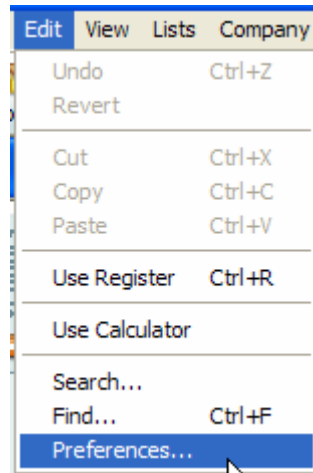
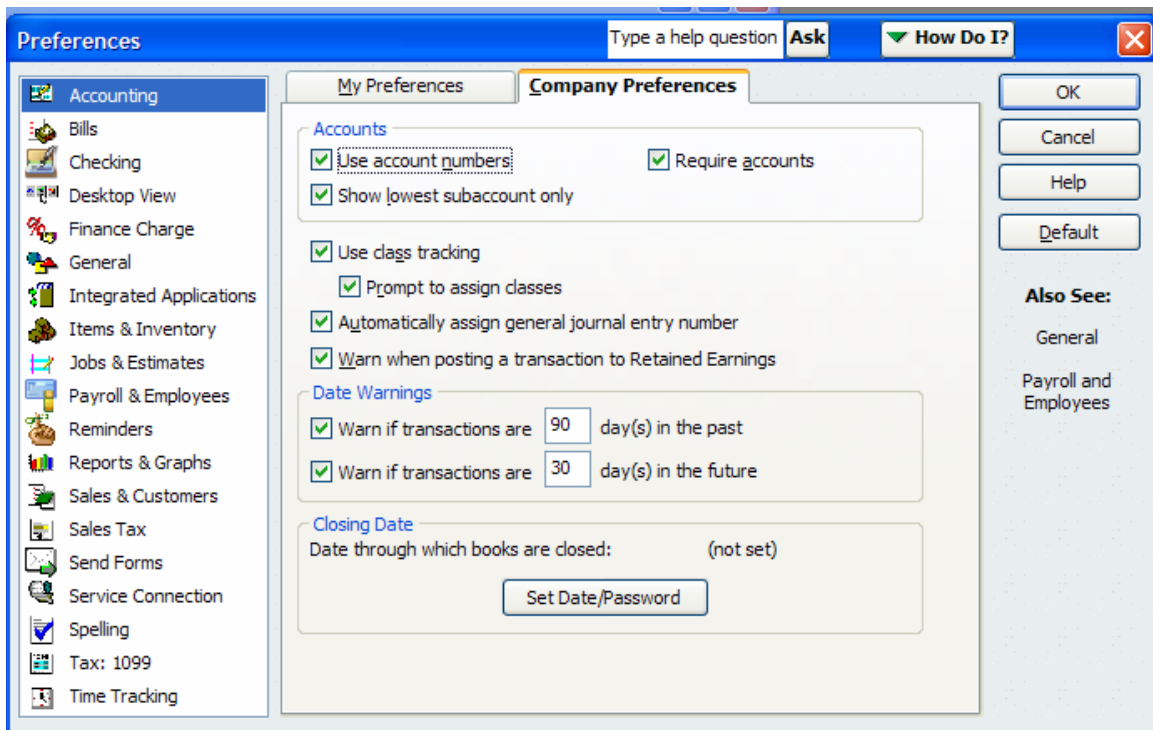


PREFERENCES IN QUICKBOOKS

Preferences allow the user to decide how they want QuickBooks (QBs) to handle things or to set personal preferences. Preferences can be found by going to the top of the QBs Main Page and selecting Edit, Preferences.



