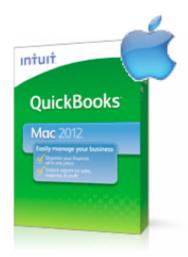
intuit.

QuickBooks for Mac: Overview for Accounting Professionals

Brought to you by: Intuit Academy

Shelly Robbins Founder, The QuickSource, Inc Intuit Accounting Professionals Trainer/Writer



About the Author: Shelly Robbins



- Founded QuickSource, Inc. in 1999
- Using QuickBooks since its inception
- Certified QuickBooks ProAdvisor since 1999
- Intuit Accounting Professionals Trainer/Writer
- Sleeter Group Consultant Network Member



• A "switcher" (person learning how to use a Mac)

Are there more QuickBooks for Mac clients?



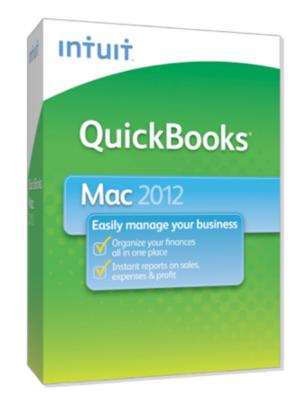
Mac is growing at 40% year-over-year (PC at 12%)

Objectives

Accounting professionals currently serving QuickBooks for Windows clients will be prepared to start serving QuickBooks for Mac clients

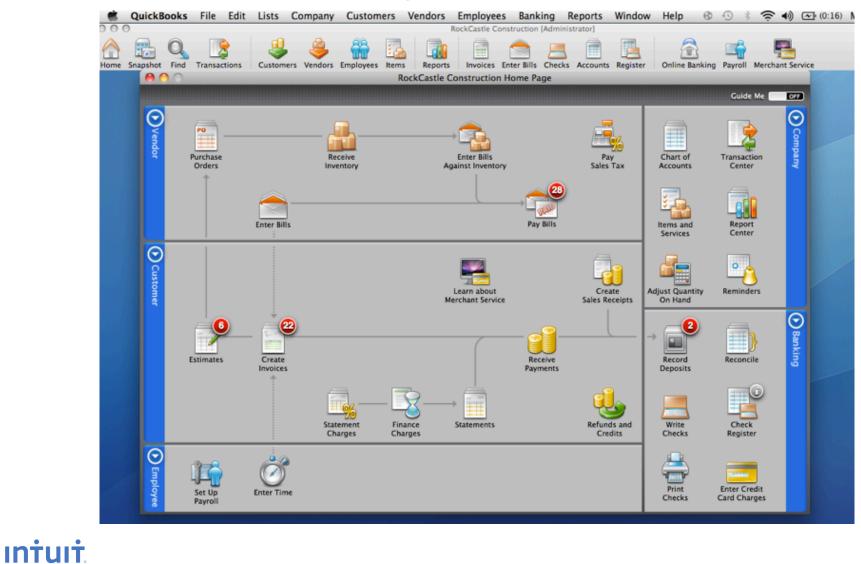
This course will give you:

