

# Saving Work in Citrix Sage and Citrix QuickBooks (Mac OS)

**These instructions outline how files may be saved or backed up in Citrix Sage and Citrix QuickBooks, but please follow guidelines provided by your instructor.**

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For further assistance with Citrix, please contact the CEIT Service Desk at [servicedesk@douglascollege.ca](mailto:servicedesk@douglascollege.ca)

## File Locations Available When Using the Citrix Accounting Desktop

Use of the Citrix Accounting Desktop involves a computer (the machine a user is physically touching) and a virtualized desktop running on a server at the college.

Work can be saved to various locations. It's a good idea to save or move files to a chosen location as soon as a user starts working and to save regularly while working, unless the program saves automatically.

Saving to Citrix Server locations is generally not recommended, as the files will be stored temporarily, but will be removed daily and could become unavailable when a user disconnects. However, this may be the most practical option for Sage and/or QuickBooks, so please follow the guidance of your instructor.

Once you log into Citrix, it gives two options to proceed with:

- 1) Detect Citrix Workspace app
- 2) Use light version

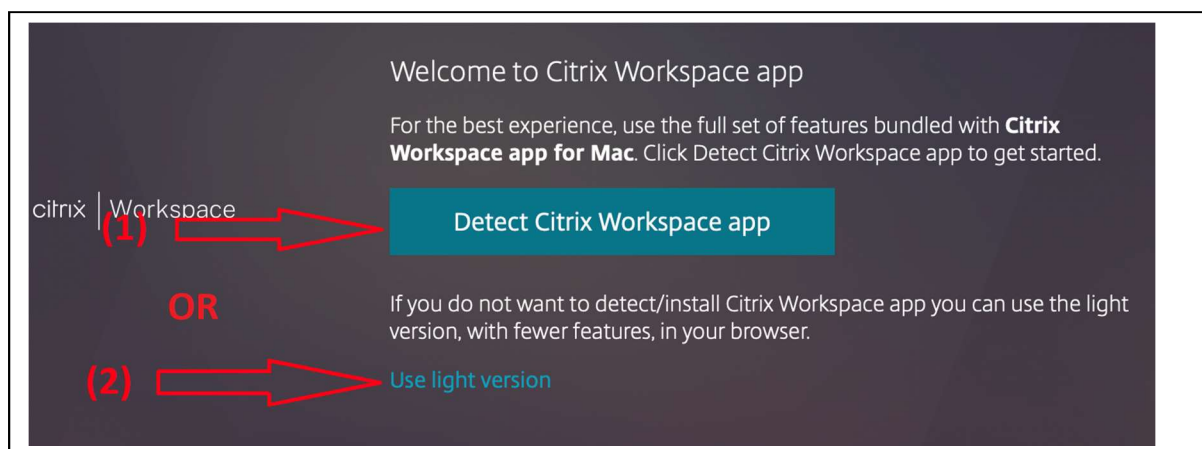


Figure 1. Choose to use the Citrix Workspace app OR Use light version

**On the next pages, please read the section based on the option you chose.**

### 1) Citrix Workspace app (Figure 2):

- The locations in blue boxes are on Citrix server.
- The locations in purple boxes are on user's computer (The machine that they are touching). In this example, the computer is Douglas College MacBook named B69569-LAPTOP. Figure 3 & 4 shows saving the file "TestCitrixWorkspaceApp" in Documents folder of the Mac Device.
- The locations in yellow boxes refer to flash drive (aka USB or thumb drive) plugged into the user's computer. The drive will typically be named Removable Disk. A user should insert their flash drive before connecting to Citrix, if possible, and should verify that they can see files on that drive before proceeding.
- The locations in green boxes refer to network drives.

