

# Absolute Business Solutions, Inc.



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

June 2005



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

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#### [Backup Your Data](#)

I hear many of my clients who are longtime QuickBooks users say I can't remember the last time I did a backup. This can be a disaster. It only needs to happen to you once and you will learn.

#### **Backing up to a CD using Microsoft® Windows XP**

You must be in single-user mode to do this.

Microsoft® Windows XP includes an integrated CD Writing Wizard as part of the operating system.

#### **Backing up your company file using the Windows CD Writing Wizard**

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

### [Time Savers in Routine Data Entry](#)

1. When filling in a field that uses information from the QuickBooks® lists, for example customer names, sales items, or accounts, holding the CTRL key while pressing the up or down arrow on the keyboard will move the user up or down in the list. This is useful if there are a lot of entries with similar beginnings -- the user can type the first letter (or few letters), then hold the CTRL key while pressing the up or down arrows, rather than having to use the mouse and select the item from the list or typing a lot of characters until the name is recognized. It really does save time, just try it a couple of times.

In typing the first few letters to drill into the desired term, please be advised that on some systems if you type too slowly, the software will treat the second letter as a new item, instead as a continuation of the first letter.

2. Save yourself 8 keystrokes for each transaction in QuickBooks by using the + or - buttons on the numeric or alpha keypads to advance or decrease the date one day (the shift key is not necessary on the alpha keypad for the +). Another date entry shortcut is to type in 0105 and the program would produce the date of 01/05/2005. QuickBooks will assume the current year. Don't forget to use the alpha shortcuts for dates by pressing the letter "t" anywhere in the date field to produce today's date, "y" for the first day of the current year, "r" for the last day of the current year. Time is money, and when you save time, you are getting excellent value from QuickBooks.

### [Error Messages](#)

**Title Error Message: "The drive you specified is not valid. Please specify a different drive in the location field."**

*Question: Why do I receive the following message when I attempt to make a backup of my company file?*

1. Insert a recordable CD into your computer's CD-R or CD-RW drive.
2. From the QuickBooks File menu, choose Back Up.
3. Select the Disk option, click Browse, and then select your CD-R or CD-RW drive as the backup location
4. Click Save to save the backup location.

In the QuickBooks Backup window, you will notice that the backup location has been replaced with a location on disk such as "C:\Documents and Settings\UserName\Local Settings\Application Data\Microsoft\CD Burning\". The CD Writing Wizard uses this location as a temporary staging area before writing the files to the CD. Do not change this location.

5. Click OK to start the backup.
6. When the backup completes, click the pop-up balloon message in the bottom right Window, "You have files waiting to be written to the CD" to open the window containing the company file.
7. Click the "Write these files to CD" link, located on the upper left side of the window. Then follow

The drive you specified is not valid. Please specify a different drive in the location field.

Possible Cause: If you are using Pop-Up Stopper® from Panicware®, Inc., it may be conflicting with the QuickBooks backup process.

Answer: To resolve this issue:

Use the Task Manager utility to temporarily disable the Pop-Up Stopper program (this should show as dpps2.exe on the task list). Complete the QuickBooks backup. Enable the Pop-Up Stopper again.

**Error Message: "The drive you specified is not valid. QuickBooks will switch you to the working directory."**

To resolve this issue: This warning appears when restoring a backup file when the backup was done on a different computer. The path name does not match your computers path name. In the lower half of the restore screen find "Restore Company Backup To:", highlight the incorrect path location and delete the text, then browse for your correct file location. If you already clicked browse and got this message just click ok. Now you have the opportunity to select your correct path location.

### Quickly Finding & Choosing List Names

When the chart of accounts, or list of items or names, contains similarly named elements, you type in many characters before the auto-recall feature of QuickBooks® Financial Software recognizes the desired description. For example, if the Chart of Accounts includes Professional Fees and Professional Development, or Computer Expenses and Computer Equipment (a fixed asset account), users must complete the word "professional," and add a space, before the Professional Development account appears. If this gets frustrating, you can rename the accounts using "1 Professional Fees" and "2 Professional Development". Some users may find it easier to use alpha identifiers, such as "PF Professional Fees" and "PD Professional Development".

To rename an account, start at the Company Navigator and click on Chart of Accounts. Then right-click on the account you wish to rename. From the displayed options, click on Edit and QuickBooks will open an Edit Account dialogue box. In the Name field, modify the name, and then click the OK button in the upper right.

Now when you use these accounts, you will only need to type "2 P" to get Professional Development. The cumulative effects of minor

<p>the window. Then follow the instructions in the CD Writing Wizard.</p> <p>8. Click Next to start burning the CD from the CD Writing Wizard window.</p>	<p>time savers could be significant for frequently used accounts or other elements in lists.</p> <p>You can always edit these numbers or sorting codes out temporarily for clean financial reports. Any time it takes to temporarily edit elements for financial statements is minimal compared to the time saved in daily data entry.</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 align="center">• <b><u>Business Service Resources</u></b></p>			
<p align="center"><a href="#"><u>Send Email</u></a></p> <p align="center"><a href="#"><u>Web Site</u></a></p>	<table border="1"> <tr> <td data-bbox="578 730 1003 1180"> <p>Folisi, Samz &amp; Company 1251 N Plum Grove Rd Ste 120 Schaumburg, IL 60173 John Lackinger, CPA 847-843-8770</p> <p>Excalibur Technology Corp. Computer &amp; Network Solutions Scott Cummings 847-842-9570</p> </td> <td data-bbox="1003 730 1416 1180"> <p>Lincoln Financial Advisors 8755 W. Higgins Rd, 5th Flr Chicago, IL 60631 Michael S. Magnuson CFP, CPA MST 773-867-3657</p> <p>LaSalle Bank ABN AMRO Banking &amp; Commercial Lending Maria Alvarado, VP 847-605-0100</p> </td> </tr> </table>	<p>Folisi, Samz &amp; Company 1251 N Plum Grove Rd Ste 120 Schaumburg, IL 60173 John Lackinger, CPA 847-843-8770</p> <p>Excalibur Technology Corp. Computer &amp; Network Solutions Scott Cummings 847-842-9570</p>	<p>Lincoln Financial Advisors 8755 W. Higgins Rd, 5th Flr Chicago, IL 60631 Michael S. Magnuson CFP, CPA MST 773-867-3657</p> <p>LaSalle Bank ABN AMRO Banking &amp; Commercial Lending Maria Alvarado, VP 847-605-0100</p>
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<p align="center"><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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**How we protect your privacy**

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

## Absolute Business Solutions Inc Newsletter

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### Privacy Policy Changes

This policy was created on March 25, 2004.

