



Growing Your Business Thru QuickBooks®

FROM THE OFFICE OF



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What QuickBooks' Calendar Can Do for You

Yet another calendar? Yes. It's a good idea to use QuickBooks' calendar to stay on top of your financial transactions.

These days, some of us find ourselves updating multiple calendars. There's the Outlook calendar or other web-based solution for scheduling and task management. Maybe a smartphone app to track to-do's on the road, and a paper calendar as backup.

But where do you keep track of your everyday financial tasks? Including these in your scheduling calendars and/or task lists will make for very crowded screens, not to mention how inconvenient it can be to keep switching between applications.

So consider adding one more tracking tool: the QuickBooks calendar. This graphical screen isn't designed for data entry (except for to-do's). Rather, it's designed to give you a quick overview of your financial activity, both historically and in the future.

24 Entered (7)	25 Entered (25)	26 Entered (7)
November 25, 2019		
▼ TRANSACTIONS ENTERED (25)		
▼ BILLS (1)	AMOUNT	NUMBER
Cal Telephone	-91.94	
▼ CHECKS (1)	AMOUNT	NUMBER
Cal Gas & Electric	-97.53	463
▼ CREDIT CARD CHARGES (1)	AMOUNT	
Bayshore CalOil Service	-18.47	
▼ DEPOSITS (7)	AMOUNT	
Checking	0.00	
Checking	10,000.00	
Checking	2,580.00	
Checking	14,085.30	

Figure 1: The QuickBooks calendar consists of two parts. The graphical calendar itself displays one of three types of entries: **Entered**, **Due**, or **To Do**. The number in parentheses refers to the number of each type that occurred or will occur that day. Details of each entry appear below; double-clicking on one opens the original form.

Calendar Setup

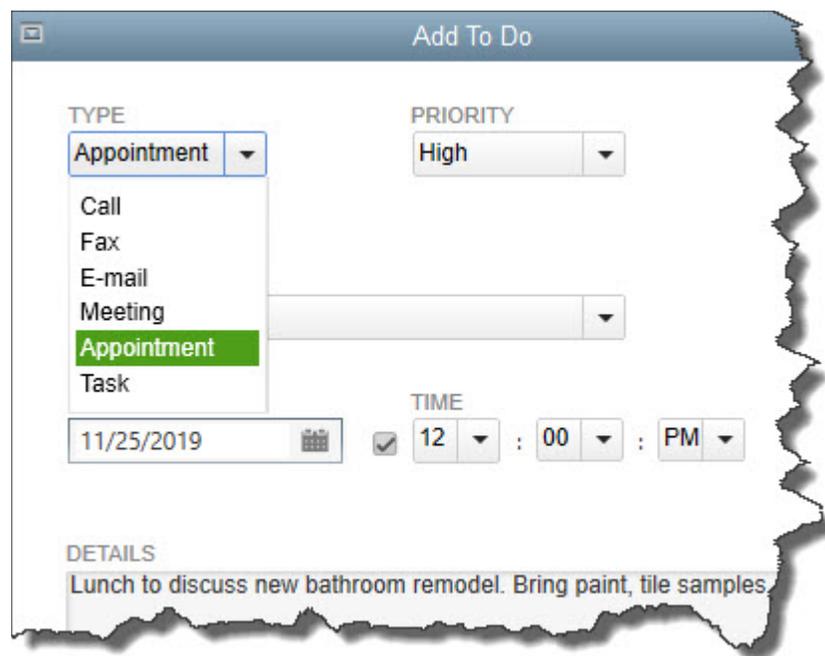
Before you start using the QuickBooks calendar, you should designate your display and content options. Open the **Edit** menu and select **Preferences | Calendar**. Make sure that the **My Preferences** tab is active.

Click on the arrows to the right of every field to open the menu that displays your choices. The first of these are:

- **Calendar view.** Daily? Weekly? Monthly? Or do you want QuickBooks to remember the last view that was open?
- **Weekly view.** Should the calendar only display the primary workdays or all seven?
- **Show.** What items would you like to have displayed on the calendar? It defaults to **All Transactions**, but you can filter it by transaction type.

You can also specify whether you want past due and upcoming entries to be included, and for how many days.

Tracking To-Do's



The screenshot shows the 'Add To Do' window in QuickBooks. The window has a title bar 'Add To Do'. It contains several fields: 'TYPE' with a dropdown menu showing 'Appointment' selected and a list of options (Call, Fax, E-mail, Meeting, Appointment, Task); 'PRIORITY' with a dropdown menu showing 'High'; 'DATE' with a text box containing '11/25/2019' and a calendar icon; 'TIME' with a checked checkbox, a dropdown for '12', a colon, a dropdown for '00', another colon, and a dropdown for 'PM'; and 'DETAILS' with a text box containing 'Lunch to discuss new bathroom remodel. Bring paint, tile samples'.

Figure 2: You can create to-do items and have them appear on the QuickBooks calendar.

The QuickBooks calendar also offers tools for creating to-do's of several types (call, fax, email, meeting, appointment, or task). These will appear on the calendar unless you filter them out.

Tip: The link that opens the to-do window is rather hard to find. It's in the lower right corner of the graphical calendar.

Click on **Add To Do** to get started. The window pictured above opens. Click the arrow to the right of the field under **TYPE** and select the type of to-do that you want to define. You can also select a **PRIORITY** level if you'd like.

Below those two fields is a small box to the left of **WITH**. If you want to connect that activity to a customer, vendor, or employee, click in the box and select the type. Then click the arrow next to the field below it and choose the correct individual or company.

You aren't required to create this link; you can simply designate your to-do type and enter a **DATE, TIME, and DETAILS**. The activity will still appear on your QuickBooks calendar. But if you do associate it with a specific entity, like a customer, it will appear in that customer's record when you click on the **To Do's** tab.

A Word About Reminders



Figure 3: You can get advance notice of scheduled financial activities by setting up **Reminders**. Go to **Edit | Preferences | Reminders | Company Preferences**.

The QuickBooks calendar is not really a reminder tool. You'll need to use QuickBooks' **Reminders** to get help with advance notice of due dates.

But the calendar *will* display the actual due dates for transactions. If you've entered a bill that's due on February 28, for example, the word **Due** will appear on that date in the graphical calendar; the number of transactions due will appear in parentheses after it. All entries for that day appear in a list below. To see the original form, you'd double-click on the one you want to see.

Using **Reminders** in conjunction with the QuickBooks calendar can help you stay current with sales and purchases – *if* you have your due dates established in a way that will be good for your cash flow. Let us know if you want some help scheduling incoming and outgoing payments in a way that will work to your advantage.