



QuickBooks for Mac: Overview for Accounting Professionals

Brought to you by:

Intuit® Academy

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Intuit Accounting Professionals Trainer/Writer



About the Author: Shelly Robbins

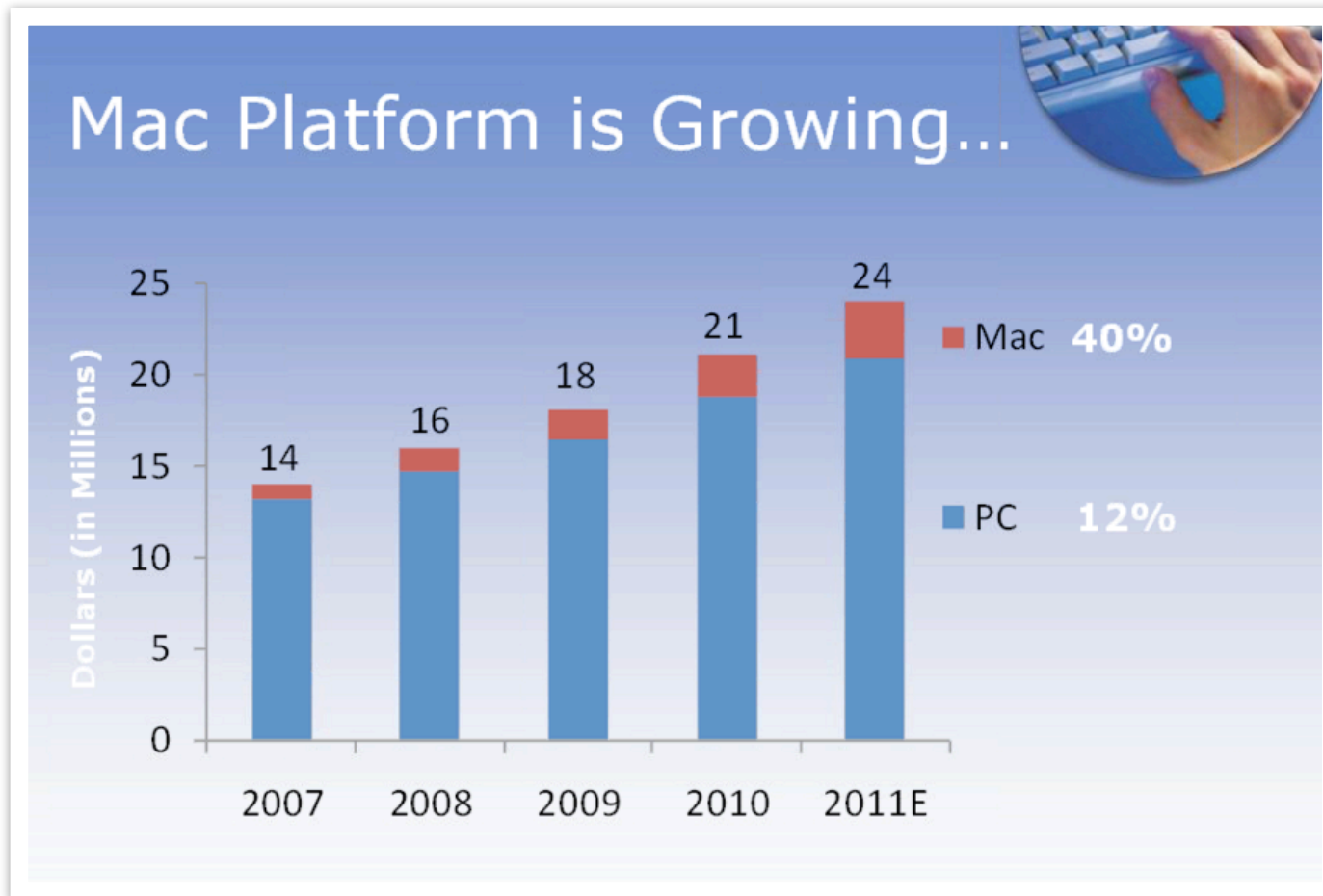


- Founded QuickSource, Inc. in 1999
- Using QuickBooks since its inception
- Certified QuickBooks ProAdvisor since 1999
- Intuit Accounting Professionals Trainer/Writer
- Sleeter Group Consultant Network Member



- A “switcher” (*person learning how to use a Mac*)

Are there more QuickBooks for Mac clients?



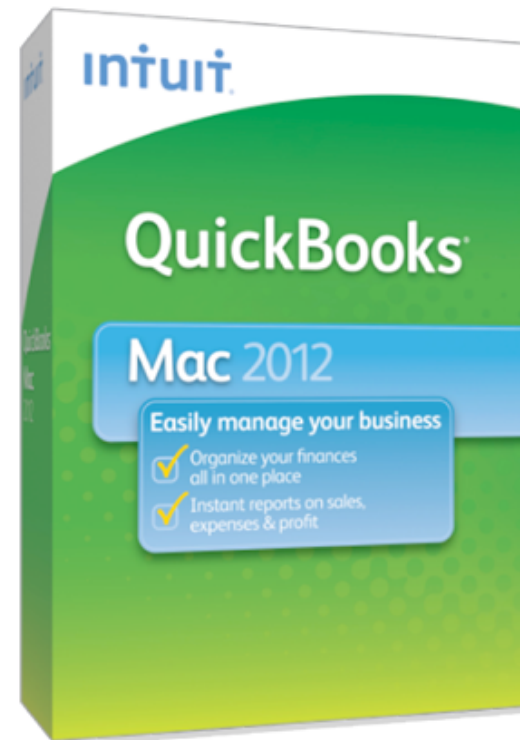
Mac is growing at 40% year-over-year (PC at 12%)

