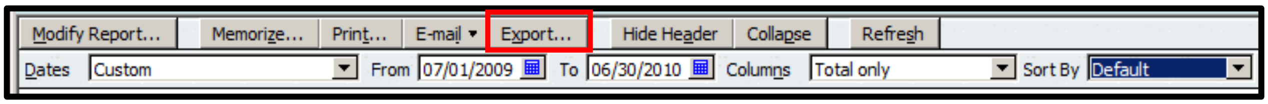
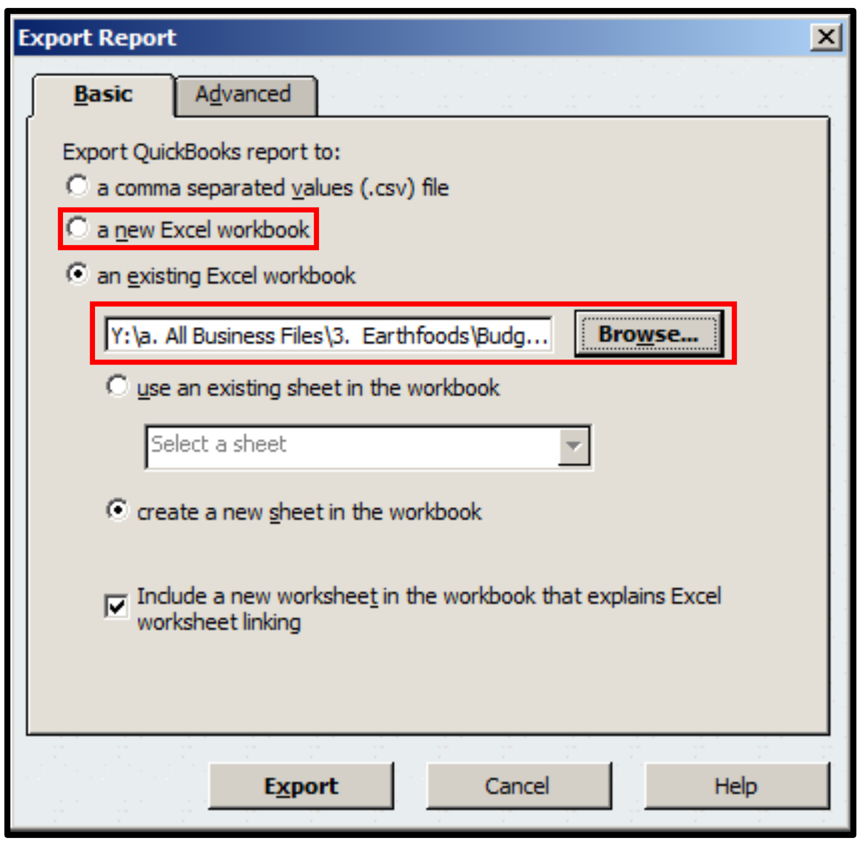
QuickBooks – Tips and Tricks

Exporting:

All reports can be exported to Excel via the Export button on the Report menu bar



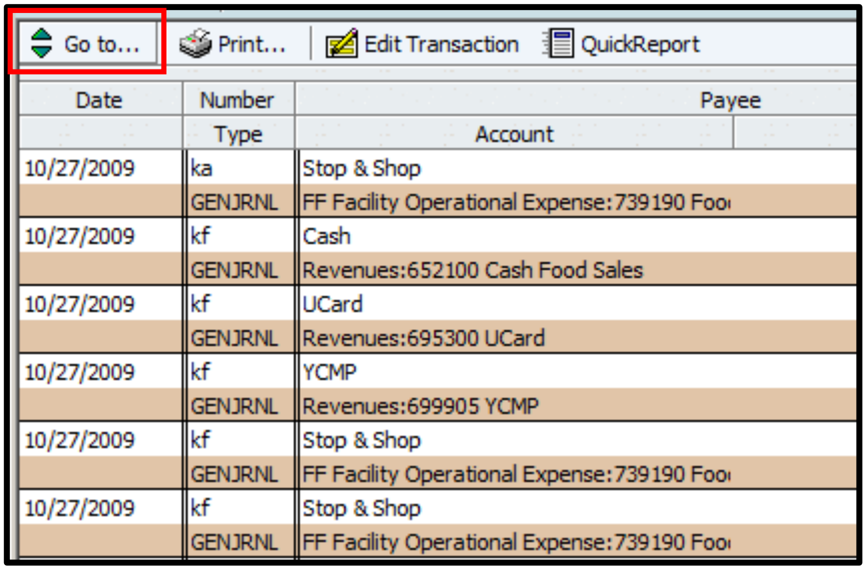
It will bring up the following dialogue box:



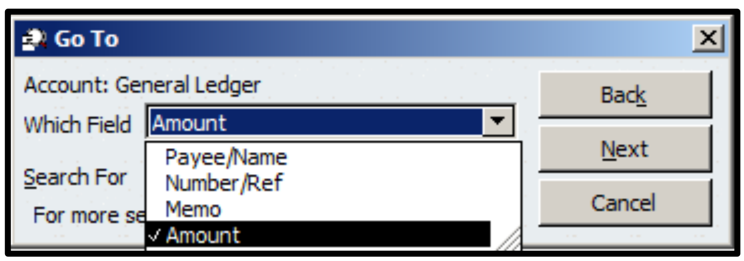
You can either create a new Excel document for the report, or you can append it to an existing spreadsheet, such as an in progress reconciliation.

