Adjusting Preferences

Last Modified on 11/01/2021 1:32 pm EDT

A critical part of the All Orders setup process lies in adjusting its many preferences to suit the needs of your business. You can access the Preferences dialog by choosing Preferences from the Company menu:

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General My Preferences QuickBooks Synchronization Inventory Inventory Purchasing / Receiving Sales Orders Oc Work Order Quantity 2 - Cost 2 - Price 2 - Doc #s Image: Company Charges sales tax Image: Control Image: Company Charges sales tax Image: Control Image: Control Image: Control Image: Contro Image: Cont

As you've probably noticed, the Preferences dialog is divided into several categories. Each category sports two preferences tabs, My Preferences and Company Preferences. The Company Preferences tab pertains to options that affect the actual functionality of the application, such as how All Orders interacts with QuickBooks. For these options, you'll want to settle on a company-wide standard. It will only be available if you are logged in as the administrator. The My Preferences tab has more to do with individual settings that pertain to the aesthetics and usability of the program. Most of the categories only offer Company Preferences, and only the General and Toolbar categories offer My Preferences.

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