



# QuickBooks Tips & Tricks

**Presented by Connie Clark**

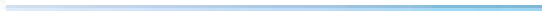




- **Follow the Navigator**
- **Follow through to the end**



Follow the Arrows



# Keyboard is Faster

- **Use Tab when entering**
- **Ctrl-N to create anything New**
- **Ctrl-E to Edit**
- **Ctrl-D to Delete (almost everything)**
- **Ctrl-Del to Delete a Line**

These short-cuts are universal



## Use Cheques for \$\$



### For money going out...

- **Actual cheques**
- **Automatic withdrawals from bank**
- **Debit card purchases**
- **Services charges from bank**



Use the Tools available



## Reports Tell it All



- **How much do you Own**
  - Or Owe to others
- **How much did you make**
  - this month / year
- **What do the customers owe you**



Use the Tools available





- **Find Button on Toolbar**
- **Find Amounts**
- **Find by Name**
- **Find by Account**



Use the Tools available



## No need to Retype


- **Use Memorized Transactions**
- **When Payments the same each month**
- **To copy the details of an Entry**



Use the Tools available



# Training Testimonial

- 
- **Question: best thing you learned...**
  - **Answer: I had not idea I was learning so well...**
  - **Everything I was taught - I remembered**
  - **I realized after ... I had learned a lot.**
  - **This is because...**
    - **Instructor was so organized and knew what she was doing.**

*Nick Lakhani, Ayan-Arts*



- **On-site Training**
- **Customized**
- **Consulting on Accounting & Computers**



We are the QuickBooks Experts



## Training Benefits

- **Manuals provided**
- **Telephone/E-mail Support**
- **Peace of Mind**



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Thank You!