- In-product demos
- Best practices
- Ongoing resources



In Product Demo

Looks a lot like QuickBooks for Windows



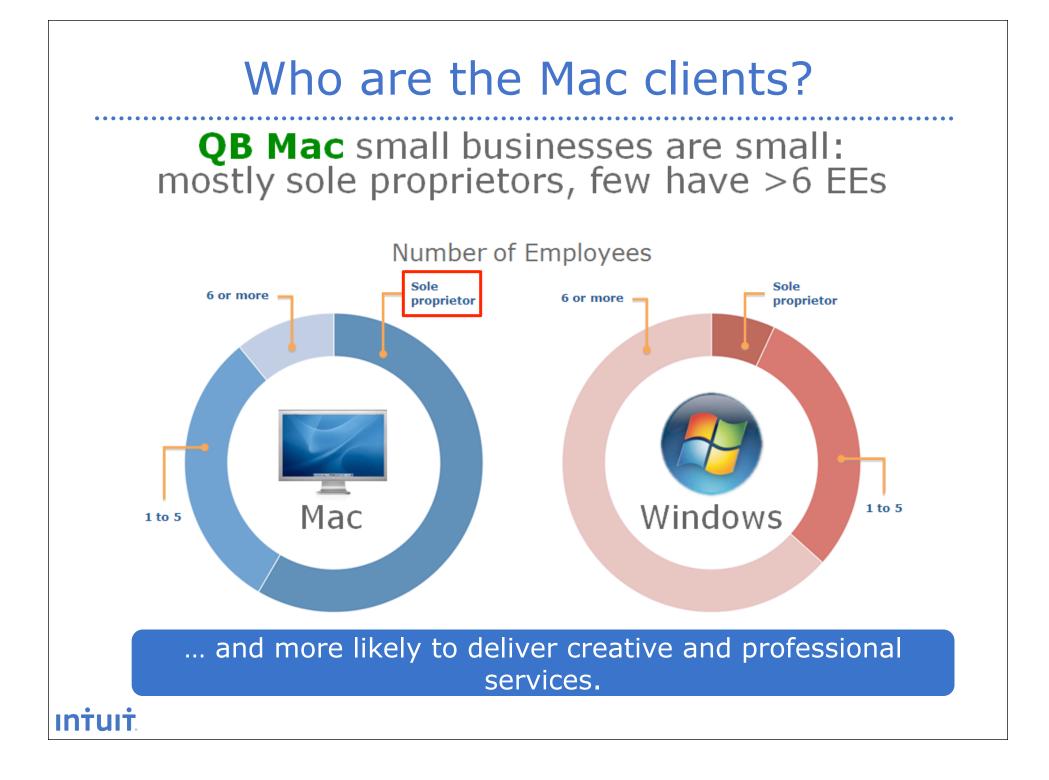


Table of Contents

- Chapter 1: When to recommend QuickBooks[®] for Mac to your clients
- Chapter 2: Basics of Consulting on a Mac
- Chapter 3: Basics of Consulting on QuickBooks for Mac
- Chapter 4: Best practices for consulting across platforms and maintaining healthy data files
- Chapter 5: Annual tasks for maintaining healthy data files
- Chapter 6: Resources for ongoing, up-to-date
- Assessment Questions

Chapter 1

When to recommend QuickBooks[®] for Mac to your clients

- Mac functionality by year
- Mac Operating Systems (OS) and QuickBooks
- 2012 for Mac compared to 2012 for Windows
- Payroll limitations

Mac Functionality Year-Over-Year Major Changes





Mac Provementaria P

intuit

OuickBooks

- Multi-User
- User permissions
- Mileage tracking
- Sort registers
- Export reports to Numbers
- Layout Designer (improved)
- Reports customization (improved)



- Batch online banking transaction entry
- Progress invoicing
- Forms Redesign
- Customer info panel and transactions list
- Online banking renaming (+rules)
- Search (improved)

- Home page
- Company snapshot
- Customer, vendor & transaction centers
- Report center
- Online banking (setup and direct connect)
- Batch email

- My Time (time tracking)
- Statements
- New simple setup and Guide Me
- Customizable company snapshot
- Integrated merchant service
- Preferences and printing (improved)

Mac Operating Systems and QuickBooks

- The Mac OS <u>cannot</u> be loaded on non-Mac hardware
- The Windows OS <u>can</u> be loaded on a Mac via:
 - Virtualization software (\$50-\$80)
 - Apple's built-in "Boot Camp" (OS X 10.5 or higher)

QuickBooks Yr	Earliest Mac OS	Latest Mac OS
2009	OS X v10.5.4	OS X 10.6.8
2010	OS X v10.5.7 *	OS X 10.6.8
2011	OS X v10.6	?
2012	OS X v10.6.7	?

Mac 2012 Compared to Win 2012

QuickBooks 2012 for Mac doesn't have:

- Accountant's Copy
- Units of measure
- Assembly items
- Multiple currencies
- Price levels
- Batch Invoicing
- Loan Manager
- Reconciliation Discrepancy Report
- Sales Orders
- No SDK



SD What?

Limited 3rd party app integration:

- *.iif transfer capability only
- Any application that relies on the QuickBooks SDK, WebConnector, or App Center to access QuickBooks data will not integrate with QuickBooks for Mac

Intuit Online Payroll (IOP)

Limitations

- Web-based
 - •Services could be unavailable
 - •Browsing often means more keystrokes
- Can't assign customers to salaries or wages
- Each employee can only be assigned one:
 - Tax expense account
 - Class

Other Considerations

- Consultants can support clients remotely from any web browser Menu to access payroll in-product
- Exporting is simple
- Direct deposit is free
- Employees can get their paystubs online
- Competitive wholesale pricing for consultants

Chapter Review

- Chapter 1: When to recommend QuickBooks[®] for Mac to your clients
 - Version of QuickBooks
 - Mac OS
 - Chapter 2: Basics of Consulting on a Mac

Intuit

Chapter 2

Basics of consulting on a Mac

- Troubleshooting/Adding printers
- Connecting to a local or wireless network
- Browsing/finding files
- Re-naming/moving files
- Opening QuickBooks

Switch Tool

.

Online tool: "Switch 101: On Windows, I used to..."

	Click the close button (the round, red one in the upper- left corner) to close windows.					
On Windows, I used to	On a Mac					
On Windows, I used to Click the close box to close windows.						