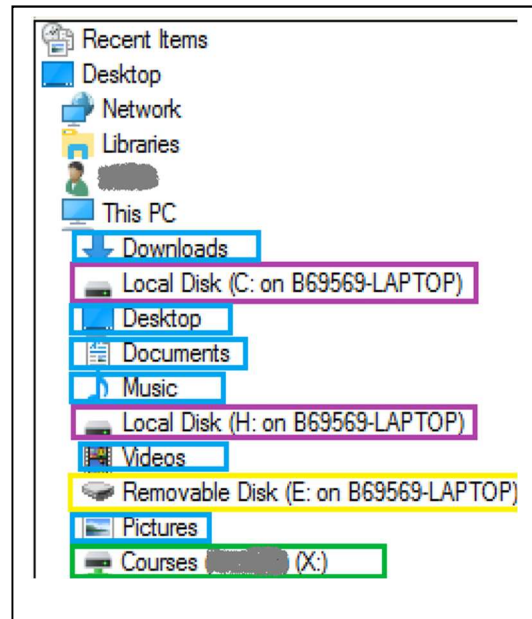


Figure 2. Option 1 – Citrix Workstation app

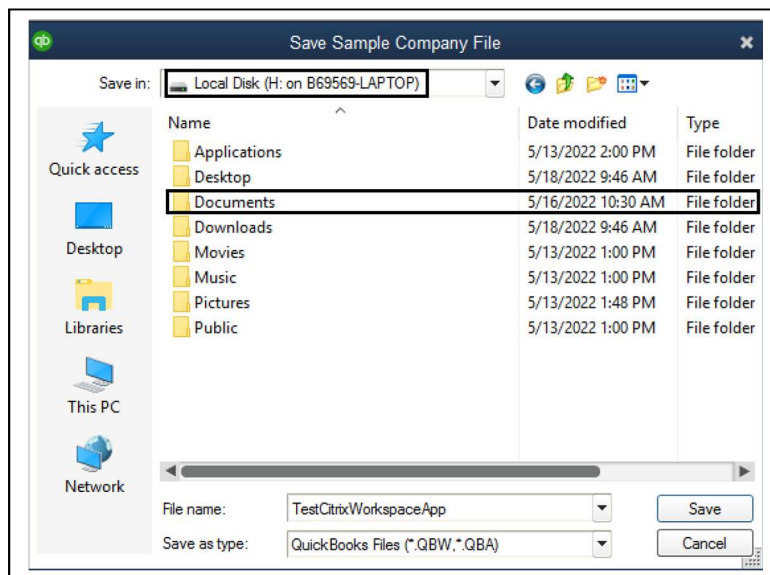


Figure 3

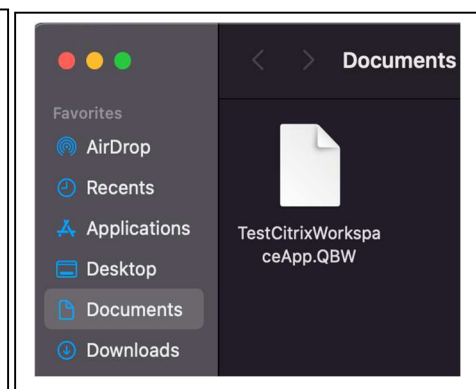


Figure 4

## 2) Use light version (Figure 5):

- The locations in blue box are on Citrix server.
- The location in purple box is on user's computer (The machine that they are touching). Choosing "Save To My Device" location will save the file in "Downloads" folder of Mac device. (Shown in Figure 5 & 6)
- The light version will not show the USB drive option as it is only available when using the Citrix Workspace app.
- The locations in green boxes refer to network drives.

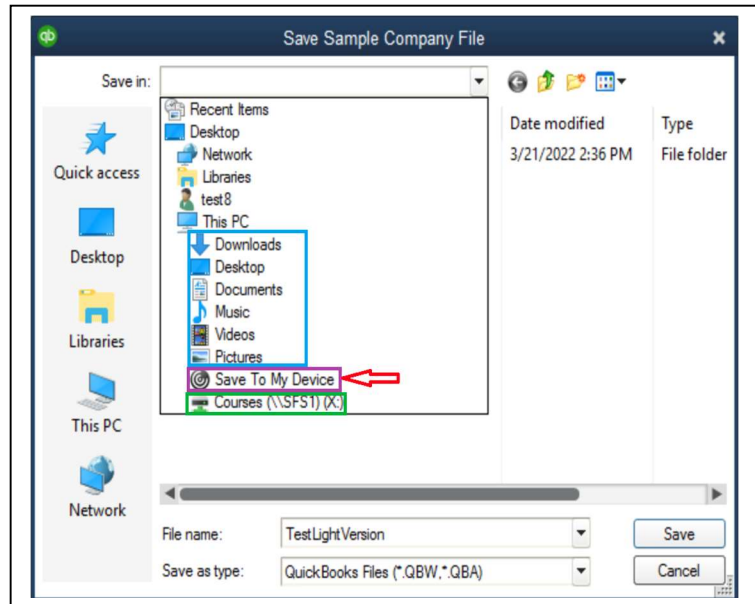


Figure 5. Option 2 – Using Light Version

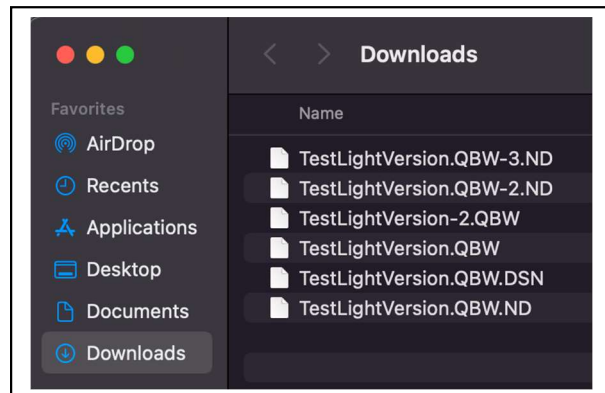


Figure 6

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