Objectives

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

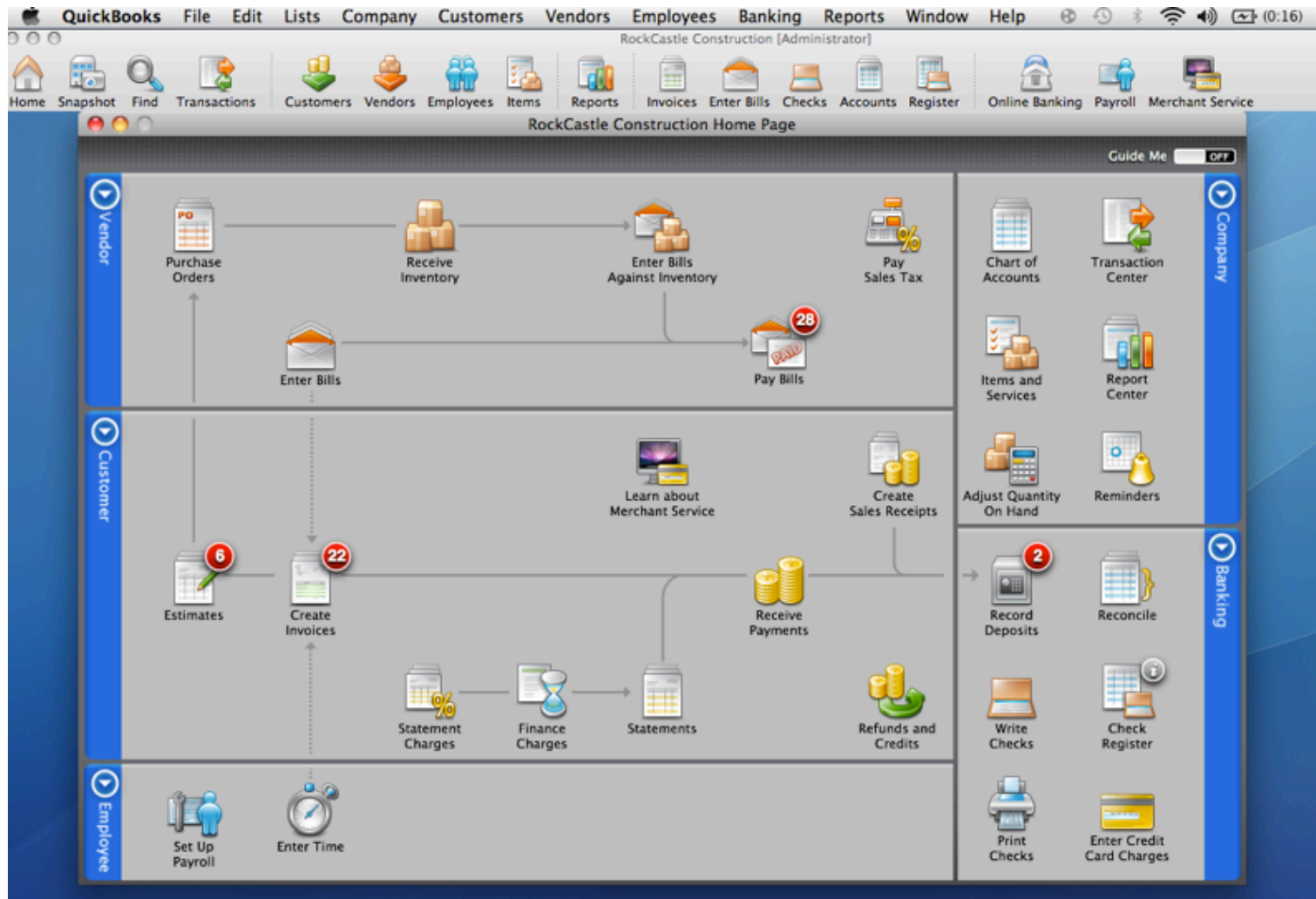
This course will give you:

- In-product demos
- Best practices
- Ongoing resources



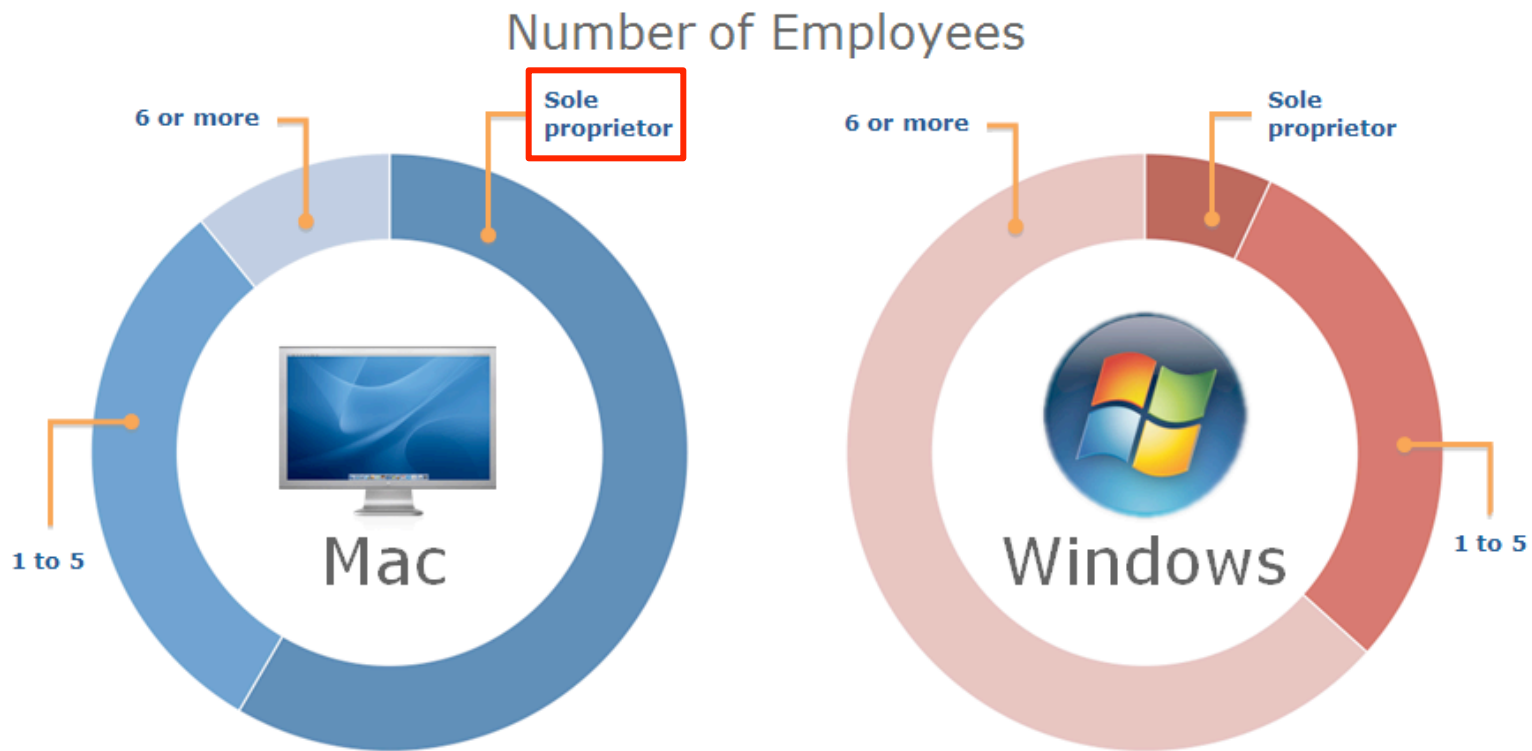
In Product Demo

Looks a lot like QuickBooks for Windows



Who are the Mac clients?

QB Mac small businesses are small:
mostly sole proprietors, few have >6 EEs



... and more likely to deliver creative and professional services.

