



QuickBooks Enterprise

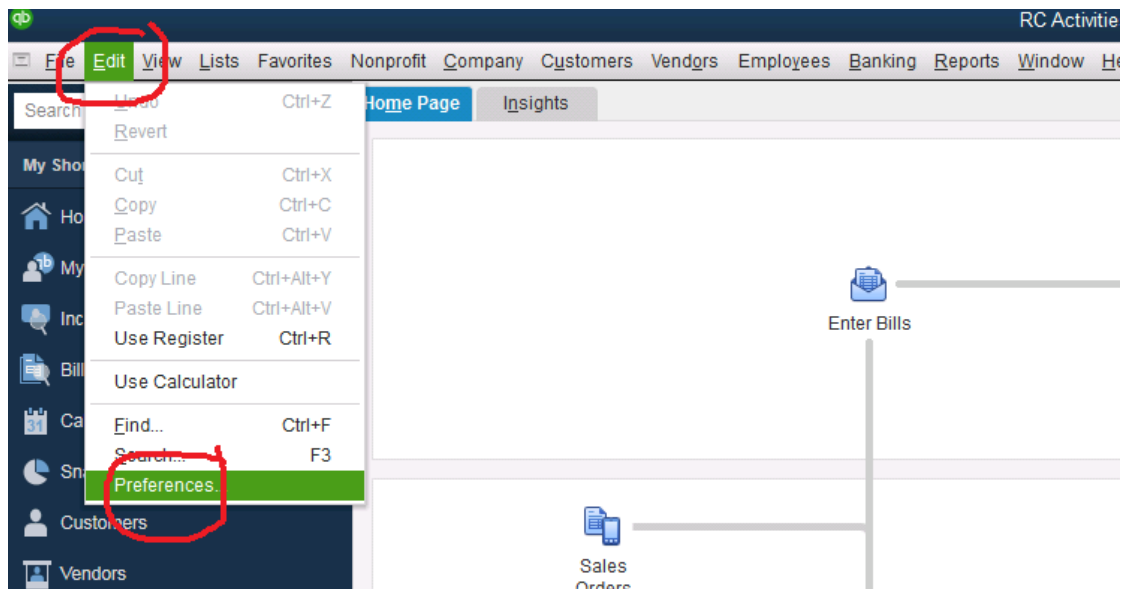
TIP OF THE MONTH – March 2019

Tip: Creating an email address in QuickBooks Enterprise

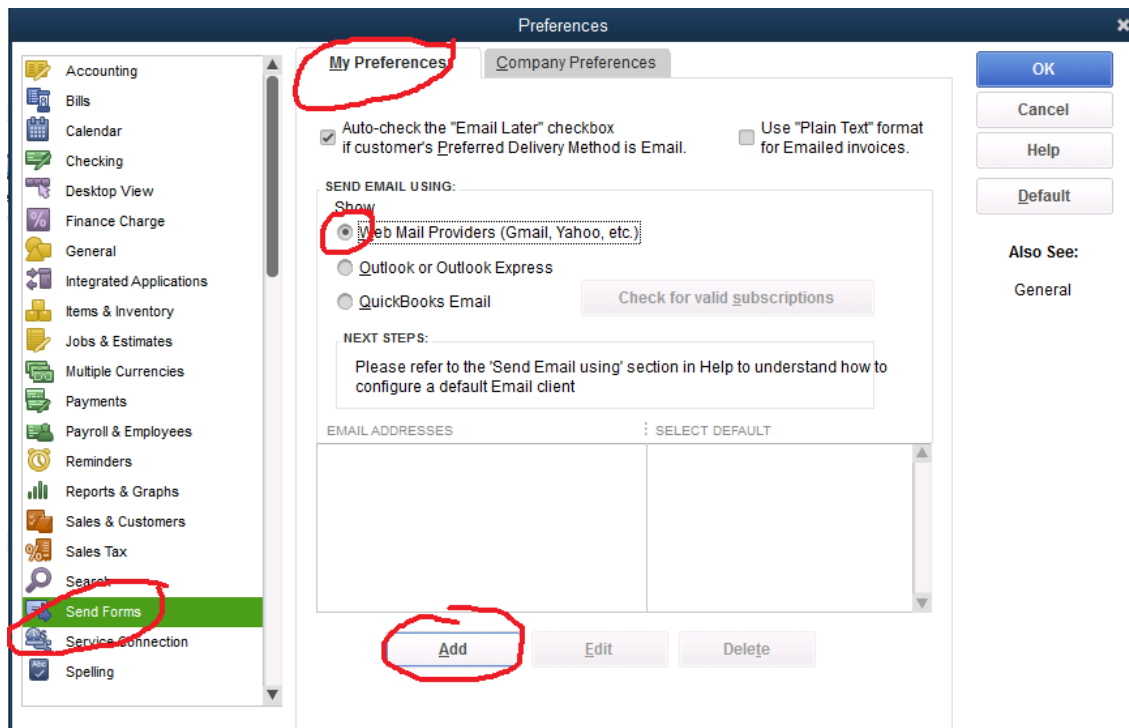
Benefit: This trick will be useful so that you can email invoices, statements to customers, donation receipts or reports to yourself or others with a click!

Instructions to create an email address:

1. On the main menu across the top, go to “EDIT”
2. Click on the dropdown to “PREFERENCES”



3. On the popup window on the left hand side click on “SEND FORMS”
4. Under the “My Preferences” tab Click Web Mail Providers.
5. Click the Add button at the bottom of the window



6. Enter the email address that the items will be coming from (account listed above)
7. Select email provider
8. Uncheck the box for Use enhanced security. This will interfere with the server.
9. Click the OK button

Your new email is all set up!

*** We recommend having one generic (not personal) email for accounting purposes for transition and ease of having a centralized account that holds all items for the section or locality.*

For Questions and Support, email info@rcactivities.com