



Tips & Tricks

When posting in a Quickbooks® date field, use the “t” key to enter today’s date.

When entering data or completing forms in Quickbooks®, hold down the “shift” key and press “tab” to move BACK a field or fields.

When reconciling an account, if you are “off” by an amount that is divisible by 9, you may have transposed a figure (i.e. used \$240 when you meant \$420).

After entering numbers or dates in Quickbooks®, use the “+” or “-” keys to incrementally increase or decrease the field you are in.

Run a trial backup and restore of your Quickbooks® company file, to be sure you are backing up correctly, and know how to restore when (yes, believe me, it happens!) you need to.