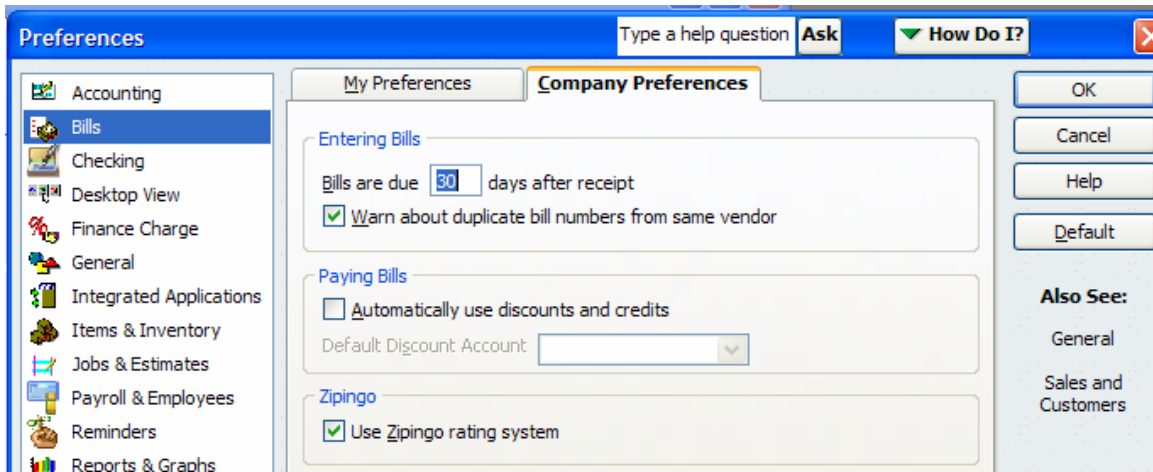
The first thing you may want to change is the “**Show lowest subaccount only**” preference that sets how the chart of accounts and item listing will display the account numbers within the various windows in QBs. It is best to only show the lowest level rather than all levels from the Parent Account to its subsequent lower subaccounts because they can be more readily identified within the windows. Click on Accounting in the left hand side of the Preferences screen and make sure you are on the “**Company Preferences**” tab. Put a checkmark in the box entitled “**Show lowest subaccount only**”.



The box that says “**Use class tracking**” is important for fraternal units to enable. It is enabled when the checkmark is displayed in the box next to “**Use class tracking**”.

There are other preferences here that a user might find helpful such as warnings to prevent a user from doing something that might cause them problems (i.e., warning that a transaction is being entered with a date that is in the past).

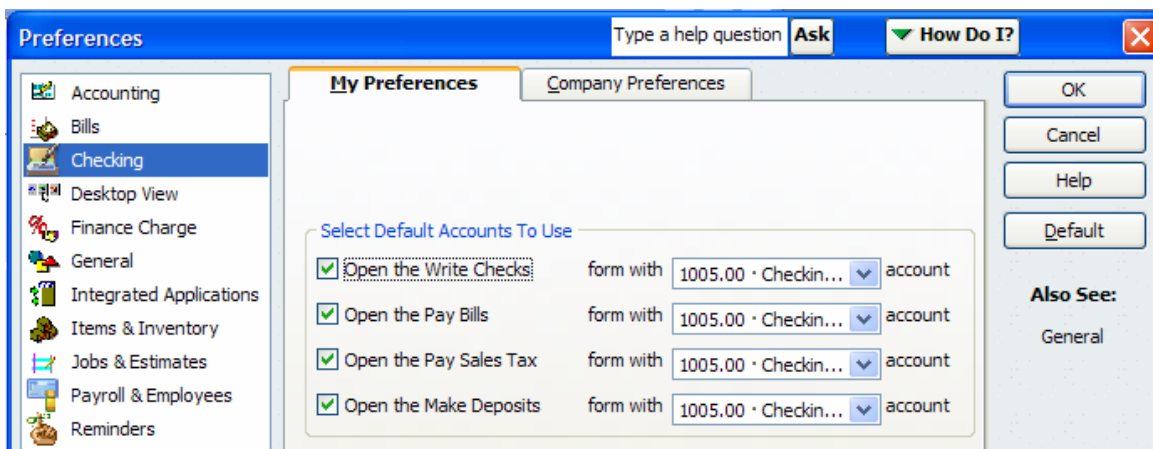
Clicking on “**Bills**” will cause the Bill preference choices to be displayed.



Here you can get QBs to set the default bill due date and ask QBs to warn you if you use duplicate bill numbers (this might prove helpful in preventing you from entering a bill more than once).

