

Absolute Business Solutions, Inc.

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

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A Certified QuickBooks ProAdvisorSM



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Tips and Tricks

The following keystrokes can you save LOTS of time:

Quick Dates

In a date field, enter:

Y for the first day of the Year

R for the last day of the year

M for the first day of the Month

H for the last day of the Month

T for Today

W for the first day of the Week

K for the Last day of the week

+ for the next day (or for the next form #

- for the Prior day (or for the prior form #

Ctrl + Del will delete a line within a transaction

Ctrl + Ins with Insert a line in a transaction

This newsletter is intended to educate QuickBooks users. An archive of newsletters is at www.absolutebusinesssolutions.us.

Be More Efficient with QuickBooks

Speed up your data entry by turning off the "Auto Refresh" feature in the personal user preferences. Go to Edit>Preferences>My Preferences and select "Don't Refresh". Whenever you have a report open that has changed you will be prompted to refresh if you need to refer to the report again. This stops any open reports from recalculating during data entry allowing for faster QuickBooks processing.

Speed up Searches with the find feature or [control+f]; enter as much information as possible about the item like transaction type, date, and amount. Don't forget to try the Find option within Estimates, Invoices, Bills, Checks and Credit Card Entry. There is a "Find" icon within the forms next to the "Previous Next" bar.

Finding items within a large report - open the QuickBooks report with the information you need. Click the Excel or Export button on the report to dump the data to Excel. Now hit [control+f] for the Excel find feature. Now you can locate the information you need within the report quickly.

Use the computer where the QuickBooks Data File is stored when building large reports. Financial reports crunch a lot of data, so try those reports on the storage computer.

From Intuits' Web site:

Important Product Sunset News for QuickBooks Customers

Effective April 30, 2004, Intuit has sunset QuickBooks 2001 for Windows and QuickBooks Pro 4.0 for the Mac. In accordance to the QuickBooks Sunset Policy, live support through Intuit, Do-It-Yourself Payroll and Add-On business services for those versions have been discontinued as of that date. Absolute Business Solutions can help in traditional training and configuration of the software, and help users to upgrade.

To find out more about current QuickBooks products and to discover which one is right for your business, call Absolute for discounts of 10%-20% on new and upgrade products.

QuickBooks 2002 (Windows)

Effective April 30, 2005, Intuit will sunset QuickBooks 2002 for Windows.

Do-It-Yourself Payroll customers on QuickBooks 2002 will need to upgrade to a supported version of QuickBooks prior to April 30, 2005 in order to receive the full value of their Payroll

	<p>subscription. For more details on QuickBooks 2002 Do-It-Yourself Payroll Service see Do-It-Yourself Payroll Service Sunset Policies.</p> <p>Live technical support will be available only for the most current versions of QuickBooks products. If you are currently using QuickBooks 2002 but want to continue receiving live technical support after April 30, 2005 you will need to install and register a supported version of the QuickBooks software. To learn how technical support for QuickBooks 2002 will be affected, see Support Sunset Policies on Intuit's web site.</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 style="text-align: center;">Send Email</p> <p style="text-align: center;">Web Site</p> <p style="text-align: center;">phone: 847-781-0000</p>	<p style="text-align: center;">• <u>Business Service Resources</u></p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="838 931 1275 1285"> <p>Excalibur Technology Corp. Computer & Network Solutions Jerry Hinton, Sales 847-842-9570</p> <p>Folisi Samz & Company Accounting and Tax Planning John Lackinger, CPA 847-843-8770</p> </td> <td data-bbox="1275 931 1664 1285"> <p>LaSalle Bank ABN AMRO Banking & Commercial Lending Maria Alvarado, VP 847-605-0100</p> <p>Grand Printing & Graphics QuickBooks Checks & Forms Jim Marshall 847-566-8155</p> </td> </tr> </table> <p>All listings come with a personal recommendation from Absolute Business Solutions, Inc.</p>	<p>Excalibur Technology Corp. Computer & Network Solutions Jerry Hinton, Sales 847-842-9570</p> <p>Folisi Samz & Company Accounting and Tax Planning John Lackinger, CPA 847-843-8770</p>	<p>LaSalle Bank ABN AMRO Banking & Commercial Lending Maria Alvarado, VP 847-605-0100</p> <p>Grand Printing & Graphics QuickBooks Checks & Forms Jim Marshall 847-566-8155</p>
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How we protect your privacy

We use security measures to protect against the loss, misuse and alteration of data used by our system.

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We will never share, sell, or rent individual personal information with anyone without your advance permission or unless ordered by a court of law. Information submitted to us is only available to employees managing this information for purposes of contacting you or sending you emails based on your request for information and to contracted service providers for purposes of providing services relating to our communications with you.

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Privacy Policy Changes

This policy was created on March 25, 2004.

