferences. Some of these preferences can change your system and its usage. For example, you can choose to no longer allow use of Purchase Orders, but in doing so, you also turn off inventory.

If you are using QuickBooks 2004 or newer versions –

1. From the Edit menu, choose **Preferences**.
2. In the **Preferences** dialog box, select the category from the left hand side that you wish to review.
3. Look over the options and choose those that work best for your company.
4. Click **OK** on the **Preference** dialog box.

There are two types of preferences. "My Preferences" and "Company Preferences". "My Preferences" will make changes that only relate to the user who was signed on when the preference was set. "Company Preferences" can only be changed by the administrator, in single user mode and will affect all users of that company's data file.

Reviewing all the preferences and making choices will improve your knowledge and use of QuickBooks.

Please feel free to contact me at lisa@poulinfinancial if you would like additional information on this or any other QuickBooks subject.