

# Absolute Business Solutions, Inc.

If the books don't compute....Call Absolute! 847-781-0000

June 2004

A Certified QuickBooks ProAdvisor<sup>SM</sup>



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### Tips and Tricks

The following keystrokes can you save LOTS of time:

#### **COPY TEXT**

Highlight Text -  
Ctrl + C Copy text to clipboard

Click on New Location -  
Ctrl + V Paste text from clipboard

The 2004 versions of QuickBooks now include a right mouse menu with copy & paste functions.

#### **MOVE TEXT**

Highlight Text -  
Ctrl + X Cut text to clipboard

Click on New Location -  
Ctrl + V Paste text from clipboard

#### **UNDO**

Ctrl + Z Undo last change or drill down report

#### **DELETE**

Ctrl + D Delete transaction - item

QuickBooks will not allow you to delete an active item or name that has been used in a transaction.

This newsletter is intended to educate QuickBooks users. An archive of newsletters is at [www.absolutebusinesssolutions.us](http://www.absolutebusinesssolutions.us).

### Voiding Checks Written in a Prior Period

You can use the QuickBooks [Edit>Void-Check] feature if you are voiding a check written in the current month. But when voiding a check in a prior period, the QuickBooks "Void" selection will remove the dollars amounts from the checking and from your expense accounts, changing your bank and expense account balances in a prior period. This will change your beginning balance in your bank reconciliation for the future period, and change your income for that prior period. This QuickBooks void will create some headaches when reconciling your bank accounts. It will also change financial information that may have been sent to your accountant for compiled financial statements.

#### ***To avoid this problem:***

Make a journal entry reversing the original check within the current period. Debit your Cash account, this will add the check back to your checking account and Credit the original Expense account, this will reduce your expenses.

### Which account should I use?

If you are unsure of which account you should use for a transaction, create an Expense Type account called "Ask Absolute Business Solutions".

At the end of the month, go to your account list. Right mouse click on the "Ask Absolute Business Solutions" account, select QuickReport, and Print. Also, Print an Account listing and fax both reports to 847-884-7014.

I will make notations of the correct account assignments. Then you can go back to the QuickReport called "Ask Absolute Business Solutions" and double click into each transaction to reselect the correct account.

### Do you use the Icon Bar?

You can add memorized reports that you use all the time to the Icon Bar. I use the Icon Bar all the time to open Checks, Invoices, Customer list, Bills and other forms and registers.

To add a memorized report to the Icon Bar:

Open the frequently used report  
Go to [View>Add "Report" to Icon Bar]  
Select an icon image  
Your new Icon is added to the bar

You can add any activity with the same procedure. To edit the

	<p>preset icons, go to [View&gt;Customize Icon Bar] and make your changes here.</p> <p>For more information on QuickBooks software, training, configuration and support, call Cheryl Wehofer at Absolute Business Solutions, Inc. in Hoffman Estates, IL, 847-781-0000.</p>	
	<p>• <b><u>Business Service Resources</u></b></p>	
	<p>Excalibur Technology Corp. Computer &amp; Network Solutions Jerry Hinton, Sales 847-842-9570</p>	<p>LaSalle Bank ABN AMRO Banking &amp; Commercial Lending Maria Alvarado, VP 847-605-0100</p>
<p><a href="#">Send Email</a></p> <p><a href="#">Web Site</a></p>	<p>CheckMate Payroll &amp; H/R Services Joyce Catozza 312-782-7878</p>	<p>Grand Printing &amp; Graphics QuickBooks Checks &amp; Forms Jim Marshall 847-566-8155</p>
<p><b>phone: 847-781-0000</b></p>	<p>All listings come with a personal recommendation from Absolute Business Solutions, Inc.</p>	

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**Privacy Policy Changes**

This policy was created on March 25, 2004.