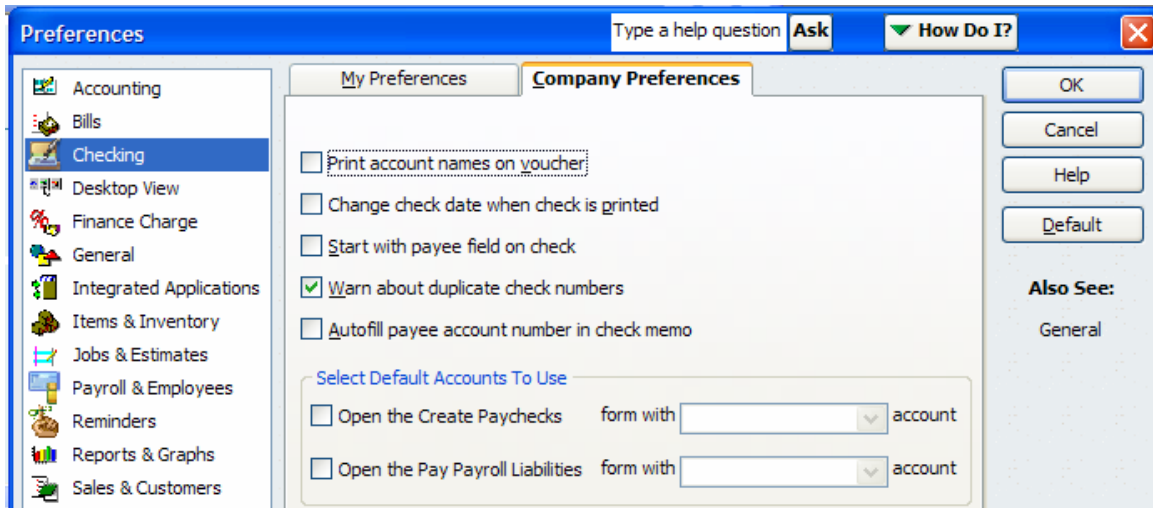
Clicking on “**Checking**” will cause the Checking preference choices to be displayed.

Changing the default checking account number for various types of transactions can be a lifesaver to a fraternal unit. It keeps you from accidentally posting to the 1000.00 Cash Account versus your checking account or another account. Click on the Checking icon and make sure you are on the “**My Preferences**” tab. Next put a ✓ in each of the boxes you wish to set a default account for. Now select the desired account by clicking on the drop down arrow next to each selection and choose the account used most often.

