

Minor Adjustments to save tears and swear words



Turn Off Credits:

- Once logged in to Quickbooks, select the gear icon
- Select "Account and Settings" and then "Advanced"
- Select "Automation" on the fourth line down and Turn Off "Automatically Apply Credits"
- Save

Turn On Discounts:

- Once logged in to Quickbooks, select the gear icon
- Select "Account and Settings" and then "Sales"
- On the second line, select "Sales Form Content" and turn discounts On
- Save

Fix Owner's Pay and Personal Expenses:

- Once logged in to Quickbooks, hover over "Accounting" on the left hand column and then select "Chart of Accounts"
- Scroll down to "Owner's Pay and Personal Expense" and select "Make Inactive"
- Add new account
- Select the green "New" button from the upper right hand side of the page to create a new account
- Select Account Type > Equity
- Select Detail Type> Owner Equity
- Add Name> Owner Contribution
- Add Description> Money Contributed By Owner
- Select Save and New

Add another new account

- Select the green "New" button from the upper right hand side of the page to create a new account
- Select Account Type > Equity
- Select Detail Type> Owner Equity
- Add Name> Owner Distribution
- Add Description> Money Paid To Owner
- Select Save and New