Table of Contents

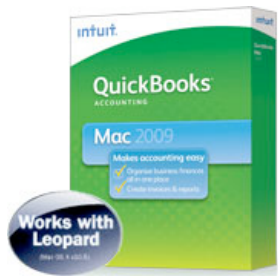
- Chapter 1: When to recommend QuickBooks® for Mac to your clients
- Chapter 2: Basics of Consulting on a Mac
- Chapter 3: Basics of Consulting on QuickBooks for Mac
- Chapter 4: Best practices for consulting across platforms and maintaining healthy data files
- Chapter 5: Annual tasks for maintaining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

Chapter 1

When to recommend QuickBooks® for Mac to your clients

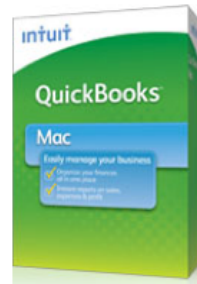
- Mac functionality by year
- Mac Operating Systems (OS) and QuickBooks
- 2012 for Mac compared to 2012 for Windows
- Payroll limitations

Mac Functionality Year-Over-Year Major Changes



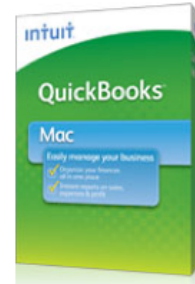
2009

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



2010

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



2011

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



2012

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

Mac Operating Systems and QuickBooks

- The Mac OS cannot be loaded on non-Mac hardware
- The Windows OS can 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


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...
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

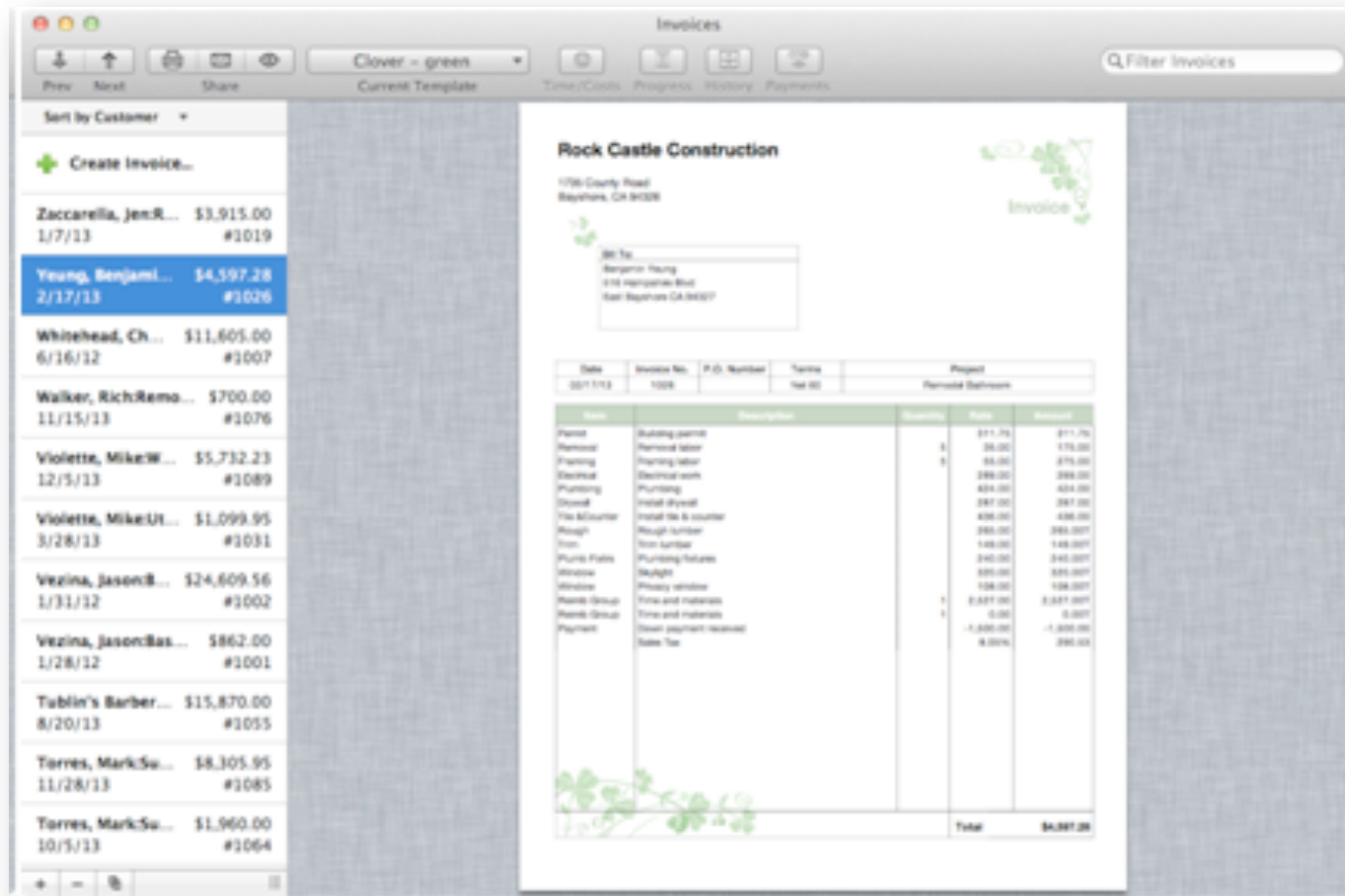
Chapter 3

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



Delivering the Mac experience that Mac users expect.