Chapter Review

- Chapter 2: Basics of Consulting on a Mac
 - QuickBooks Menu
 - Apple Menu > System Preferences
 - Dock > Finder

 Chapter 3: Basics of Consulting on QuickBooks for Mac



Chapter 3

Basics of Consulting on QuickBooks for Mac

- Interface differences
- Installation
- Multi-user set-up
- Setting up new users
- Creating new Company files
- Customizing Preferences
- Setting up payroll



What's different about consulting on QuickBooks for Mac?

• Interface

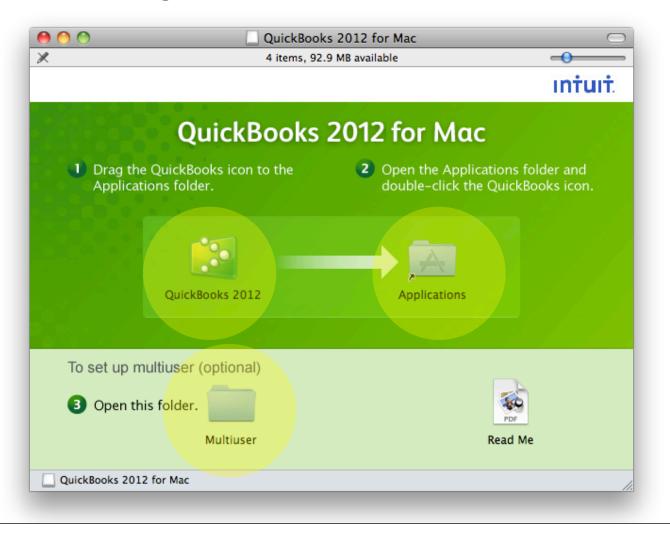
intuit

A T B D D	Clover - green	Tome Costs Progress Hotory Payments	9	Q.Filter Invoices		
Sort by Customer +		and the relation to the state of the state o		THE REPORT OF		
Create Invoice_		Rock Castle Construction				
Accarella, Jen:R \$3,915.00 //7/13 #1019		1785 County Hoad Beyrings, CH BODR 	Involce			
Feung, Benjami \$4,597.28 //17/13 #1026		Response Heurig 1713 Heurigeneite Bed Ratt Begehons GA (8007)				
Whitehead, Ch \$11,605.00 1/16/12 #1007		Date Involue No. P.O. Number Terms	Project			
Nalker, Rich:Remo \$700.00 11/15/13 #1076		001313 1000 New West	Period Baltoon			
folette, MikeW \$5,732.23 2/5/13 #1089		Remod Remodiator Fairing Remodiator Destruct Destruct only Particip Participation	4 34.00 174.00 5 34.00 274.00 294.00 294.00 494.00 294.00			
Nolette, Mike:Ut \$1,099.95 1/28/13 #1031		Dyned Fredel drynell Yna hUnarter Fredel fan 6 sourter Respit Rough Studies Ynn Stran Artiger	247.00 2447.00 436.00 436.00 246.00 246.007 146.00 146.007			
fezina, Jason:B \$24,609.56 //31/12 #1002		Purite Parts Puriting Inform Analyse Budght Models Phage strategy Matter (Stup) Trans and Indexts Reset (Stup) Trans and Indexts	240.00 840.00 946.00 94			
rzina, Jason:Bas 5862.00 /28/12 #1001		Payment Dear payment received Name Tea	-1.00.00 9.00% 200.00 200.00			
Tublin's Barber \$15,870.00 1/20/13 #1055						
forres, Mark.Su \$8,305.95 1/28/13 #1085		AR A LAND				
forves, Mark5u \$1,960.00 0/5/13 #1064		1. St. All and	Tutal Bullet 28			

Delivering the <u>Mac experience</u> that Mac users expect.

Installing QuickBooks for Mac

 Drag the QuickBooks icon on the left to the "Applications" folder on the right



Installing QuickBooks Server

 Drag the QuickBooks Server icon on the left to the "Applications" folder on the right

0 0	🚞 Mi	ultiuser	
R	2 items, 92.	9 MB available	-0
			intuit
	Multiuser Insta	llation (optional)	
④ Drag th	e QuickBooks Server icon t	o the Applications folder.	_
	QuickBooks 2012 Server	Applications	
your co	QuickBooks and open mpany file. In Company File Recent Files Reck Castle Design hared Files lackup Files lackup Files lackup Files	Choose File > Enable Mode to share your Image: State of the	file.
QuickBooks 2012	2 for Mac 🕨 🥅 Multiuser		

Multi-User Set-Up

- 1. Install QuickBooks and the QuickBooks Server on the Mac you want to share QuickBooks from
- 2. Launch QuickBooks and open the company file
- 3. Sync registration/licenses by going to:
 - QuickBooks > Manage License > Sync License
- 4. Enable Multi-user mode by going to:
 - File > Enable Multi-user mode
- 5. Complete Multi-user setup by adding users