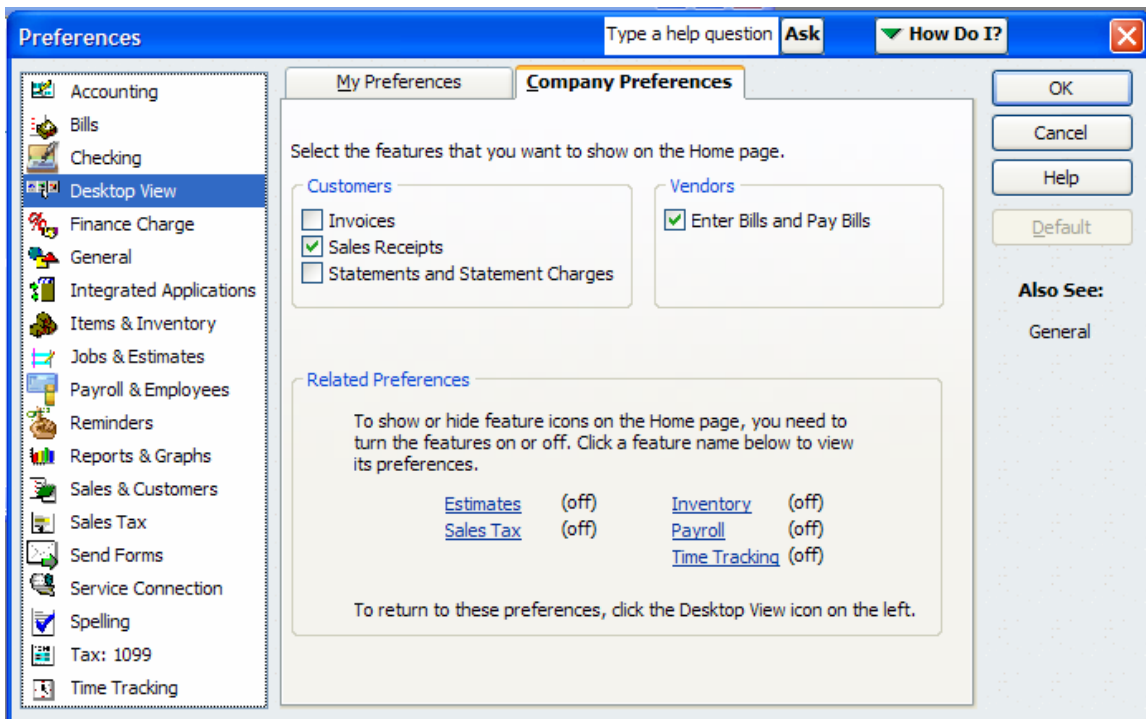


NOTE: If the lodge decides to do this then it will be necessary to change it when making deposits, paying bills/writing checks for another account (i.e., Bingo Checking).

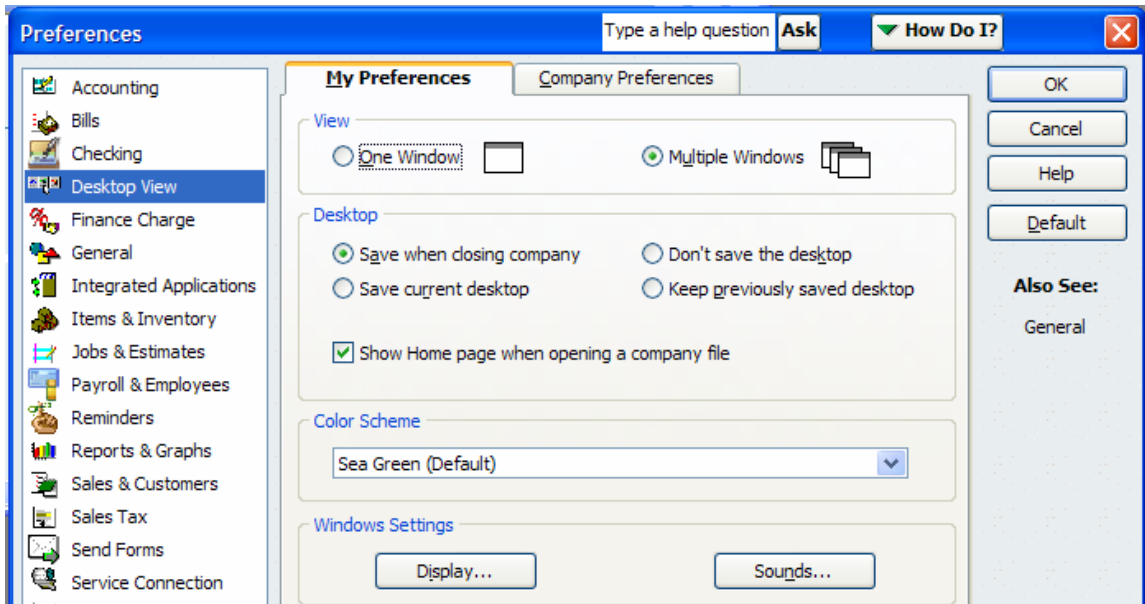
Additionally you may want to click the “**Company Preferences**” to check some of the defaults. The “**Autofill payee account number in check memo**” feature will cause QBs to automatically populate the account number information you entered on the Vendor screen to populate the check memo field for you. You can make additional selections to make printing checks easier or to ask QBs to provide warnings.



The “**Desktop View**” preference allows the user to customize the Home Page of QBs.