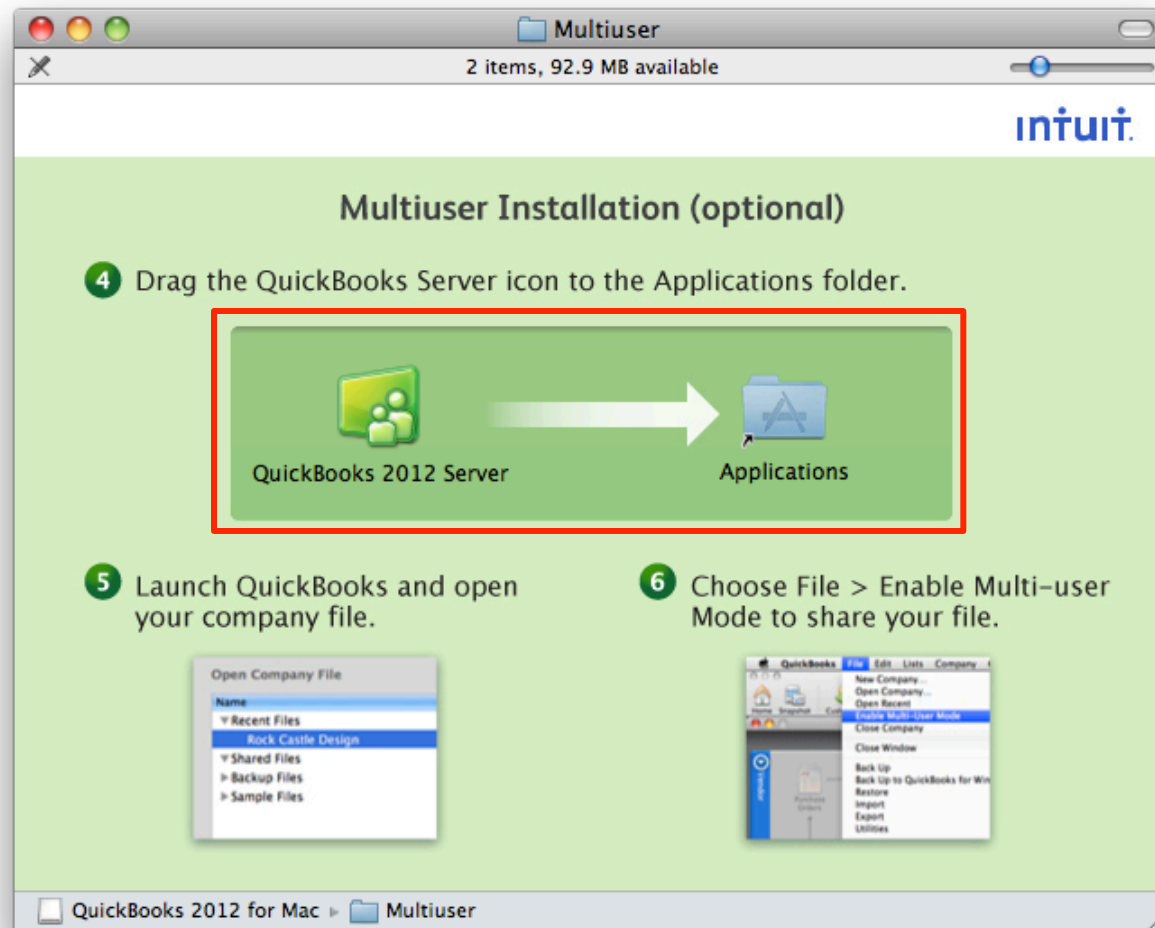
Installing QuickBooks for Mac

- Drag the QuickBooks icon on the left to the “Applications” folder on the right



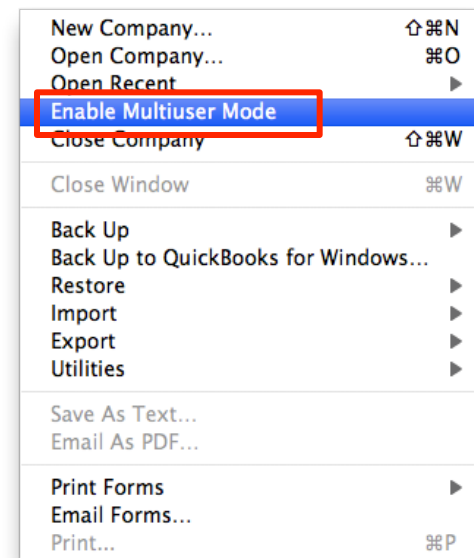
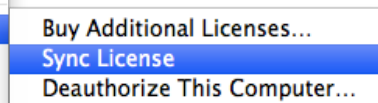
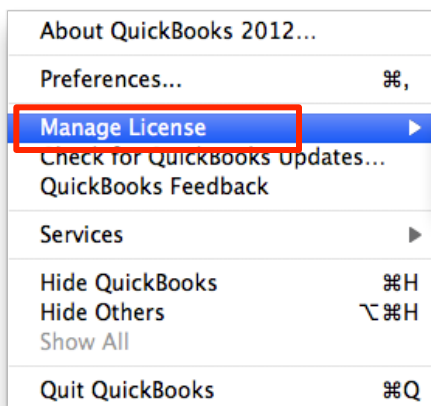
Installing QuickBooks Server

- Drag the QuickBooks Server icon on the left to the “Applications” folder on the right



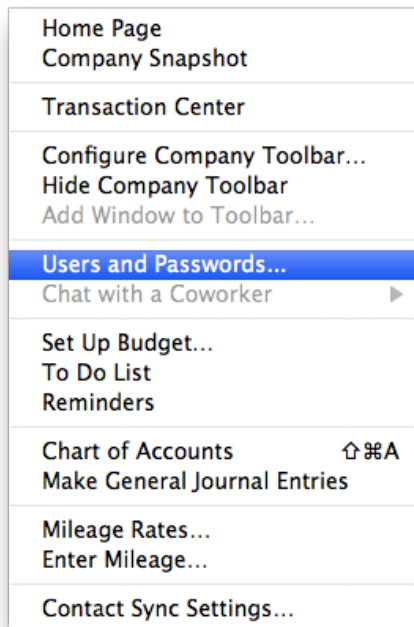
Multi-User Set-Up

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

- 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*



The 'User Name and Password' dialog box in QuickBooks. It contains the following fields and options:

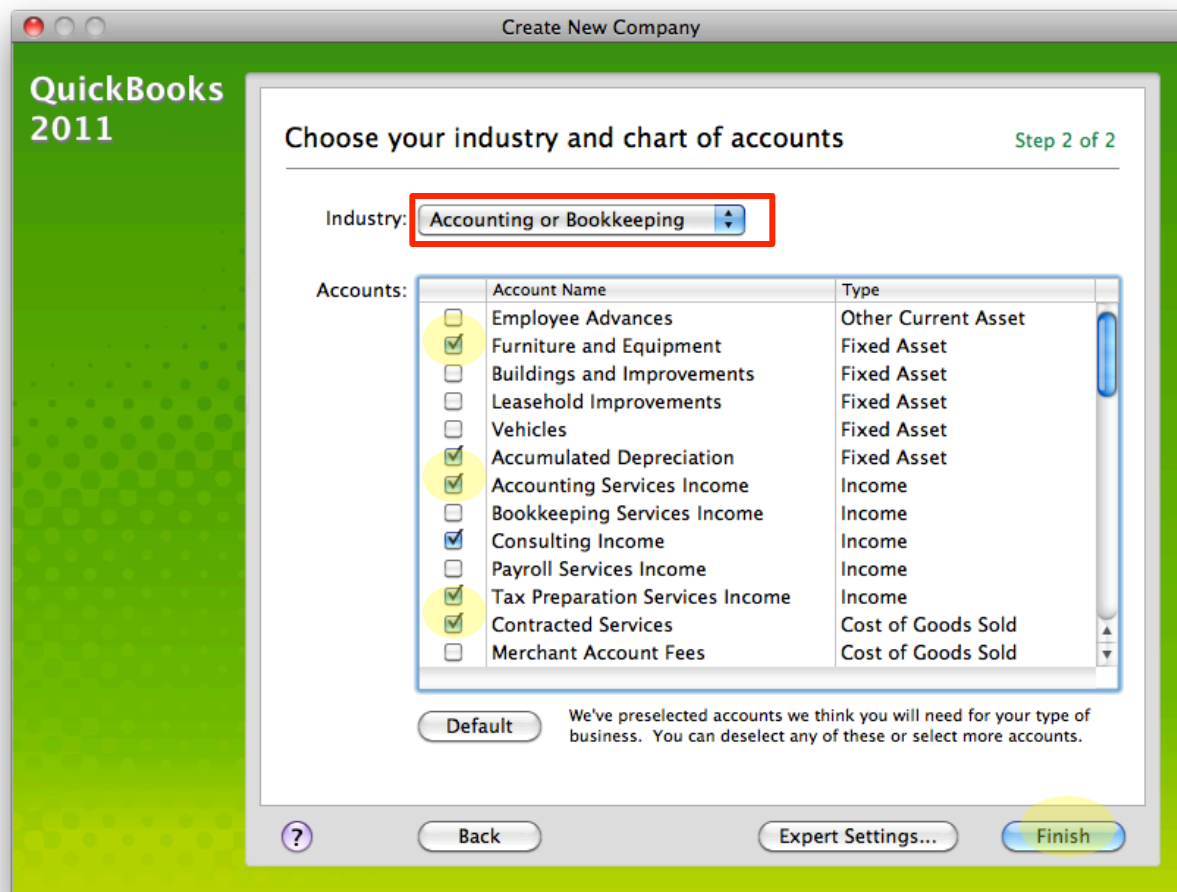
- User Name and Password**
 - Provide a name and an optional password for this user.
 - *User Name:
 - Password:
 - Confirm Password:
 - Profile picture of a man.
- Select a security question and enter answer.** [?](#)
 - Security Question:
 - Security Answer:
- iChat Account:
- Permissions**
 - Choose type of access:
 - Things you can do table:

Things you can do	
Accounts Payable	<input type="checkbox"/>
Accounts Receivable	<input checked="" type="checkbox"/>
Checking and Credit Cards	<input checked="" type="checkbox"/>
Inventory	<input checked="" type="checkbox"/>
Payroll	<input type="checkbox"/>
Sensitive Accounting	<input type="checkbox"/>
Sensitive Financial	<input type="checkbox"/>
Time Tracking	<input type="checkbox"/>

Buttons: [?](#), ,

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

4 Groups:

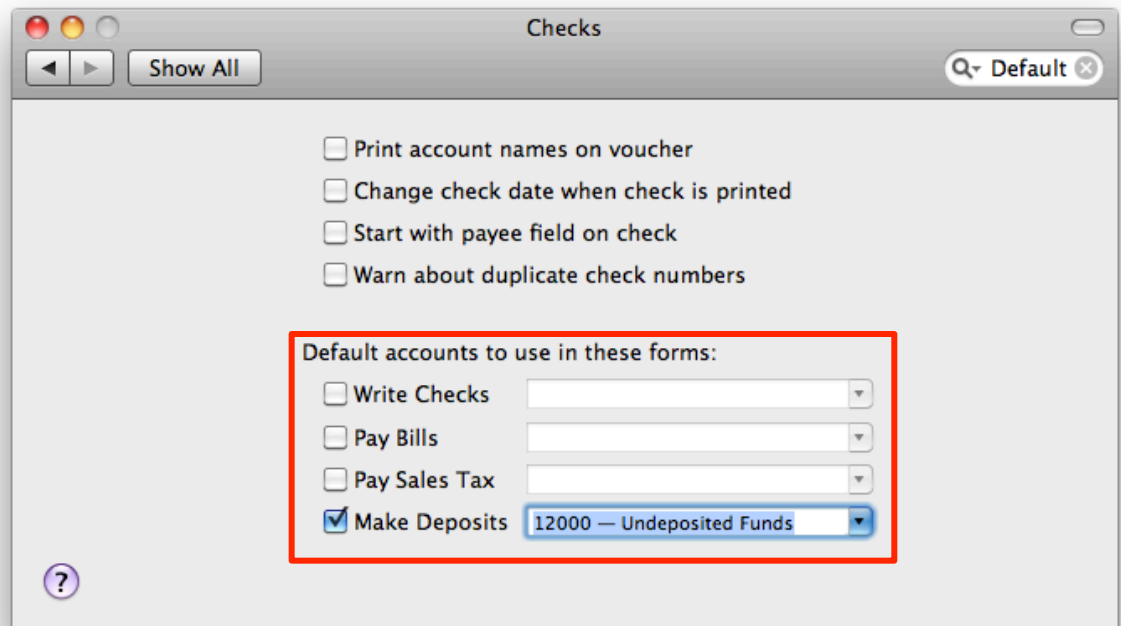
- General
- Workflow
- Customization
- Add-Ons

The Preferences window displays the following categories and sub-categories:

- General:** My Company, Backup, Users & Passwords, Contact Sync, Reminders
- Workflow:** Transactions, Inventory, Sales & Invoicing, Finance Charges, Sales Tax, Time Tracking
- Customization:** Reporting, Data Entry, Checks, Jobs, 1099s, Sounds
- Add-Ons:** Payroll, Merchant Service

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



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
2. In Intuit Online Payroll Settings (IOP), add or edit:
 - 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. Work directly on a Mac 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. Use remote access tools (like GoToMyPC or LogMeIn) to work directly on your Mac client's company file from your Windows computer
3. Convert the client's company file from Mac to Windows 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).

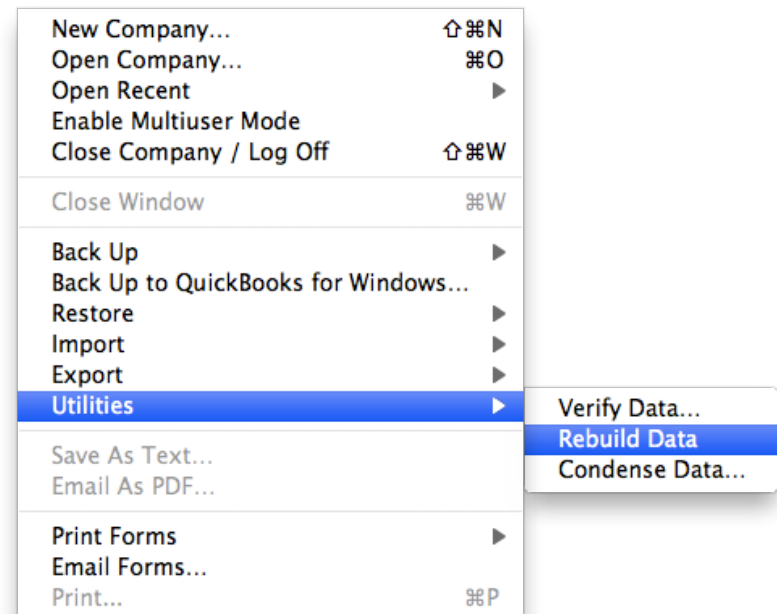
Best Practices: Restoring & Converting Files

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



Best Practices: Restoring & Converting Files

Prep the File

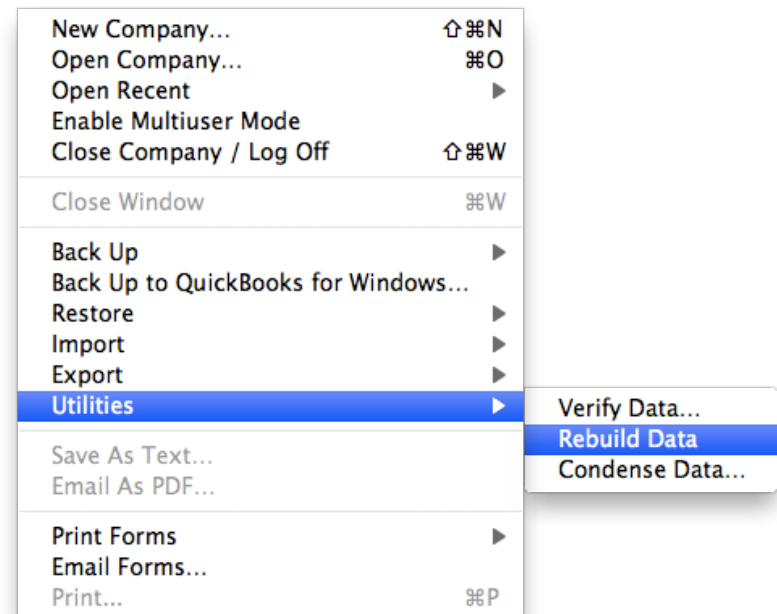
- Rebuild the file
- Print/export the last bank reconciliation summary reports
- Print/export Trial Balance reports on both accrual & cash basis