Set up New Users

User Name and Password

Password: •••••••••

Select a security question and enter answer. 🔞

☑

 \checkmark

 \checkmark

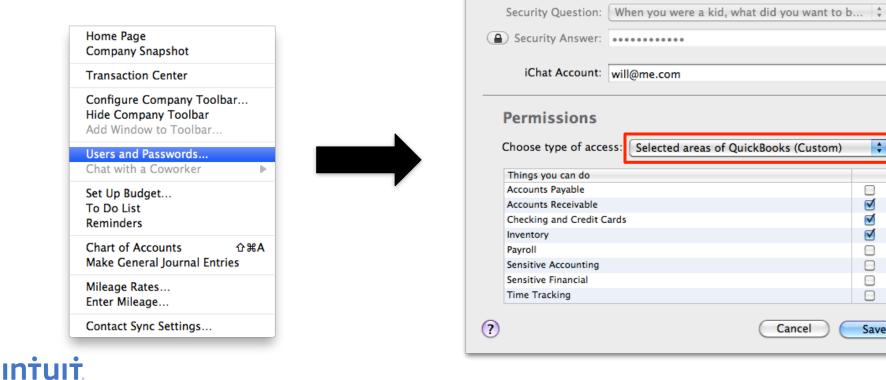
Save

Confirm Password:

*User Name: Will

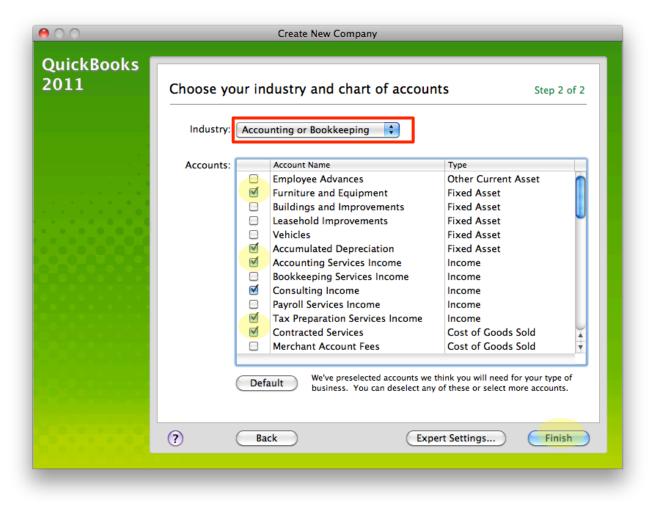
Provide a name and an optional password for this user.

- Go to the "Company" menu
- Set up Admin for full user access •
- Set up another user and choose permissions type
 - There are 8 permission types plus the Admin full access
- * The types cannot be customized



New File Set-up

 Select the Industry, or de-select the Accounts from the list before you create the new company file



Customizing Preferences Preferences are on the "QuickBooks" menu QuickBooks File Edit Lists Company Customers Vendors Employees Banking Reports Window Help Preferences 00 Show All Q-General Reminders My Backup Users & Contact Passwords Company Sync Workflow 4 Groups: General Transactions Inventory Sales & Finance Sales Tax Time Invoicing Charges Tracking Workflow Customization Customization Add-Ons Reporting Data Entry Checks lobs 1099s Sounds Add-Ons Merchant Payroll Service intuit Note: There is no "My Preferences" vs. "Company Preferences" in Mac

Default Bank Accounts

- 1. Starting in 2012 you can set default accounts by going to:
 - QuickBooks > Preferences
 - Select "Checks" (or type "Default Accounts" in Search bar)
- 2. Set defaults accounts for:
 - Write Checks
 - Pay Bills
 - Pay Sales Tax
 - Make Deposits

	Print account names on voucher	
	Change check date when check is pri	nted
	Start with payee field on check	
	Warn about duplicate check numbers	
	Default accounts to use in these forms:	
	Write Checks	
	Pay Bills	
	Pay Sales Tax	
	Make Deposits 12000 - Undeposited I	Funds
(?)		

Payroll Set-Up

Set up payroll in this order:

- 1. In QuickBooks, add or edit:
 - Wage expense accounts
 - Payroll tax expense accounts
 - Payroll liability accounts
 - Classes



- General preferences
- Employees
- Export preferences
- 3. Enter Historical Paychecks and Payroll Liability Payments



Chapter Review

- Chapter 3: Basics of Consulting on QuickBooks for Mac
 - Installing QuickBooks and QuickBooks Server
 - Setting up new files
 - Customizing Preferences
 - Enabling Multi-User Mode
 - Setting up new users
 - Setting up payroll
- Chapter 4: Best practices for consulting across platforms and maintaining healthy data files

Chapter 4

Best practices for consulting on QuickBooks for Mac

- 1. Keep your clients on the most up to date version of QuickBooks possible
- 2. Avoid transferring files across platforms when possible
- 3. When you do transfer across platforms always confirm that the conversion is complete before starting your work



