

QuickBooks Software Shortcuts & Tips

April 2004 Newsletter:

Some helpful preset reports—all are found on the Reports Menu. Submenu Sales—Sales by Customer, both summary and detail. Submenu Customers & Receivables—A/R aging, both summary and detail, Customer balance, both summary and detail.

Customizing your forms in QuickBooks gives your output a personalized look, including your company logo and slogan!

QuickBooks includes a feature that provides templates for common business letters that can be used in conjunction with the data (name, address, balance) you already have in QuickBooks.

Memorized transactions made repetitive tasks of invoicing, entering bills, paying vendors much easier to handle. You can either have QuickBooks complete the transaction on its own, or simply have it remind you that it's time for it.

September 2003 Newsletter:

Being paid is an important part of any business. Don't forget about the Write Letters option in the Company section – several templates are available, including that difficult collection letter!

Internet Extras:

+	Insert Tomorrow's Date
-	Insert Yesterday's Date
T	Insert Today's Date
F1	Display Help
Esc	Close Pop Up Box
Home	Beginning of current field
End	End of current field

Use **CTRL** + **To:**

A	Display Chart of Accounts
W	Open Write Check Window
J	Display Customer:Job List
D	Delete check, invoice, transaction or item from list
E	Edit Lists or Registers
F	Find transaction
H	History of A/R or A/P transaction
I	Create Invoice
L	Display List for Current Field
M	Memorize transaction or report
Q	QuickReport on transaction or item
R	Display Register
Z	Undo changes in field
Del	Delete line