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

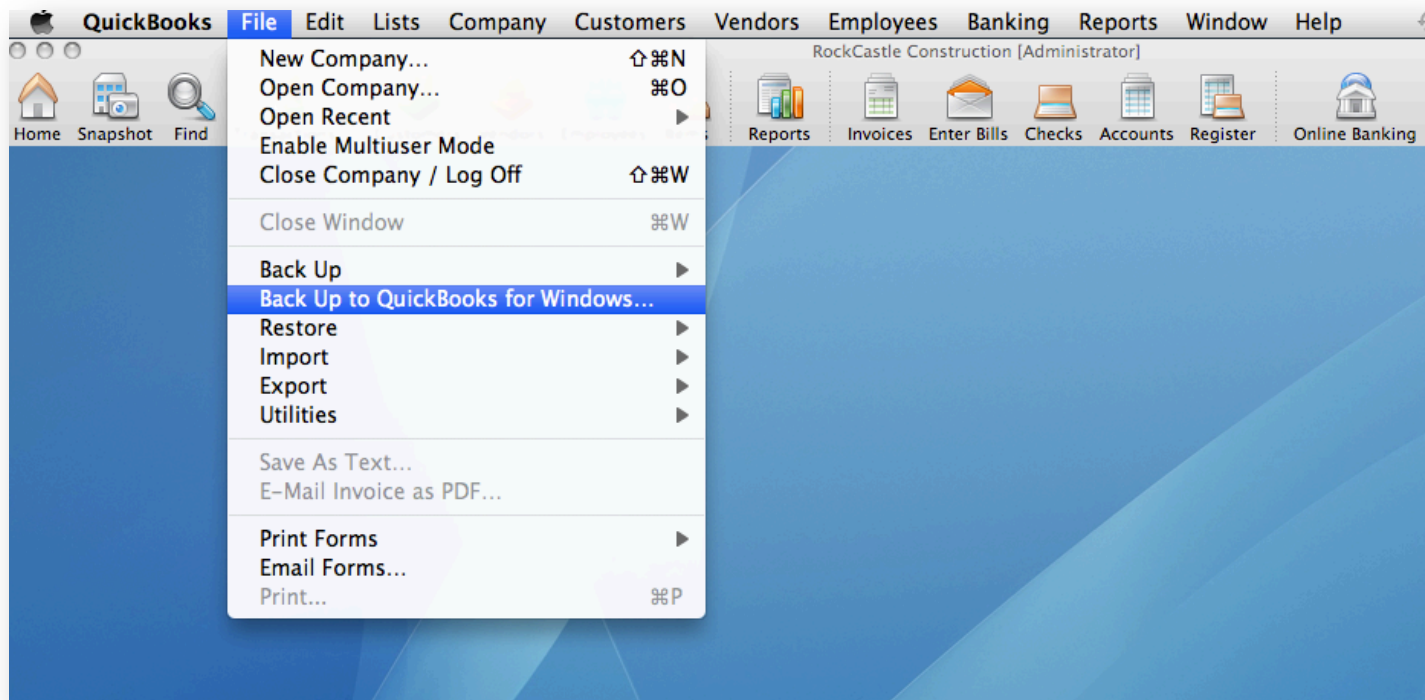
- Rebuild the file
- Compare cash and accrual Trial Balance reports
- Confirm each bank reconciliation transfer



Converting From Mac to Windows

Conversion from Mac to Windows:

1. Prep the file
2. Create a *.qbb from QuickBooks for Mac
 - File > Back Up to QuickBooks for Windows...



Converting From Mac to Windows

3. In QuickBooks for Windows, 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 Practices: Confirm each bank reconciliation

Sample RockCastle Construction - QuickBooks Accountant 2012

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Online Services Window Help

Begin Reconciliation

Select an account to reconcile, and then enter the ending balance from your account statement.

Account: 10100 · Checking

Statement Date: 11/30/07

Beginning Balance: 0.00 [What if my beginning balance doesn't match my statement?](#)

Ending Balance:

Enter any service charge or interest earned.

Service Charge	Date	Account	Class
0.00	11/30/07	60600 · Bank Service Charges	
Interest Earned	Date	Account	Class
0.00	11/30/07		

Locate Discrepancies Undo Last Reconciliation Continue Cancel 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.

Service Charge	Date	Account	Class
0.00	11/30/07	60600 · Bank Service Charges	
Interest Earned	Date	Account	Class
0.00	11/30/07		

Locate Discrepancies Undo Last Reconciliation Continue Cancel Help

Best Practices: Confirm each bank reconciliation

Sample RockCastle Construction - QuickBooks Accountant 2012 - [Reconcile - Checking]

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Online Services Window

Help


For period: 11/15/13 Hide transactions after the statement's end date

Checks and Payments		Deposits and Other Credits		
✓	Amount	✓	Type	Amount
✓	532.97	✓	GENJRNL	27,874.62
✓	3,495.82	✓	DEP	1,228.18
✓	100.00	✓	DEP	15,281.67
✓	208.09	✓	DEP	31,474.25
✓	1,214.31	✓	DEP	1,040.00
✓	308.34	✓	DEP	271.53
✓	12,362.89	✓	DEP	25,471.56
✓	9,521.00	✓	DEP	6,278.80
✓	3,146.88	✓	BILLPMT	0.00
✓	712.56	✓	DEP	16,500.00
✓	12.50	✓	DEP	16,500.00
✓	24.00	✓	CHK	0.00
✓	138.00	✓	CHK	0.00
✓	218.00	✓	DEP	36,575.00
✓	123.67	✓	DEP	16,115.00
✓	2,710.90	✓	PMT	1,000.00
✓	532.97	✓	PMT	1,519.39
✓	268.39	✓	DEP	5,079.48
✓	4,050.98	✓	DEP	1,867.89
✓	1,466.32	✓	DEP	3,516.05
✓	12.50	✓	DEP	1,867.89
✓	2,050.00	✓	DEP	95.69
✓	142.00	✓	DEP	1,924.40
✓	222.00	✓	DEP	210.00
✓	125.89	✓	DEP	400.00
✓	24.00	✓	DEP	2,092.00

Highlight Marked

Beginning Balance	0.00
Items you have marked cleared	
101 Deposits and Other Credits	580,123.50
447 Checks and Payments	508,170.92