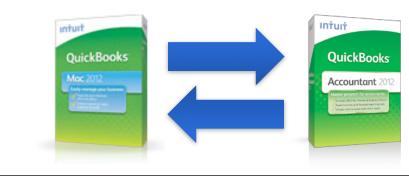
3 options for working remotely with Mac clients

Mac-based Option:

- 1. <u>Work directly on a Mac</u> using QuickBooks for Mac and have your client send you a back up Mac company file
 - Create back up via: "File -> Back Up -> To a Disk..."
 - Tip: Purchase a dedicated Mac mini (\$599) or move yourself to a Mac and use virtualization software or Boot Camp to support your Windows clients

Windows-based Options:

- 2. <u>Use remote access tools</u> (like GoToMyPC or LogMeIn) to work directly on your Mac client's company file from your Windows computer
- 3. <u>Convert the client's company file from Mac to Windows</u> and back to Mac (Roundtripping) to review and make changes.



QuickBooks for Mac exchanges data with QuickBooks for Windows (U.S. versions, round trip: between Mac and Windows).

Best Practices: Restoring & Converting Files

Prep the File

- Rebuild the file
- Print/export the last bank reconciliation summary reports
- Print/export Trial Balance reports on both accrual & cash basis

Rebuild and Confirm

- Rebuild the file
- Compare cash and accrual Trial Balance reports
- Confirm each bank reconciliation transfer

New Company Open Company Open Recent Enable Multiuser Mode Close Company / Log Off	企 第N 第O ▶ 企 第W	
Close Window	жW	
Back Up Back Up to QuickBooks for Win Restore	dows	
Import	•	
Export	•	
Utilities		Verify Data
Save As Text Email As PDF		Rebuild Data Condense Data
Print Forms Email Forms	Þ	
Print	ЖP	

Best Practices: Restoring & Converting Files

Prep the File

- Rebuild the file
- Print/export the last bank reconciliation summary reports
- Print/export Trial Balance reports on both accrual & cash basis

Bank Accounts: You will need the ending balance and last reconciled date to confirm that your conversion was complete

Best Practices: Restoring & Converting Files

Rebuild and Confirm

- Rebuild the file
- Compare cash and accrual Trial Balance reports
- Confirm each bank reconciliation transfer

New Company Open Company Open Recent Enable Multiuser Mode Close Company / Log Off	☆ 第N 第O ▶ ☆ 第W	
Close Window	жw	
Back Up Back Up to QuickBooks for Win Restore Import Export	idows	
Utilities		Verify Data
Save As Text Email As PDF		Rebuild Data Condense Data
Print Forms Email Forms	Þ	
Print	ЖP	

Converting From Mac to Windows

Conversion from Mac to Windows:

1. Prep the file

INTUIT

- 2. Create a *.qbb from <u>QuickBooks for Mac</u>
 - File > Back Up to QuickBooks for Windows...

🕷 QuickBooks	File Edit Lists	Company	Customers	Vendor		es Bank		Window	Help	
Home Snapshot Find	New Company Open Company Open Recent Enable Multiuser I		☆ 第N 第O ▶	Repo	RockCastle (Construction		Register	Online Bank	king
	Close Company /		℃₩W							
	Close Window		жW	1						
	Back Up Back Up to Quick!	Rooks for W	► Indows							
	Restore Import Export Utilities		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>							
	Save As Text E-Mail Invoice as	PDF								
	Print Forms Email Forms Print		► ₩P							
		-								

Converting From Mac to Windows

- 3. In <u>QuickBooks for Windows</u>, restore the *.qbb using "Restore a backup"
 - File > Open (or Restore Company > Restore a backup copy)
 - Select the the .qbb file*
- 4. Rebuild and Confirm the Conversion
 - Rebuild the file
 - Print/export Trial Balance reports and compare
 - Confirm each bank reconciliation transfer

Best Practices: Confirm each bank reconciliation

Confirm each bank reconciliation transfer:

- 1. Engage the "bank reconciliation" function
- **2.** Confirm that the beginning balance converted fully
- **3.** If the beginning balance did not convert:

Enter the correct beginning balance in the bank reconciliation's "ending balance"

Continue to the bank reconciliation to clear transactions

May be a quick resolution

Best Confirm each	Practice bank re		tion
Sample RockCastle Construction - QuickBooks Account	ant 2012		🔳 🗆 🔀
File Edit View Lists Favorites Accountant Company Custom	ners Vendors Employees	Banking Reports Onlin	ne Services Window Help
Begin Reconciliation Select an account to reconcile, and then enter the ending balance	e from vour account statemen		
Account 10100 · Checking Statement Date 11/30/07 Im Beginning Balance 0.00 Ending Balance Image: Checking Checki	inning balance doesn't match n	<u>ny statement?</u>	
Service Charge Date Account	Class		
0.00 11/30/07 🔳 60600 · Bank Ser	rvice Charges 🛛 🔽	*	
Interest Earned Date Account	Class		
0.00 11/30/07 🔳	*	~	
Locate Discregancies Undo Last Reconciliation	<u>C</u> ontinue Cana	cel Help	

