

QuickBooks Shortcuts and Tidbits

Quick Books: Entering dates - Shortcuts

Click the popup Date Calendar icon to the right of the field or use these keys to enter dates quickly:

Press . . .	To change the date to
+	Next day
-	Previous day
w (for week)	1st day of the current week, then the 1st day of previous weeks
k (for week)	Last day of the current week, then the last day of subsequent weeks
m (for month)	1st day of the current month, then the 1st day of previous months
h (for month)	Last day of the current month, then the last day of subsequent months
y (for year)	1st day of the current year, then the 1st day of previous years
r (for year)	Last day of the current year, then the last day of subsequent years
t (for today)	Today's date

Changing an account's color

Changing an account's color is useful if you have several accounts of the same type, such as two or more checking accounts. When you change an account's color, your change affects the register and the related windows, like the Write Checks window.

1. Open the register of the account you want to change.
2. From the Edit menu, choose Change Account Color.
3. Click one of the colors in the Change Account Color window, or click Define Custom Colors to create your own color.
4. Click OK.

Automatically recall last transaction for this name

Turns on AutoRecall, QuickBooks automatic data entry feature. When you enter a name, QuickBooks automatically completes the transaction by filling in what you entered in the last transaction of that type for that person. For example, when you enter a vendor's name on a bill and press Tab, QuickBooks fills in the entire bill, just like the last one you entered for that vendor. If you have more than one previous bill from the vendor, QuickBooks bases the new bill on the bill with the most recent date.

When this preference is off, QuickBooks does not complete transactions automatically. You still have the ability to recall a transaction from the Memorized Transaction list, however.

Restrictions: AutoRecall works only with bills, checks, or credit card charges. You cannot use AutoRecall with purchase orders, invoices, cash sales receipts, payroll liability checks, or credit memos. Also, you cannot AutoRecall a transaction from one account to another. For example, if you

have two checking accounts, you cannot write a check in one account, go to the other account, and then AutoRecall the check in the other account.

Where to find this preference. From the Edit menu, choose Preferences, and then select General from the list on the left.

Using the QuickMath calculator to calculate amounts

- 1 Click in the field where you want to make the calculation.

You can do calculations in any numeric field, such as dollar amounts in registers and quantities in transactions. You can't calculate time entries, check numbers, or dates.

- 2 Display the calculator:

Press the = key.

or

Type a number followed by +, -, *, /, or =.

- 3 On the paper tape that appears, enter as many numbers and operators (+, -, *, /, or =) as you need to complete the calculation. You can enter numbers as large as 9,999,999.99.

To: Get a subtotal	Press: =
Clear an entry	C
Clear the tape	C (twice)
Repeat the last calculation	The operator key as many times as needed. For example, to add 100 three times, you would type:100 + + +
Enter a negative Number	The key for the operation you want to perform, press -, and enter the number. For example, to multiply 100 by minus 6.25, you would type:100 * - 6.25
Cancel the calculation	Esc

- 4 To enter the calculation result in the field, press Enter or Tab, or click anywhere outside the boundary of the tape.