

Bookminders QuickBooks Menus

Use QuickBooks menus to access different screens or activities in QuickBooks. Some activities may not be available to limited access QuickBooks users. Limited access users are only set up for Shared Use Client files, or at a Client's request.

File menu - use to open and close companies and to access utilities, backup or restore functions.

Edit menu - use to access preferences, a calculator and the Find function. Client's QuickBooks files are set with Bookminders' standard preferences. You may be able to customize some preferences to your liking (*on the My Preferences tabs*), **but ONLY** if your bookminder sets up a separate user in QuickBooks (i.e., you do not log in as the Admin user) **and** sets your preferences in the working copy of the file (i.e., the file the bookminder works in and copies to your Client folder).

View menu - use to change view options, including options for showing or hiding the Open Windows List or Navigation Bar and options for viewing screens as *One Window* or *Multiple Windows*. These options will stay set for your current session only, unless you have your bookminder set you up as a separate user in QuickBooks **and** set your view preferences in the working copy of your data file (i.e., the file the bookminder works in and then copies to your Client folder).

Lists menu - use to access the Chart of Accounts list, Class list, Items list, Memorized Transactions list and certain other lists. You cannot open the Customer, Vendor or Employee lists from this menu. To open these lists, use Customers, Vendors, or Employees menus, or click the *Cust* or *Vend* icons.

Company menu - use to access Company Information (i.e., Company Name, address, fiscal year, tax year, etc.), as well as Budget input screens and the company Home Page screen.

Customers menu - use to open the Customer Center (list) and screens for other customer activities.

Vendors menu - use to open the Vendor Center (list) and screens for other vendor related activities.

Employees menu - use to access the Employee Center (Employee list) and payroll functions. Most Bookminders' Clients use a payroll service for employee transactions, so Employee menus are not used in QuickBooks. Employee transactions (payroll or other disbursements) are posted to using journal entries (in total) or using Vendors.

Banking menu - use to access banking activities including check, deposit, transfer, credit card charge and reconciliation screens.

Reports menu - use to access QuickBooks reports and the Memorized Reports list. The Memorized Reports list contains reports set up or customized for use by Bookminders' Clients and employees.

Window menu - use to toggle between open windows or to change how windows open.

Help menu - use to access the QuickBooks Help resources.



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Bookminders QuickBooks Icon Bar

Bookminders has designed a standard icon bar that is used for all Clients' QuickBooks files. Standard icons provide easy access to functions frequently used by bookminders. The bookminder may add a limited number of new icons for other frequently used functions, or for icons requested by the Client.

Bookminders' icon bar is organized into the following groupings of icons:

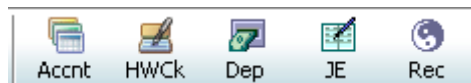
- **Customers** - includes icon for the Customer list (*Cust*), along with icons for common customer transactions.



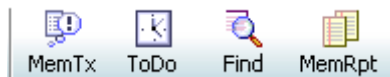
- **Vendor Activities** - includes icon for the Vendor list (*Vend*), along with icons for common vendor transactions.



- **Banking and General Ledger** - includes icon for the Chart of Accounts list (*Acct*), along with icons for common banking transactions and activities.



- **Reminders, Query and Reporting** - includes the following icons.



- MemTx - icon opens the Memorized Transactions list. This is a list of recurring transactions set up in the file to be entered by your bookminder on a scheduled basis. Clients should review this list periodically and inform the bookminder if any changes are needed.
- ToDo - icon opens the To Do list. This is a list of reminders for your bookminder. Some reminders are standard for all Bookminders' Clients, and some are for activities specific to your account.
- Find - icon opens the Find screen, which can be used to locate accounting transactions based on specified criteria. You can use the *Simple* or *Advanced* tab on this screen - depending on what type of transaction you are looking for. When transactions with the specified criteria are found, they are listed at the bottom of the screen. You can click on a found item and either "Go To" the originating screen, create a Report, or Export the results of your Find to Excel.
- MemRpt - icon opens the Memorized Reports list, which contains reports designed by Bookminders for Client and bookminder use. Refer to the Client Help file (on Bookminders' Server - *QuickBooks Reports* page) for more information about Memorized Reports.



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