Best Practices: Confirm each bank reconciliation

Begin Reconciliation	
Select an account to reconcile, and then enter	the ending balance from your account statement.
Account 10100 · Checking 💙	
Statement Date 11/13/13	
Beginning Balance 0.00	What if my beginning balance doesn't match my statement?
Ending Balance 71,952.58	
Enter any service charge or interest earned.	Account Class
0.00 11/30/07 III	60600 · Bank Service Charges V
Interest Earned Date	Account Class
0.00 11/30/07 🔳	
Locate Discregancies Undo Last Re	econciliation <u>C</u> ontinue Cancel Help

Intuit

Best Practices: Confirm each bank reconciliation

💈 File Edit View Lists Favorites /	Accountant Company Customers	Vendors Employ	vees Banking	Reports	Online Services	Window	
elp						_ 8	×
For period: 11/15/13			Hide tran	sactions afte	er the statement	's end date	
hecks and Payments		Deposits and Other	Credits	1			
Amount	F22 07	✓ Type		Amo	ount	07.074.40	-11
	532.97 A 3,495.82	✓ GENJRNL ✓ DEP				27,874.62	
1	100.00	✓ DEP				15,281.67	
J I	208.09	✓ DEP				31,474.25	
J I	1,214.31	✓ DEP				1,040.00	
1	308.34	✓ DEP				271.53	
1	12,362.89	✓ DEP				25,471.56	
1	9,521.00	✓ DEP				6,278.80	
1	3,146.88	✓ BILLPMT				0.00	
1	712.56	✓ DEP				16,500.00	
1	12.50	✓ DEP				16,500.00	
1	24.00	√ CHK				0.00	
<i>✓</i>	138.00	V CHK				0.00	
	218.00	✓ DEP				36,575.00	
1	123.67	✓ DEP				16,115.00	
1	2,710.90	✓ PMT				1,000.00	
<i>J</i>	532.97	✓ PMT				1,519.39	
	268.39	✓ DEP				5,079.48	
<i>y</i>	4,050.98	✓ DEP ✓ DEP				1,867.89	
ž l	1,466.32 12.50	✓ DEP ✓ DEP				3,516.05	
ž l	2,050.00	✓ DEP ✓ DEP				1,867.89 95.69	
J I	142.00	✓ DEP				1,924.40	
J I	222.00	✓ DEP				210.00	
J I	125.89	✓ DEP				400.00	
1	24.00	✓ DEP				2,092.00	
	2 moo 🗠					2,072.00	
1 Highlight Marked	Mark <u>A</u> li Unmar <u>k</u> Ali	<u>G</u> o To			Columns to	Display)
ginning Balance	0.00		MUUIY	Service Cha	-	0.00	
ems you have marked cleared		L		Interest Ear		0.00	
101 Deposits and Other Credits	580,123.50			Ending Balar		71,952.58	
147 Checks and Payments	508,170.92			Cleared Bala	ance	71,952.58	
				Difference		0.00	J
				Reco	oncile Now	Leave	

Converting from Windows to Mac

Steps to Convert from Windows to Mac:

1. Prep the file

INTUIT

- 2. Create a *.qbb from <u>QuickBooks for Windows</u>
 - File > Utilities > Copy Company File for QuickBooks for Mac

🚳 Sample Rock Castle Const	truction -	QuickBooks Accountant 2012 📃 🗆 🔀
File Edit View Lists Favorite	s Account	ant Company Customers Vendors Employees Banking Reports OnlineServices Window Help
New Company Open or Restore Company Open Previous Company Open Second Company Create Backup Restore Previous Local Backup Create Copy Close Company Switch to Multi-user Mode	•	Vendors Employees Online Banking Docs Reports Statement Writer
Utilities	۰.	Import •
Accountant's Copy	•	Export Synchronize Contacts
Print	Ctrl+P	Convert
Save as PDF		Copy Company File for QuickBooks Mac
Print Forms	•	Copy Company File for QuickBooks Online
Printer Setup Send Forms		Host Multi-User Access
Shipping	•	Verify Data
Update Web Services Toggle to Another Edition		Rebuild Data Condense Data
Exit	Alt+F4	Restore Backup For Earlier QuickBooks Version

Converting From Windows to Mac

- 3. In <u>QuickBooks for Mac</u>, open the *.qbb
 - File > Open Company
 - Select the the *.qbb file
- 4. Rebuild and Confirm the Conversion
 - Rebuild the file
 - Print/export Trial Balance reports and compare
 - Confirm each bank reconciliation transfer

Best Practices: Restoring & Converting Files

What to expect:

