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A Certified QuickBooks ProAdvisorSM

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Tips and Tricks

Put automation to work

Automate monthly transactions by memorizing and grouping them. You can set groups of transactions to execute automatically or remind you when it's time to run them.

Memorize a transaction

- Display the transaction you want to memorize.
- Click **Edit > Memorize** (or click **CTRL-M**).
- In the **Memorize Transaction** dialogue box, enter a name for the transaction and set the frequency with which you want the transaction to be executed. Click the appropriate radio button to be reminded to execute the

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

QuickBooks® 2005 begins shipping November 15, 2004

Orders are being accepted for all 2005 versions of QuickBooks. Ship 781-0000 for your upgrade or new version of QuickBooks.

Intuit has released a new Financial Statement Designer in Premier 2005 to write compilation letters, and supporting documents.

Use the built in working trial balance tool to adjust your client's account workpaper references. Available in Premier 2005.

QuickZoom® on Retained Earnings to instantly view automatic year-end Earnings account. Available in Premier 2005.

Use Voided/Deleted Transactions Report to easily review changes and

Built-in Calculator in QuickBooks

Do you constantly reach for the calculator while entering transactions in QuickBooks?

Using the numeric keypad, enter the first number in your equation in the numeric keypad, enter second factor, press enter. You will see an add sign on the calculator. There is a minus key "-", a multiplication key "*" on the keyboard. Give math a try on your QuickBooks keyboard to save time.

Unexpected Error in QuickBooks 2004

Situation

You receive an unexpected error, Error 12029, when attempting to open

Possible Cause

Some modified Job reports can stop responding when recalled from the "down" reports that are memorized after filters and modifications have

transaction or to have it post automatically.

- If you have already set up **Memorized Groups**, you can add this transaction to a Group at this time. If you haven't set up Groups yet, click **OK**. You can add this transaction to a Group later if you choose.

Set up a new Memorized Transaction Group

- Go to **Lists > Memorized Transaction List** (or click **CTRL-T** from the transaction you're in) to bring up the list.
- Click on the **Memorized Transaction** menu button and select **New Group**.
- Enter a name for the group and set the fields according to how and when the transaction should be run, just as you did to memorize an individual transaction. Then click **OK**.
- Back on the **Memorized Transaction List**, highlight the transaction you want to add to the list, click on the **Memorized Transaction** menu button (or right-click) and select **Edit**. Click on the **With Transactions in Group** radio button and then select the group from the **Group Name** drop-down.
- Repeat the process for each transaction to be added to a Group.

reports (TEJ), which have been QuickZoomed (double-clicked), mem

Response

This issue has been resolved in the latest release for the version of Qu most current release.

For more information on QuickBooks software, training, configuratio Business Solutions, Inc. in Hoffman Estates, IL, 847-781-0000.

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