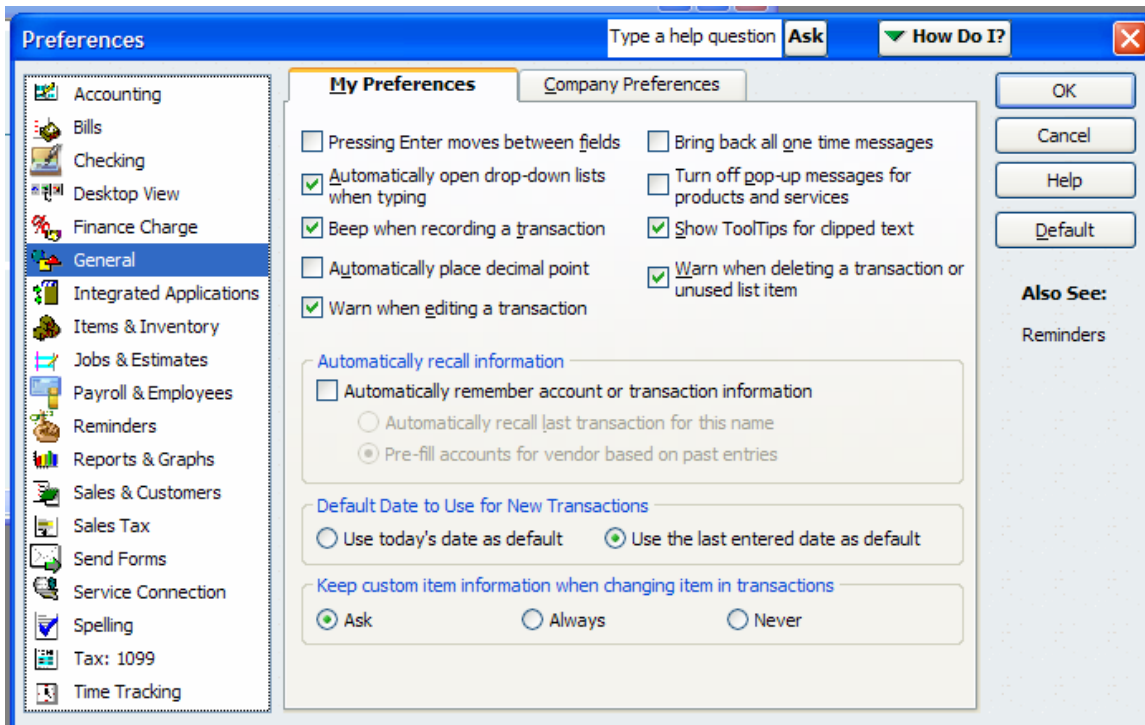


This is great for simplifying the Home Page to only those items used by the Moose Fraternity or a specific unit (i.e., a unit that uses Payroll versus one that does not).



The “**My Preferences**” tab in the “**Desktop View**” allows the user to choose multiple windows so the user can see more than one window at a time. You can also set a preference to have the Home Page come up when you open a company file. You can also decide how you want QBs to save when you close a company file. You can also change the colors of the screens in QBs. Experiment with these preferences to see which ones you like best.

Clicking on the “**General**” brings up many other choices for a user.



To turn off the BEEP you get with each transaction uncheck the Beep when recording a transaction box so that it won't BEEP anymore.

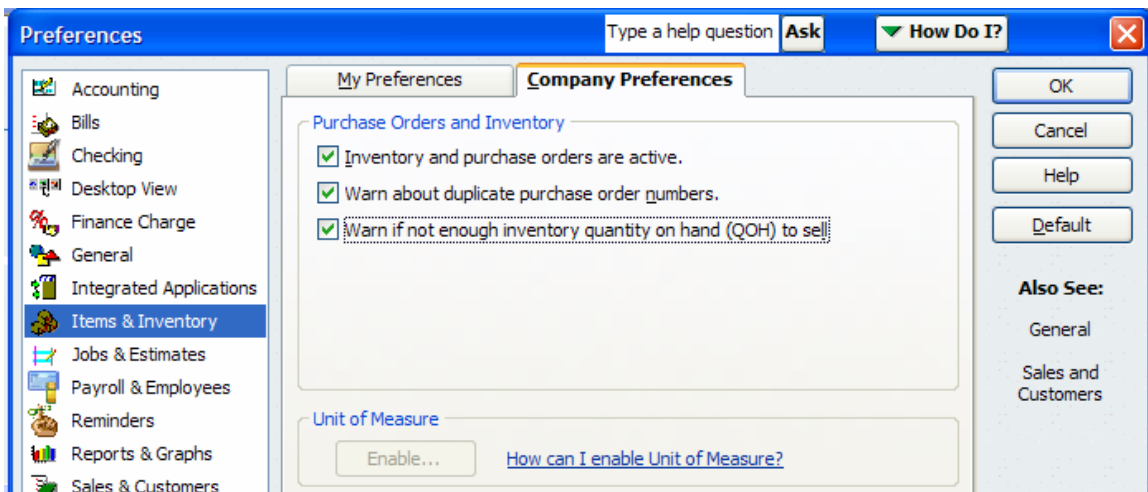
Clicking on the box and putting a ✓ will enable the option and clicking it when it has a ✓ to remove the check will disable the option. Experiment with the different functions to see what you prefer.