- Accrual and cash reports may have converted accurately, but the bank reconciliation function is often broken in the process
- Sometimes the bank reconciliation function is easy to repair with one global bank reconciliation because all transactions that were cleared in the original file are checked and waiting to be cleared in the converted file
- Sometimes the reports are not OK, especially cash basis

Chapter Review

- Chapter 4: Best practices for consulting across platforms and maintaining healthy data files
 - Roundtripping
 - **Mathebuild:** before and after transfer
 - Confirm: cash and accrual Trial Balance
 - Confirm: each bank reconciliation

 Chapter 5: Annual tasks for maintaining healthy data files

Chapter 5

Annual tasks for maintaining healthy data files

- Rebuild Data File
- Re-sort Names List

Intuit

Best Practices: Maintaining Healthy Files Rebuild Annually

To research data integrity loss open "Quickbooks.log" Console File Edit View Window Help

0 0	QuickBooks.log	0
<pre>/erity item: invalid inve ** Corrected **</pre>	ntory data. Rera = 23	
	tity-on-hand doesn't match. Item = 1000553408.	
	e on hand doesn't match. Item = 1000553408.	
Perify Item: Invalid inve	ntory data. Rord = 69	
** Corrected **		
Verify Item History: Ouan	tity-on-hand doesn't match. Item = 954562528.	
	e on hand doesn't match. Item = 954562528.	
Perify Item: Invalid inve	hoory dddd. Rerd = 71	
** Corrected **		
/erify Target: Paid bit s	et w/o links. Rord = 18703	
** Corrected **		
	st w/o links. Rord = 18704	
	55 W/O LINKS. NEIG = 10/04	
** Corrected **		
/erify Target: Paid bit s	et w/o links. Rord = 18705	
** Corrected **		
	iled. Account = Inventory Asset. Ref = 6. Calc bal = 27,842.93. List bal = 26,926.43	
	11cu, account = intentory Asset. Ref = 0. Cute but = 27,072.73. List Dut = 20,920.73	
** Corrected **		
Verify Account Balance fa	iled. Account = Cost of Goods Sold. Ref = 30. Calc bal = 9,546.74. List bal = 9,663.24	
** Corrected **		
Verify Completed		
erry compreced		
QBW 11/21/11 17:34:18		
Rebuild Successful: RB		
)BW 11/21/11 17:34:18		
•		
Verify Completed		
verity completed		
BW 11/21/11 17:34:18		
Verify Completed		
erry compresed		
)BW 11/21/11 17:34:18		
Rebuild Successful: RB		
DN 44 /04 /04 /04 /07 /04 /10		
QBW 11/21/11 17:34:18		
Perify Completed		
)BW 11/21/11 17:34:18		
Size: 43 KB		

Best Practices: Maintaining Healthy Files Re-sort Names List

Re-sort Names List:

- Open "Write Checks"
- Move cursor to "Payee" field
- Enter "Command-I". This opens the master list of all names
- From the "Edit" menu chose "Re-sort List"

0			Write Checks - 10	100 — Checking
Accour 00 — C	ht hecking	Ending Balance: 47,46	59.10	
Che	ck			
	to the		No. 517 Date 12/15/	113
Orde			_, ,	Dollars
-	0 0	Name List		
		Q Search Names		
Add	Name	Type	Balance Total	
	► Abercrombie, Kristy	Customer	0.00	
Men	▶ Allard, Robert	Customer	0.00	
	▶ Babcock's Music Shop	Customer	0.00	
-	▶ Baker, Chris	Customer	0.00	
	▶ Balak, Mike	Customer	0.00	
-	▶ Barley, Renee	Customer	0.00	ltems - \$0.00
_	▶ Bauman, Mark	Customer	0.00	
	▶ Bolinski, Rafal	Customer	0.00	
1111	▶ Bristol, Sonya	Customer	0.00	
	▶ Burch, Jason	Customer	1,005.00	
	▶ Campbell, Heather	Customer	13,900.00	
	▶ Carr's Pie Shop	Customer	0.00	
	▶ Castillo, Eloisa	Customer	0.00	
	▶ Cook, Brian	Customer	9,397.33	
	▶ Craven, Pam	Customer	0.00	
-	▶ Davies, Aaron	Customer	0.00	CONTRACTOR DESCRIPTION
	▶ Duncan, Dave	Customer	0.00	A REAL PROPERTY AND A REAL PROPERTY OF THE REAL PRO

Intuit

Chapter Review

- Chapter 5: Annual tasks for maintaining health data files
 - Resort Master Names List
 - Rebuild Data File

 Chapter 6: Resources for ongoing, up-to-date support



Chapter 6

Resources for ongoing, up-to-date support

- Subscribe: Intuit's Mac Blog
- Post: QuickBooks Mac Forum
- Join: Professionals' Group QuickBooks for Mac on LinkedIn

