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COMPUTING SOLUTIONS

DIET FOR A SMALL COMPUTER

ATTENTION PAYROLL USERS

Now that Congress has passed the new tax relief act of 2003, there are new tax tables available for both QuickBooks and MYOB. These tables go into effect as of July 1st, so don't forget to download them soon.

Need to download forms? Go to:
IRS
www.irs.ustreas.gov
OREGON
www.dor.state.or.us

Is your PC sluggish? Is it uncooperative? Does it give you those overly dramatic fatal error messages? The reason for this could be that it has been eating too much junk food from the Internet. As your computer's operator, it is your job to trim it down. How? You may ask. Read on.

Every time you go to a web page on the Internet, temporary files are downloaded and stored in your computer. Also known as **cache files**, their purpose is to save you time. But, as these files build up on your hard drive, they end up doing just the opposite.

Let's say, for example, that you visit msn.com. The graphics that you see there get automatically loaded onto your hard drive. Then, the next time you visit that site, the browser looks in your **Temporary Internet File** folder, finds the graphics and web page files for msn.com and loads them from your computer, which is faster than loading from the server each time. After a while, these files build up on your hard drive and actually slow you down. So, it's best to delete them on a regular basis.

If you're using **Internet Explorer** as your browser, you can delete the files as follows:

1. While on the Internet, click on the **Tools** button on the **Explorer** tool bar.
2. Highlight and click on **Internet Options** on the **Tools menu**.
3. Select the **General Tab**.
4. In the **Temporary Internet Files section**, click the **Delete Files** button.
5. Check the box that says **Delete all Off-line Content**.
6. Click **OK** to delete all files in the **Temporary Internet File** folder.

Also in this section, you may see a **Delete Cookies** icon, depending on which version of **Internet Explorer** you are using. If you do not see a **Delete Cookies** icon, then click on the **Settings** icon, and choose **View Files**. There you will see all of the **cookies** your computer has been fed. **Cookies** are small text files that are stored on your computer when you visit some web sites. If, for example, you go to Buy.com and order a product, a **cookie** with your name, address, credit card number and other information may be stored on your hard drive. Then, the next time you order on Buy.com, you might see that the questions you previously answered are already filled out for you. Also, when you go to a page that asks you for your password it may be stored on your machine so that you don't have to remember it later. These files can be convenient, but they can also take up unnecessary space on your hard drive. It's better to delete them occasionally in order to clear out unneeded files. Be aware, however, that if you use on-line banking, stock sites, or sites with personalized pages, you will want to leave these cookies on your system and only delete those that are unwanted.

Before exiting this area, also take a look at the **History** section. Your computer stores a complete history of every site you have visited for as many days as you have specified in this section. If you see a 10 in the **Days to Keep Pages** in the history section, then you have ten days of history stored on your computer. One way to avoid storing unnecessary files would be to reduce the number of days in this section. Also, it's a good idea to click on the **Clear History** icon occasionally in order to slim down your machine.

Those on the latest version of **AOL** would go to **Settings**, **Preferences**, **Internet Settings**, and then follow the directions starting at item #4 above.

Cleaning your hard drive regularly after excursions on the web will increase the speed and efficiency of your system and make documents easier to find. So, even though it's summer, now might be the time to do a little spring cleaning.

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A Guide To Importing & Exporting Data

There are times when you need to start a new company in **QuickBooks** or **MYOB**. Perhaps you have an error in your file and decide it's easier just to start over, or maybe you are starting another new business. Much of the information in your current company, such as customers, vendors and employees, can be automatically exported and imported into a new company. Read on to find out how. **Be sure to make a backup of both the old and the new company before you do this.**

MYOB USERS

In **MYOB**, you can import and export the following:

- Accounts (with or without balances).
- Items.
- Time-Billing Activities & Activity Slips.
- Spend Money Transactions **(NEW in PLUS Version 11/AccountEdge Version 2 [RELEASE 5.6.0]).**
- Receive Money Transactions **(NEW in PLUS Version 11/AccountEdge Version 2 [RELEASE 5.6.0]).**
- General Journal Entries.
- Cards (Customer, Vendor, Employee and Personal Cards).
- Sales (**Plus V10/AccountEdge V1** and later with Customer Payment information).
- Purchases (**Plus V10/AccountEdge V1** and later with Vendor Payment information).

To do so, you must first set up a new company (by choosing **File, New** from your current company's menu and following the options). Then, get back into your current company and go to **File, Export Data**. Once you choose the data you want to export, a screen will appear with various options. Choose the **"Tab Delimited**" option and also **"1st Record is a data record"**. The next screen that appears will ask you to **"Click the MYOB Plus fields in the Order that you wish to Export Them"**. In most cases, you will want to click on the button at the bottom of the screen that says **"Match All"**. Then click the **Export** button. You will next be asked where to save the file. Be sure to write down the location you save it to so that you can find it later when you import it into your new company. Next, go into your new company and choose **File, Import Data**. A screen will appear asking import options **(choose Tab Delimited again)** and then you will be asked the location of the file you want to import. Find your file and click the **Import** button. Choose **"Match All"** again when the next screen appears. Then click **Import** and Voila! You're done. If any errors were encountered during import, you will be given a small report stating what they are after it's done.

QUICKBOOKS USERS

In **QuickBooks**, you can export lists, but not data. The lists that can be exported and imported are as follows:

- Chart of Accounts.
- Customers.
- Vendors.
- Employees.
- Items.
- Customer, Vendor and Job types.
- Payment Terms.
- Payment and Shipping Methods.
- Customer Messages.
- Budgets.
- To Do Notes.
- Sales Reps.
- Price Levels.
- Sales Tax Codes.

After you've created and saved your new company by going to **File, New Company,** and following the options, go back into your old company and choose **File, Utilities, Export**. Check the box next to the list or lists you want to export and then click O.K. Next, you will be asked where to save the file and what to name it. Be sure to write down where you saved it, so that you can find it later when you go to import it into your new company. Also, on this screen you need to enter a name for the file in the **File Name** box. When you name it, be sure to leave the **.IIF extension** or **QuickBooks** won't recognize the file later. It only knows that a file is an import file if it sees this extension at the end. Then click **Save**. You will get a notice afterward that says **"Your data has been exported successfully"**. Then, go into your new company and choose **File, Utilities, Import**. On the next screen you will identify the location of the file you are importing and then click **Open**. When you receive a message saying **"Your data has been Imported"** you will know you've been successful.

Note to QuickBooks Users: On April 30, 2003, Intuit discontinued live support for QuickBooks 2000 in order to focus on the more current products. If you are using QuickBooks 2000 and have a support plan, you will continue to receive support until your plan expires. After that, you must upgrade your plan in order to continue receiving support.

Note to MYOB Users: Those of you who are planning on upgrading to the newest version need to be aware that any invoices that were created in the old version cannot be changed in the new version. Instead, they must be deleted and recreated. So be sure to make any changes before the upgrade to save yourself trouble later.