Be careful when choosing the “**Automatically recall information**”. Sometimes when it recalls information the user forgets to make the necessary changes to the transactions.

You can also change the default date that will appear on new transactions by clicking either radio button on the bottom of the “**General**” preferences screen.

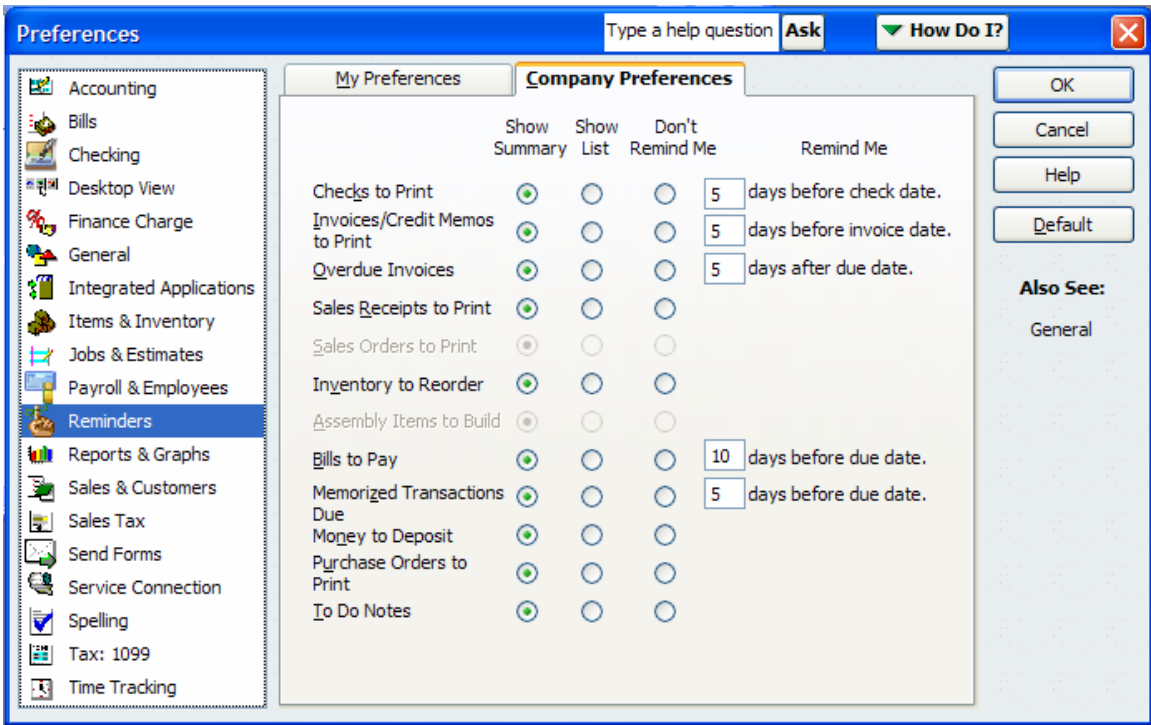
The “**Integrated Applications**” selection is the area of QBs where it stores information on the connection between LCL.net and QBs that is used for the monthly reports functionality. It is best to leave this area as it is in order to prevent problems with the monthly reporting through LCL.net. If you are having difficulties contact a Moose Trainer or the Call Center at Moose International.

To remove the message regarding “inventory on hand” that pops up when you are entering sales receipts select the “**Items & Inventory**” and select the Company Preferences tab. Uncheck the box “Warn if not enough inventory quantity on hand (QOH) to sell”. **NOTE:** If you wish to remove the remaining checkmarks be sure and click the boxes from the bottom up in order to ensure that each box is deselected. Once you click the top box the other two boxes will be grayed out.

