

**Basic Skills For  
QuickBooks  
Seminar**

**September  
27th, 2001 in  
the Isler  
Training Room**

**Call us at  
342-5161 for  
a registration  
form**

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**Have a Tax Question?  
IRS**

www.irs.ustreas.gov

**OREGON**

www.dor.state.or.us



**IDENTITY FRAUD ON  
THE RISE**

You have probably already heard about Identity Theft by now—the crime in which someone obtains key pieces of information such as Social Security and driver's license numbers to obtain credit, merchandise and services in the name of the victim. The results for the victim of such a crime can be anything from lost time to ruined financial health, so it's worth taking preventative measures to prevent it from happening. There's also a site on the Web that does a very good job of covering the topic and providing resources to help prevent and/or recover from Identity Fraud. It is the Identity Theft Resource Center at (ITRC):

<http://www.idtheftcenter.org/index.htm>

The ITRC also offers the following tips on things you can do to lessen your risk or becoming a victim to this crime:

1. Destroy papers containing sensitive information such as social security numbers, account numbers and credit card offers.
2. Block your name from marketing lists and offers of credit by calling 888-5-OPTOUT.
3. Don't carry personal information you don't need. Get your picture on your credit cards. Block out your social security number on your insurance ID cards.
4. Check your credit report each year with one of the three major agencies: Equifax



(800-685-1111), Experian (888-EXPERIAN) or TransUnion (800-888-4213).

5. Use caution when buying on the Internet or the phone—don't give personal information.
6. Buy a slotted locking Mailbox (must be post office approved). Jerry's and others have these.

Another thing you can do to reduce the number of pesky telemarketing calls you receive and reduce the risk of fraud as well is to get on Oregon's "No Call" list. For a \$6.50 registration fee, consumers can place a residential phone number on the list for 1 year. Then telemarketers can only call if you have donated or expressed an interest in their product. To get on this list, which is administered by OTA Services, LLC of Salem, Oregon, call 1-877-700-6622 or log on to their website at [www.ornocall.com](http://www.ornocall.com).



**MYOB TO RELEASE  
NEW VERSIONS**

Rumor has it that MYOB will soon be coming out with V11 for PC users and AccountEdge 2 for Mac Users. I expect that the products will be on the market before the end of the year.

The new releases will have several enhancements that could be particularly attractive to former QuickBooks users, especially the version being released for the Mac. MYOB will not confirm this, however, so we'll have to wait and see. Once it's released, you can log on to their website and get a trial

copy to find out if it's worth buying or upgrading. Meanwhile, they are offering a special \$75 rebate to all new purchasers of version 10 for Windows or AccountEdge for the Mac before September 30th. They'll even send a free copy to your CPA as well. Log on to their site at [MYOB.com](http://MYOB.com) and check it out.

## SOFTWARE TOOLCHEST

### FOR MYOB USERS

If you are working in MYOB and the electricity suddenly goes off, it's usually no more than an inconvenience. You just reboot and get back in, possibly only losing the last check you were working on. But if this happens often, or if for some other reason your data file gets closed incorrectly 10 times, then a minor inconvenience can escalate into a problem. This is because MYOB tracks users' Ids as they enter and exit the program using a file named lockxxxx.flk. One lock file is created in the folder where a data file is located when the first user opens a data file; this file tracks all the users of the data file. The lock file is removed when you exit the program, but if a data file is closed incorrectly, the lock file may not be removed. When 10 of these files have been created, you will receive an error message that states "No more than 10 data files can be opened at one time".

Don't panic if this happens to you. It just means that you have to find and delete these data files, because MYOB won't let you into your file until you do. Windows users can go into Windows Explorer and do a find for any file with the extension .flk and then delete the files. Mac Users can also use the find function to locate these files and drag them to the trash. If you are on a network, however, it might be better to have your system administrator do this for you.

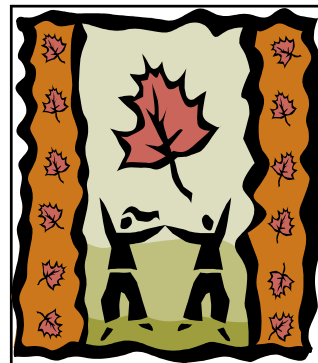
Sometimes, the balance you see in the **Accounts List** window can be different from the same account when displayed in the **Inquiry Register** window. This is perplexing if you don't realize how MYOB calculates account balances in different windows. If this has happened to you, it's probably due to the date of a transaction. The **Accounts List** window shows the balance of an account regardless of how the transactions were dated, but the **Inquiry Register** window only shows the balance through a specified date range. So, to be sure that you are seeing the proper balance of an account in the **Inquiry Register** window, enter a date far into the future in the **From** field. You may find that a transaction has been (possibly mistakenly) posted with a date from the future, and you can then find and correct the date on the invoice, deposit or check.

### QUICKBOOKS USERS

If you decide to switch to high speed access on the internet, such as cable or DSL, you must update the connection settings in QuickBooks after you've switched. To do this in QuickBooks 2000 or 2001, go to Help, Internet Connection Setup. Select Modify in the box that appears and update your internet connection information there. To change the settings in QuickBooks 99 or 6.0, select Online, Internet Connection Setup and select Modify.

There is a new product out for those of you who use a Palm Pilot or PDA which allows these devices to interface with QuickBooks. QBMobile™ allows you to enter common transactions directly onto your hand held device and download them later directly into QuickBooks. The transactions you can enter are time tracking, inventory counts, estimates, invoices, checks, credit card purchases and more. We at Isler have not tested this product, but if you are interested, you can test it yourself. Go to [www.qbmobile.com](http://www.qbmobile.com) on the internet for more information and to download a sample of QBMobile.

If you use QuickBooks to do your inventory, you may find that sometimes you have to add the cost of a freight bill you receive into the inventory for a particular item. To do this, record the invoice as you normally do and post the expense to freight. Then, go into your **Item List**. Click on **Activities** and choose the option **Adjust Quantity/Value on Hand**. Notice a box in the lower left hand corner of the screen that says **Value Adjustment**. Check this box so that you can adjust the value of your item without affecting the quantity. Note the **Current Value** of the item, add the freight amount to it, and enter the total in the **New Value** column. The adjustment account you will use for this transaction is freight, to remove the cost from freight and enter it into inventory. Since QuickBooks calculates the cost of inventory using the average cost method, it will now calculate the cost of the item you are adjusting by dividing the quantity by the new, higher value you have assigned, correcting the value of your inventory.



Ever heard of a Voice Portal? It's a free service that you can access by dialing a toll free number. It can be especially useful to travelers, since these services can help you to find out traffic conditions, driving directions and flight arrival information. You can call a cab, listen to your local weather conditions, and in some cases, make a free long distance phone call. Here are a couple of the services to try:

Tellme  
1-800-555-Tell

BeVocal  
1-800-4-Bvocal

Hey Anita  
1-800-44-Anita