



## *The QuickBooks™ Client Newsletter*

Helping You Grow a Profitable Business with QuickBooks™ Software

### **From the office of:**

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### **Why You Should Use QuickBooks' Company Snapshot**

*QuickBooks provides multiple ways to get information about your customers, and their payments, and your company itself. The software's **Company Snapshot** provides quick, thorough overviews.*

What do you do when you need to get information in QuickBooks about customers or about payments they've made in QuickBooks? You have several options. You could, for example:

- Create a report
- Go to their Customer pages
- Click on **Receive Payments** on the Home Page and use the **Find** arrows (not very elegant or fast, but would be an easy way to find recent payments).

One of QuickBooks' strengths is its flexibility. It helps you find the exact information you're looking for in a variety of ways. Which one you choose at any given time depends on what screen you're working on at the moment and precisely what slice of data you need.

### **Company Snapshot**

The desktop version of QuickBooks doesn't have a "dashboard," like web-based financial applications do. Dashboards are like home pages on steroids. However, with **Snapshots**, rather than just providing navigational tools and menus, **Snapshots** displays charts and grids and lists representing the data that you would most likely want to see when you first log on. For example, using Snapshots you will quickly see account balances, summaries of income and expenses, and high-priority tasks, with links to related activity screens. You can usually customize these.

QuickBooks' **Reminders** tell you what needs to be done either today or very soon. But **Reminders** does not reveal anything about your financial status, **Snapshots** does. There are three tabs: **Company**, **Payments**, and **Customer**.

The screenshot shows the QuickBooks Customer Snapshot for Kristy Abercrombie. The interface includes tabs for Company, Payments, and Customer. The Customer tab is active, displaying a search bar with 'Abercrombie, Kristy'. Below the search bar, there are sections for 'Abercrombie, Kristy' with 'More Details' and a dropdown, 'Recent Invoices' table, and 'Recent Payments' table. A 'Sales Summary' section is visible with a dropdown menu open showing various time periods like 'This year-to-date', 'Today', 'This month', etc.

DATE	NUM	AMOUNT	OPEN B...
12/15/2...	1101	38.77	38.77
12/15/2...	1102	38.77	38.77
12/10/2...	1091	4,522.00	0.00
11/25/2...	1084	3,111.28	0.00
06/07/2...	1043	1,292.78	0.00
02/01/2...	1024	5,019.08	0.00

DATE	CHECK/REF#	AMOUNT
12/15/2019		7,633.28
08/15/2019	129342	1,292.78
02/01/2019	8438	5,019.08

Figure 1: The QuickBooks Customer Snapshot sums up each customer's activity and history in a one-page view.

## Many Sections

Let's look at the **Customer tab in Snapshots** to see how these work. To find it, click on **Snapshots** in the left vertical navigation pane. When the window opens, make sure that the **Customer** tab is active; if not, click on it. To select a specific customer click on the arrow next to the **CUSTOMER** field in the center of the very top. The field is a drop-down box which allows you to choose a customer.

You will see three columns of information here. The left pane displays some commonly sought numbers (like **Total Sales**) and some information that you might have trouble finding any other way (**Average days to pay**, etc.). In the middle, you will see **Recent Invoices** and **Recent Payments**. The right section (not shown in the screen shot above) includes two customizable graphs, **Sales History** and **Best Selling Items**.

This is the *default* layout of the information boxes you will see when you first open the **Company Snapshot**. To remove any of them, click on the **X** in the upper right corner. You can restore them at any time by clicking the arrow next to **Add Content** in the upper left and then clicking the + **Add** button next to the one you want.

You can also move the blocks into different positions on the page. Grab one by clicking on its header and holding it, dragging it to the preferred position, and releasing it.

## Personalized Pages

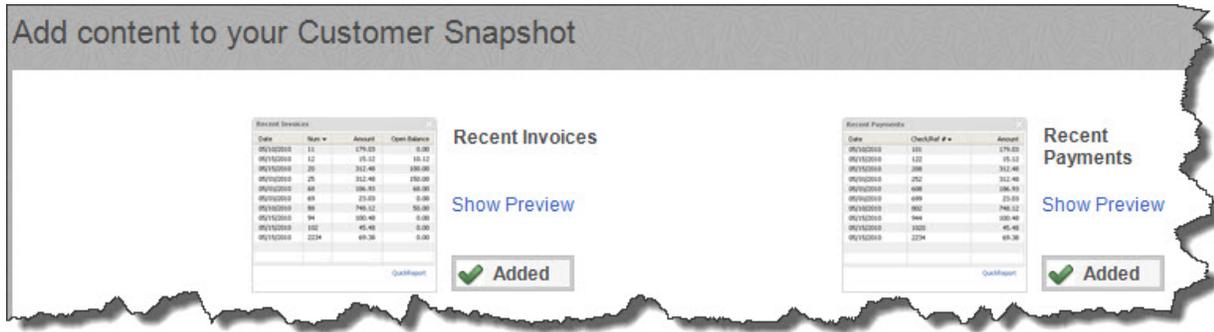


Figure 2: You can add, delete, and move blocks of data around in the **Customer Snapshot**.

Users who have been assigned access to the data that each **Snapshot** contains can customize their own views by adding or deleting sections and rearranging them. So each employee can have his or her own unique-looking **Snapshots**, though the real-time data in all of them will be the same.

**Note:** If you have given employees besides yourself access to QuickBooks, it is important that you assign permission levels to them. You probably do not want everyone to be able to see and modify everything in your file. We can help you set these up.

## Other Snapshots

The other two **Snapshots** are more complex, containing more data options. They can, however, be customized in the same ways that you personalized the **Customer** screen. The **Payments Snapshot** can give you a quick update on things like **Recent Transactions** and **A/R by Aging Period**.

The **Company Snapshot** lets you display up to 12 lists and charts, including:

- **Account Balances,**
- **Customers Who Owe Money,**
- **Expense Breakdown, and,**
- **Vendors to Pay.**

This would be a good page to use as your dashboard (home page), especially since it can also show you **Reminders**. With the **Company Snapshot** open, go to **Edit | Preferences | Desktop View | My Preferences** and click on the button in front of **Save current desktop**. Remove the checkmark in front of **Show Home page when opening company file** if one is there.

QuickBooks' **Snapshots** can get you up to speed quickly on critical elements of your accounting file, but there are other reports that you should run regularly, including complex standard financials reports that require expert analysis. We can help you interpret these, which in turn will help you make smarter, more informed business decisions.

We hope you find this month's QuickBooks tips helpful. Please visit our company website <http://www.accountingconnections.org> often as it is updated constantly and offers a wealth of tax and accounting tips, along with links to better serve your business needs. Our QuickBooks Tips newsletters are archived on our website as well.

Accounting and Taxation is **our** business; having us a part of your team allows **you** to concentrate on **your** core business.



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*An **Enrolled Agent (EA)** is a federally licensed tax professional, who has taken an extensive test in taxation and must comply with continuing education in tax law to maintain their license.*

*Enrolled Agents are allowed to represent clients before all administrative levels of IRS without their clients' presence (the same as a Certified Public Accountant).*