

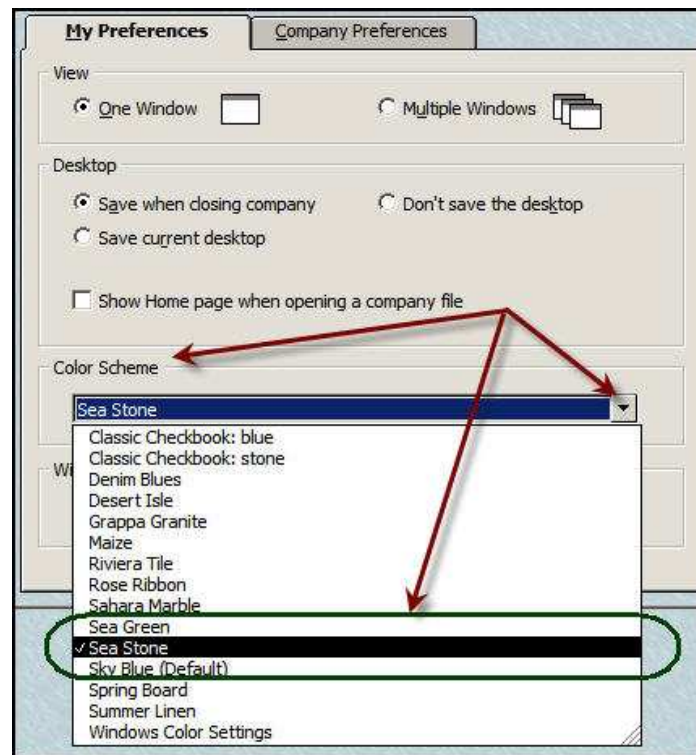


COLOR YOUR WORLD WITH QuickBooks®

Who says that just because you are an accountant or bookkeeper that you have to live in a black and white world? QuickBooks® offers you a variety of ways to use color for more fun, greater efficiency, and enhanced productivity!

COLORFUL Tip #1 for QuickBooks®:

If you find the default color for your QuickBooks® software to be a little drab, try this. For a change of pace, and to give your eyes a daily treat, Go to **Edit/Preferences** and click on the **Desktop View** icon in the left menu. Then, from the **My Preferences** tab, find the **Color Scheme** segment of the window and click on the drop down menu. Click on various choices and see what happens!



NOTE: Other users who sign in under their own names can select their own favorite color combination. I.e., Your choices affect only your own view, so you can choose a hot pink and purple scheme if that's your style.

COLORFUL Tip #2 for QuickBooks®:

If you have more than one QuickBooks® company, assign each company a specific, unique color scheme.

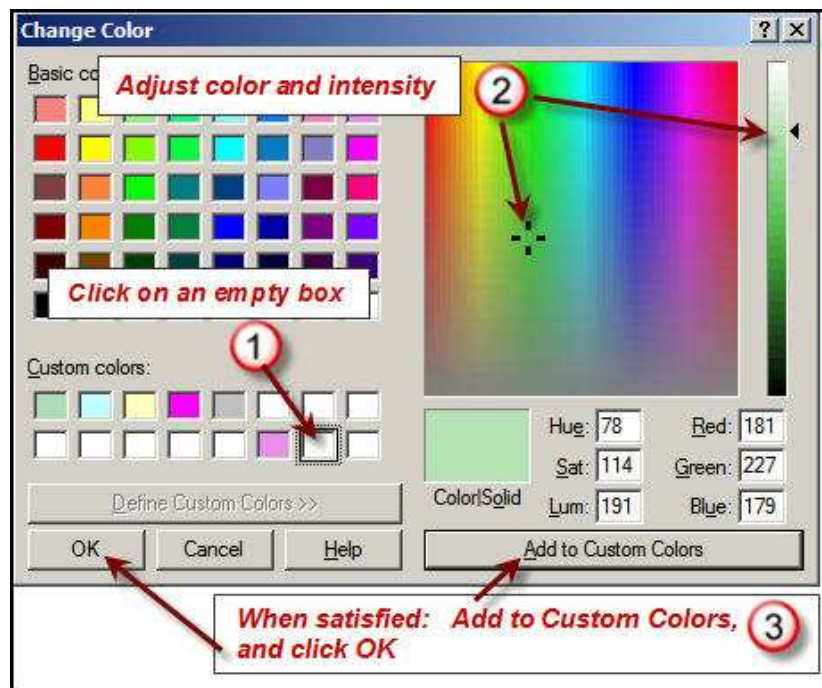
Applications:

1. You will always know exactly which company you are currently signed into just by **glancing at the screen** (a real advantage when there are a dozen things going on at once).
2. If you have an older file that you occasionally use for research purposes, **assign it a unique or unusual color**, so that you know you're in the OLD file vs. the current file.
3. A number of my clients also **order checks in colors** that correspond to each company's color scheme. Coordinated colors help them to quickly recognize which checks they need to select for printing. And later, when they are working with the check vouchers and related paperwork in their filing system, they can quickly and easily identify which company's documentation they're viewing.

COLORFUL Tip #3 for QuickBooks®:

When you double click on a Balance Sheet account from the Chart of Accounts, you will see the account's "register". If you would like to change the on-screen color of any specific register, just go to **Edit/Change Account Color**.

Some of the Basic color choices can result in a very vivid screen experience, so you will probably want to experiment with the Custom Colors.



As with painting a wall, large areas of color intensify, so lighter color values usually produce better results.

Applications:

1. You may wish to code certain customer registers specific colors (e.g., pale yellow may signify a favorable financial status, while hot pink could signify that no credit should be extended).
2. You might want to assign colors to specific owners or employee's accounts (e.g., Joan's credit card accounts may be assigned the color blue, while Fred's are shown as gold.)
3. If you have several checking accounts, you may want to assign each account a different color, and then order matching checks for each account (similar to the concepts discussed in the preceding example).

COLORFUL Tip #4 for Your Office:

Think about the many ways in which you can use colored folders, colored forms, colored tabs, colored notebooks and so forth in your office to help sort, organize, and locate information more easily and quickly. Not only will you treat your eyes and senses to a more vibrant atmosphere, but you will find that color can be of incredible assistance in communications with internal staff and clients:

- "Where is the blue binder for the Smith job?"
- "The checks for signature are always in the red folder."
- "I know that green timesheet was right here a minute ago,..."
- "Just look in your packet and you'll find the gold Change Order form. Simply indicate your approval, fax it in, and we'll get your special tile ordered this afternoon".