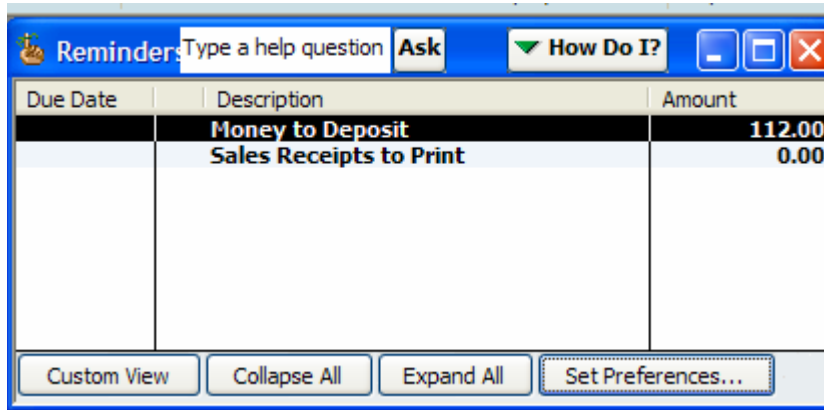


You can make choices about how you would like QBs to remind you about things that need to be done on a regular basis by selecting “**Reminders**” on the left hand side of the screen. This is the screen that also comes up when you select the **Reminders** icon on the

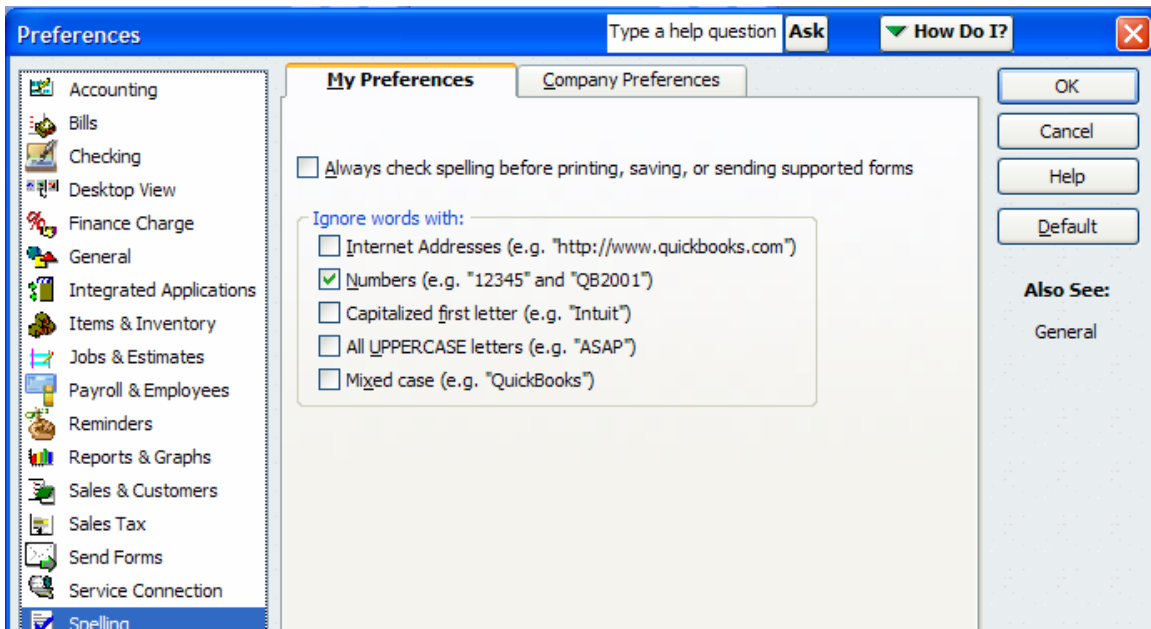
QB's Main Page.  Rmnd



You should experiment with the selections to see what your preferences might be for having QBs remind you about specific things that need to be done.



If you would like to “turn off” the spell check function in QBs select “**Spelling**” on the left hand side of the screen and remove the ✓ in the “**Always check spelling...**” box. If you prefer to have spell check then you have the ability to decide what type of checking you would like QBs to do while you enter transactions into the QBs system.



To save the preferences click the “OK” button.

NOTE: When some preferences are changed you may get a pop up window that says it must close all QBs windows before it will save the preference. Click “**OK**”.

If you receive any error messages when changing preferences contact a Moose Trainer for assistance.