Resource for Consultants

Blog: Little Square

- www.qblittlesquare.com
- Resources for you
- Resources for your clients



Forum: QuickBooks for Mac

- <u>http://community.intuit.com/category/quickbooks-for-mac</u>
- Keep you up to date on new issues
- Build your profile as a knowledgeable consultant

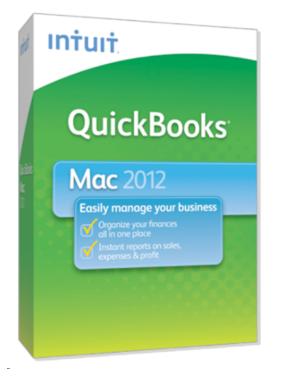
LinkedIn Group: QuickBooks for Mac for Professionals

- <u>http://www.linkedin.com/groups?gid=3693142</u>
- Ask peers for their experience and advice; share yours
- Insider info on product development; build connection with Intuit

What have we covered?

Now you should be prepared for new Mac clients. You know:

- Product limitations
- Mac payroll options
- Navigating the Mac OS
- Differences when consulting on Mac
- Roundtripping btwn Mac & Windows
- Best practices
- Resources for consultants



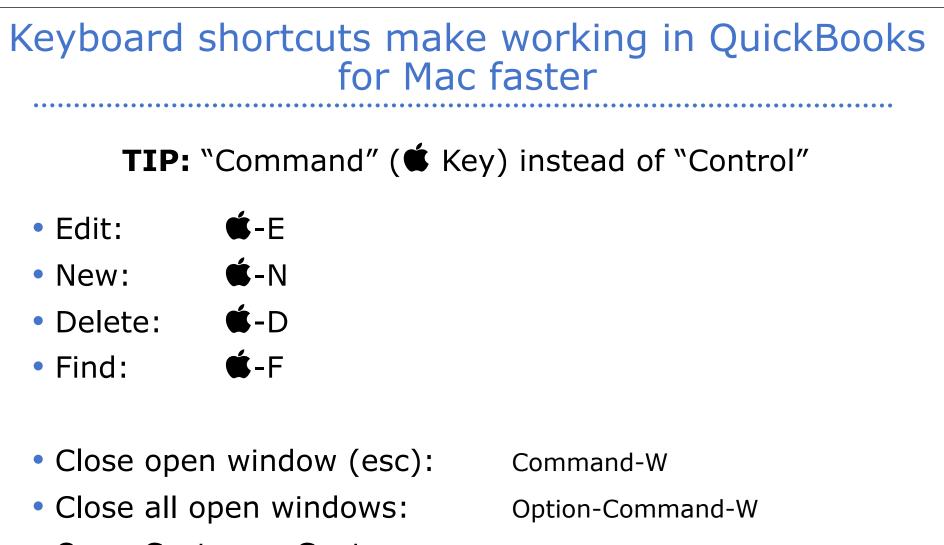
Thanks for Participating!

<u>Click here to take a quick course evaluation</u>

Click here to ask questions about products used in this training

Created Nov 2011 by Shelly Robbins, Founder The QuickSource, Inc





- Open Customer Center:
- Open Chart of Accounts:
- Open Vendor Center:

- Shift-Command-J
- Shift-Command-A
- Shift-Command-V

QB Mac Feature Chart (2009-2012)

	Cardinate Marine			-
	2012	2011	2010	2009
Customize for your unique needs				
Allow up to 5 users to work in QuickBooks for Mac at the same time7	•	•		
Easily set individual user permissions for up to eight activity areas to control access to sensitive information.	•	•		
Customize forms with improved Layout Designer.8	•	•	•	•
Customize reports more easily with familiar Mac-like tools	•	•	•	•
Get the most out of your QuickBooks				
Visit Little Square, a free, online magazine created especially for QuickBooks for Mac users to help answer your questions (Internet access required).	•	•		
Set up QuickBooks in minutes with the Company Set Up Assistant; get help completing key tasks with Guide Me	•	•	•	
In-product help	•	•	•	•

QB Mac Feature Chart (2009-2012)

	2012	2011	2010	2009
Save Time Completing Everyday Accounting Tas	ks			
New! Redesigned forms including new customer history panel, transaction list and improved tables	New!			
New! Add online banking transactions in batches instead of one at a time1	New!			
Improved! Quickly locate accounts, invoices, customers and other information with just a keyword in QuickBooks Search	Improved	•	•	•
New! Invoice for projects in phases	New!			
Track time, mileage and bill expenses to clients	•			
Accept credit and debit cards ²	•	•		•
Create and print deposit slips3	•	•	•	•
Automatically populate and print 1099s for independent contractors and federal filing4	•	•	•	•
Export report data to Excel and Numbers ⁵				
Email invoices, sales receipts, credit memos, etc. in batches along with a custom message6	•	•	•	