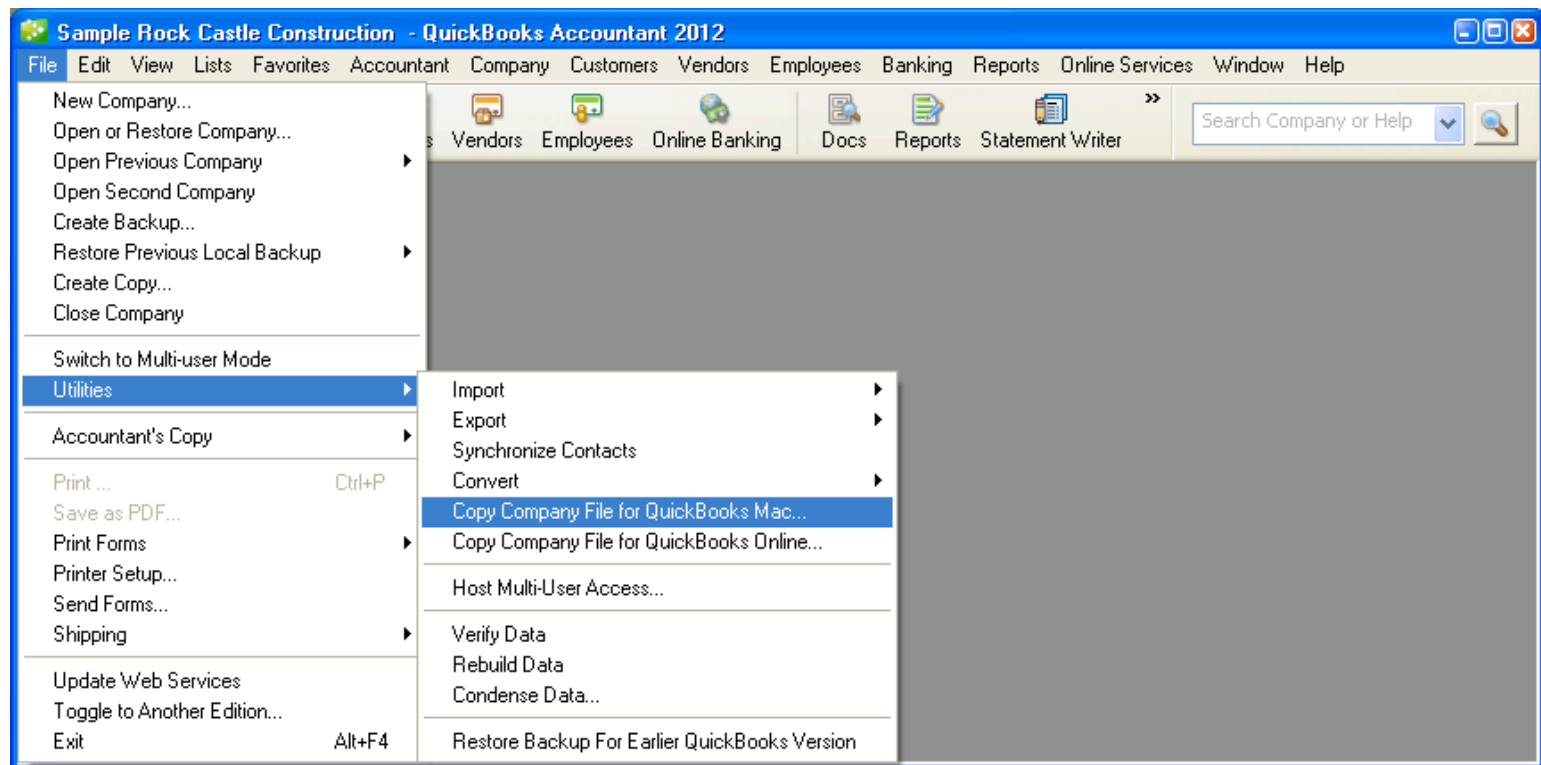
<input type="button" value="Modify"/>	Service Charge	0.00
	Interest Earned	0.00
	Ending Balance	71,952.58
	Cleared Balance	71,952.58
	Difference	0.00



Converting from Windows to Mac

Steps to Convert from Windows to Mac:

1. Prep the file
2. Create a *.qbb from QuickBooks for Windows
 - File > Utilities > Copy Company File for QuickBooks for Mac



Converting From Windows to Mac

3. In QuickBooks for Mac, 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

- Rebuild: before and after transfer
- Confirm: cash and accrual Trial Balance
- Confirm: each bank reconciliation

