



CANADA 150

Happy Birthday Canada

What's New...with Targeted Accounting

As we continue to focus on efficient bookkeeping, TA is trying to make things easier for you, our client, and our staff, to set up QBO Bank Rules. Bank Rules can automatically add transactions to the register and with an option to [auto post](#). You can choose to not auto post as transactions sometimes need to change. TA is creating a template of "Bank Rules" for bank and credit card rules to be imported into your QBO file. This means you will not have to create a new rule for each type of transaction that you have, as we have populated a template with many common purchases. We expect to have this fully rolled out by the end of this month and we will be contacting clients and staff to implement the list. [Watch a video on QBO on Bank Rules.](#)

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QBO TIP #1

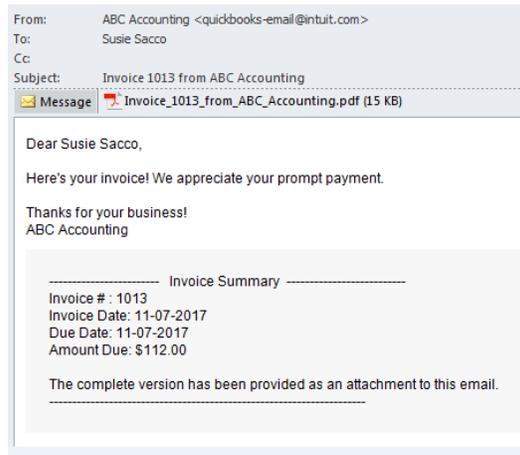
Purchase Order Work Around

Currently, QBO does not allow the user to create a purchase order so that it stays open when there is a bill posted against the items on the purchase order that were received, and the order to remain open with items that were not received. Unless there is an additional app integrated with the file, the only other solution is this [workaround](#).

QBO TIP #2

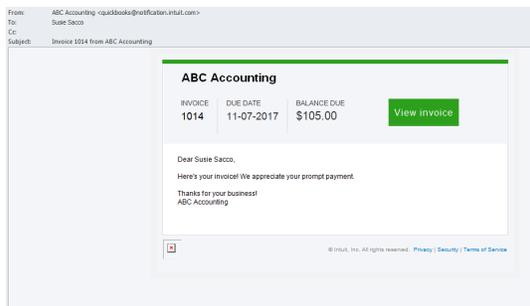
Did your customer say they did not receive a sales invoice? You can click on the sales invoice and show them exactly when it was sent.

QBO sends two types of invoices, a pdf version or an embedded version. QBO automatically defaults to sending PDF invoices, but this can be [changed](#) in the default settings. The email to the right shows an email with the pdf version. Sending a sales invoice as a pdf to your customer, will only let you see



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When you send an embedded sales invoice to your client, you can reopen the sales invoice and see the email delivery details, AND when your customer viewed the sales invoice. This information is located at the bottom of the invoice to the right of the Attachments Box. The image on the left shows the email of the embedded invoice that is sent to your customer.

It is important to note that with both of these options, neither of the sent invoices are saved in your email sent folders. To have it saved in your sent folder, you will need to download it as a pdf and then send it from your email with the read receipt option.

TECH TALK

If the bank and credit card feeds in QBO don't download, QBO will not say the bank or credit card failed. It lists the date of last download and number of days since last download. [Here are the instructions on how to update the feed.](#)

Figure 1

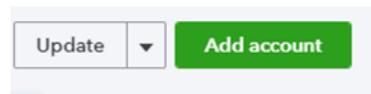


Figure 2



Figure 3



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Who We Know

Alma Johns is president of Bench Capital Advisory Inc., a financial advisory firm, dedicated to helping Small and Medium-Sized business owners secure financing during the various cycles of their business.

They also help businesses who are seeking traditional bank loans, capital project financing, mezzanine lending and private equity to achieve their strategic and growth objectives either through organic expansion or acquisitions. Whether a business is expanding within Canada or exploring new geographic markets or industry verticals, they can help. [Read more about how Alma can help you.](#)

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SHARE

As always we entertain any ideas or suggestions you have to share. Please email Susie ssacco@targetedaccounting.com.

BOOKKEEPERS NEEDED

We are very busy and are very much in need of more bookkeepers pretty much everywhere. Even if you know someone in a different city or province please connect us to see if we can bring them on board.

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