

Remember,  
spring cleaning  
is good for  
your computer,  
too. Delete  
temp files and  
empty your  
internet cache  
regularly to  
keep your hard  
drive  
uncluttered.

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**Have a Tax Question?**

IRS

[www.irs.ustreas.gov](http://www.irs.ustreas.gov)

OREGON

[www.dor.state.or.us](http://www.dor.state.or.us)

**WE'RE ON  
THE WEB  
ISLER.COM**

## IS YOUR DATA SECURE FROM THE EYES OF OTHERS?

Many people are concerned about using accounting products offered on the Web because they fear that their information will somehow be accessed by others out there on the internet. The Application Service Providers that offer web based accounting programs argue that your files are safer than on your own computer. And that brings up a question...how can you make certain that your files are safe in your office?

Setting a password to access your accounting data is the most obvious way to protect it from prying eyes. However, at many businesses, people often leave their programs running while they do other tasks in the building, allowing anyone who wanders by to take a peek at sensitive information. Screensavers prevent the casual observer from viewing, but there is a further step you can take. Many screensavers offer password protection, so that anyone who hits the space bar must enter a password in order to see what program a user is running. Check your screensaver's properties to see if this function is available.

If more than one user needs to

access your data, it is simple in both QuickBooks and MYOB to set user passwords that will allow limited access. In MYOB, go to **Setup, Preferences** and click on the **Security** tab. You will see a **Password** icon in the lower left hand corner. In order to set passwords in MYOB, you must first select a master password. Don't forget or lose it! It could be costly to retrieve. Once the master password is entered, you can set up users and check the

areas you will allow the user to access.

To set passwords in **QuickBooks**, go to **Company, Set Up Users**. As in MYOB, you may need to specify an admin password. Then a wizard will lead you through the rest of the setup.

Finally, if you spend a lot of time on the internet, you should have your network administrator install a firewall to protect your data from being accessed by lucky hackers and crackers.



### SPELL CHECKERS FOR EVERYONE

This newsletter is being produced during tax season, so naturally I'm trying to write it quickly in order to fit a tax return or two into the day. That being the case, it's fortunate that I have a spell checker watching for my many mistakes. Wouldn't it be nice to have one in MYOB and QuickBooks? Then, when you

invoice customers, there would be no more worries about issuing invoices with embarrassing typos on them. QuickBooks 2001 already has this feature, but for the rest of us, there is a product that will work in both MYOB and QuickBooks. *Spell Catcher* integrates into almost any program you are running and

alerts you when an error is made. A version is available for both the PC and Macintosh. I have sampled their demo and it seems to work reliably. If you would like to try it, go to [www.spellcatcher.com](http://www.spellcatcher.com) to download the 30 day demo. Cost for the product is anywhere from \$29.95 to \$49.95.

## TIPS TO SAVE TIME AND TROUBLE

### MYOB USERS

When entering dates, use a period (.) instead of a slash. It's easier to reach on the keypad.

When you print reports, are they often too big to fit on one page? Then change your report's default size and fonts. Do the following: Go to **File**, then choose **Default Fonts**. From the **Default Font Selection** window, click the **Reports** icon. Change the font to **MS Sans Serif** and change the size to **8**. This will change the defaults for all of your reports and solve the size problem in many of them.

Are there times in **MYOB 10** that you can't see the bottom of the window? To fix this problem you also go to **File, Default Fonts** as you do in the example above. Click the **Windows** button and change the font to **MS Sans Serif** and the size to **8**.

If you have lots of windows open, go to **Window** on the **File** menu and choose **Close All**. It's faster than closing them one at a time.

For those of you who enter your bills into MYOB and pay them at a later date, there is a faster way to pay them than calling them up for payment one at a time. Call up your **To Do List** and choose the **A/P** tab. There you will see all of your vendors, invoices and due dates. Just put an **x** next to the ones you want to pay.

If you do collections of overdue invoices, use MYOB's **Contact Log** to record conversations with customers. It helps to keep all of the information about a customer in the same place. There are two ways to access the log. From the **Card File Command Center**, you can either click on **Contact Log** or click on **Cards**, highlight a customer and click on **Log**.

If you are entering a transaction and would like to see how it will affect your general ledger before you record it, do the following. While in the transaction ( an invoice, for example) go to **Edit** on the menu at the top of your screen and choose **Recap Transaction**. A screen will appear that shows you the debits and credits that will be created for the transaction.

### QUICKBOOKS USERS

Remember that whenever you are in a numerical field you can do mathematical calculations. Just begin a calculation (such as **100 +**) and an adding machine tape will appear on the screen. When you are done with the calculation, press enter, and the result will appear in the QuickBooks field you began in.

If you are viewing a report and you want to make a column smaller or eliminate it, just slide the tiny arrows at the top of the column to the right.

If you have QuickBooks 2001 and you regularly work in more than one company, give each company a different background color so that you always know which company you are in. To change the color go to **View** and choose **Customize Desktop**. Click on the down arrow below the **Color Scheme** and choose the scheme you like.

Use **Class Tracking** to track income and expenses for different departments, locations, etc. To do so, first go to **Preferences** (under **File** in QuickBooks 99 earlier, and under **Edit** in QuickBooks 2000 and 2001). Choose the **Accounting** preference, click on the **Company** tab and check the box **Use Class Tracking**. Then, from the **Lists** menu, choose **Class List**. In the **Class List** window, click the **Class** menu button and choose **New**. Enter the class name in the **Class Name** field. If this is a subclass of another class, select the **Subclass of** checkbox and choose the higher-level, or parent, class from the drop-down list. Click **Next** to enter another new class, or click **OK** to close the window. After you have done the above, you will notice a box to enter a class every time you enter an invoice, pay a bill, write a check or make a journal entry. At the end of the month, you can print a **Profit and Loss by Class** report to see the results.

When in a list (items list, for example), highlight an item and click the right button on your mouse. You will see lots of useful activities that you go to for that item, saving you the time of finding the activity on the bottom.



### UPCOMING SEMINARS:

#### Beginning MYOB

April 23rd  
8:30 to 12:00 am  
In the Isler  
Training Room.  
\$35.00

#### Tracking Your Inventory in MYOB

May 22nd  
8:30 to 10:30 am  
In the Isler  
Training Room.  
\$25.00

Registration forms  
will be sent  
separately. To  
Pre-register, please  
call us at 342-5161  
or email  
jaddi@isler-  
eugene.com