- Chapter 5: Annual tasks for maintaining healthy data files

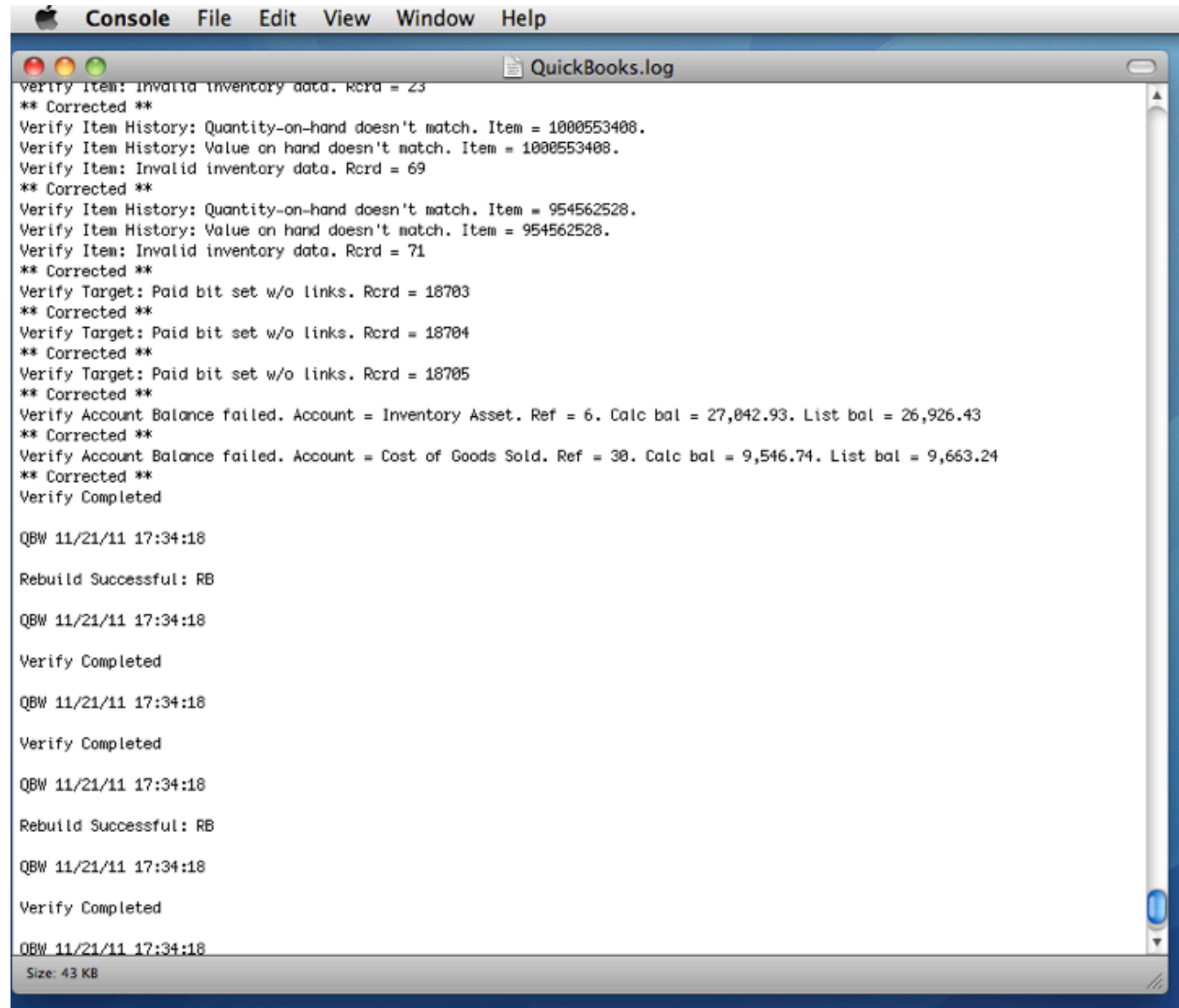
Chapter 5

Annual tasks for maintaining healthy data files

- Rebuild Data File
- Re-sort Names List

Best Practices: Maintaining Healthy Files Rebuild Annually

To research data integrity loss open "Quickbooks.log"



```
Console File Edit View Window Help
QuickBooks.log
verify item: invalid inventory data. Rcrd = 23
** Corrected **
Verify Item History: Quantity-on-hand doesn't match. Item = 1000553408.
Verify Item History: Value on hand doesn't match. Item = 1000553408.
Verify Item: Invalid inventory data. Rcrd = 69
** Corrected **
Verify Item History: Quantity-on-hand doesn't match. Item = 954562528.
Verify Item History: Value on hand doesn't match. Item = 954562528.
Verify Item: Invalid inventory data. Rcrd = 71
** Corrected **
Verify Target: Paid bit set w/o links. Rcrd = 18703
** Corrected **
Verify Target: Paid bit set w/o links. Rcrd = 18704
** Corrected **
Verify Target: Paid bit set w/o links. Rcrd = 18705
** Corrected **
Verify Account Balance failed. Account = Inventory Asset. Ref = 6. Calc bal = 27,042.93. List bal = 26,926.43
** Corrected **
Verify Account Balance failed. Account = Cost of Goods Sold. Ref = 30. Calc bal = 9,546.74. List bal = 9,663.24
** Corrected **
Verify Completed

QBW 11/21/11 17:34:18

Rebuild Successful: RB

QBW 11/21/11 17:34:18

Verify Completed

QBW 11/21/11 17:34:18

Verify Completed

QBW 11/21/11 17:34:18

Rebuild Successful: RB

QBW 11/21/11 17:34:18

Verify Completed

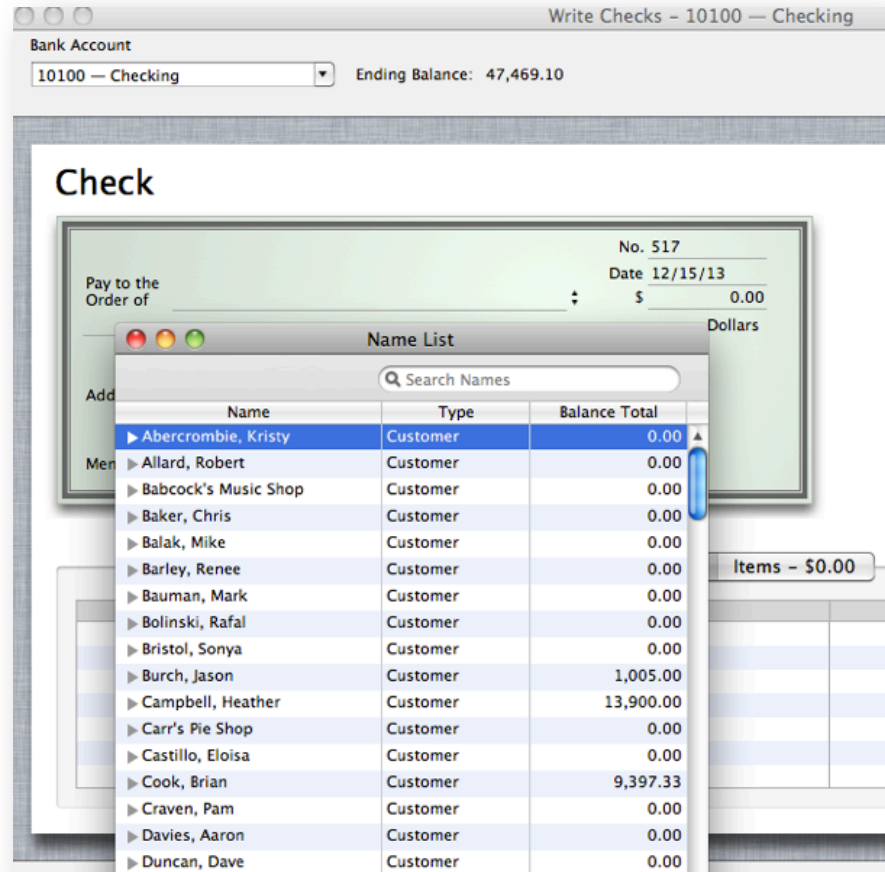
QBW 11/21/11 17:34:18

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"



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

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

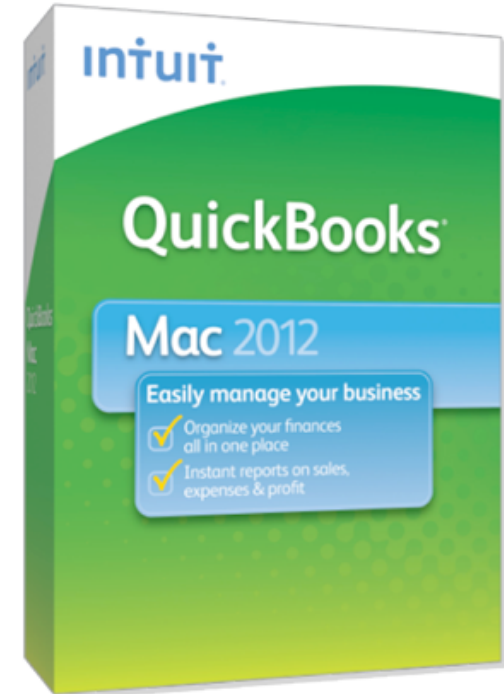
LinkedIn Group: QuickBooks for Mac for Professionals

- <http://www.linkedin.com/groups?gid=3693142>
- 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!

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- > [Click here to ask questions about products used in this training](#)

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




Keyboard shortcuts make working in QuickBooks for Mac faster

TIP: “Command” (🍏 Key) instead of “Control”

- Edit: 🍏-E
- New: 🍏-N
- Delete: 🍏-D
- Find: 🍏-F


- Close open window (esc): Command-W
- Close all open windows: Option-Command-W
- Open Customer Center: Shift-Command-J
- Open Chart of Accounts: Shift-Command-A
- Open Vendor Center: Shift-Command-V

QB Mac Feature Chart (2009-2012)



	2012	2011	2010	2009
Customize for your unique needs				
Allow up to 5 users to work in QuickBooks for Mac at the same time ⁷	•	•		
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 Tasks				
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 time ¹	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 slips ³	•	•	•	•
Automatically populate and print 1099s for independent contractors and federal filing ⁴	•	•	•	•
Export report data to Excel and Numbers ⁵	•	•		
Email invoices, sales receipts, credit memos, etc. in batches along with a custom message ⁶	•	•	•	•