Searching:

The General Ledger offers a search function that is useful at times. To access this function, use the 'Go to…' button on the top menu:



This will bring up the following dialogue box:



This allows you to search in these four fields for either the next, or previously occurring matching item (‘Back’ and ‘Next’ buttons) from the selected journal entry.

Payee/Name: This is to search by category. For example, if you can’t seem to find the last time your business paid the Student Farm, you can search for that. Be careful, as your business may have entered a vendor in a particular way that may be hard to find; for example, Earthfoods has the Student Farm listed as ‘UMass Extension Vegetable Program’.

Number/Ref: This allows you to search by the initials of the person making the entry. Perhaps one co-manager has been entering payroll with the decimal in the wrong place; search their initials and hit the ‘Back’ button until you have found all of the errors.

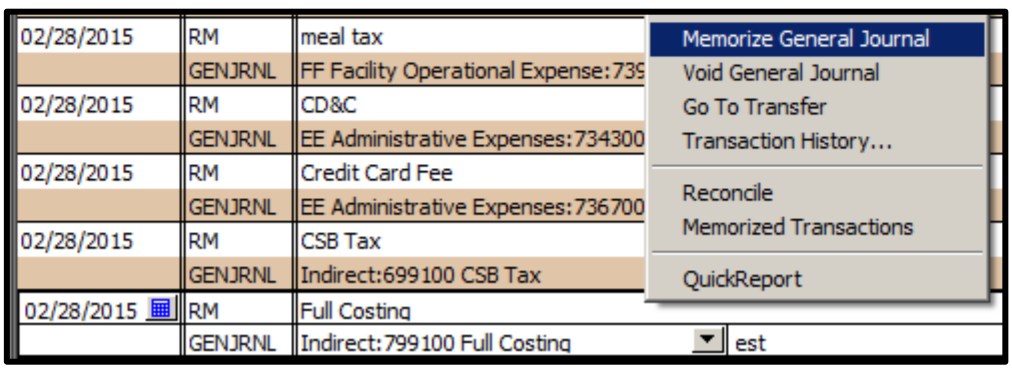
Memo: This is mostly useful for looking up a purchase based on a specific invoice number which the bookkeeper should have added in the Memo line.

Amount: This is very useful in reconciliation when an amount shows up in Summit, but you cannot figure out what it is for. Simply enter that amount into the search box and locate the entry.

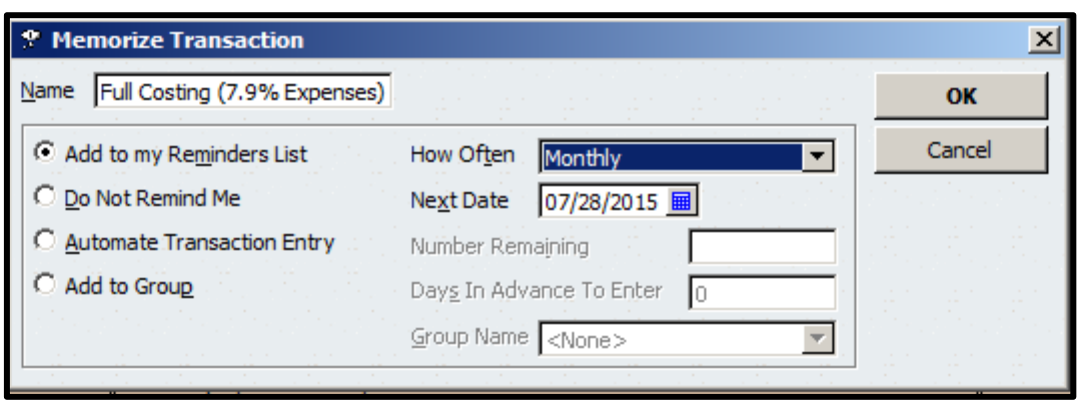
Memorizing Transactions:

Let's say you want a reminder to enter a full costing estimate each month. You can create a list of memorized transactions which will occur at regular intervals.

Right click on an entry in the General Ledger that you want to memorize:

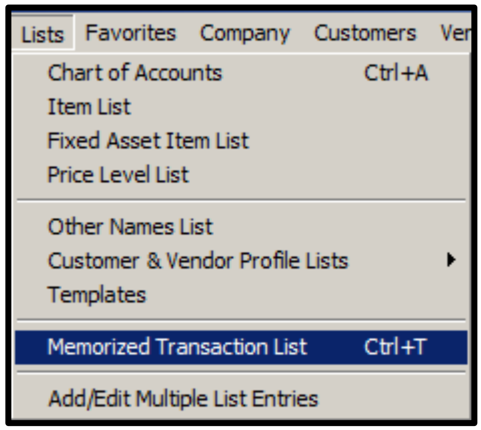


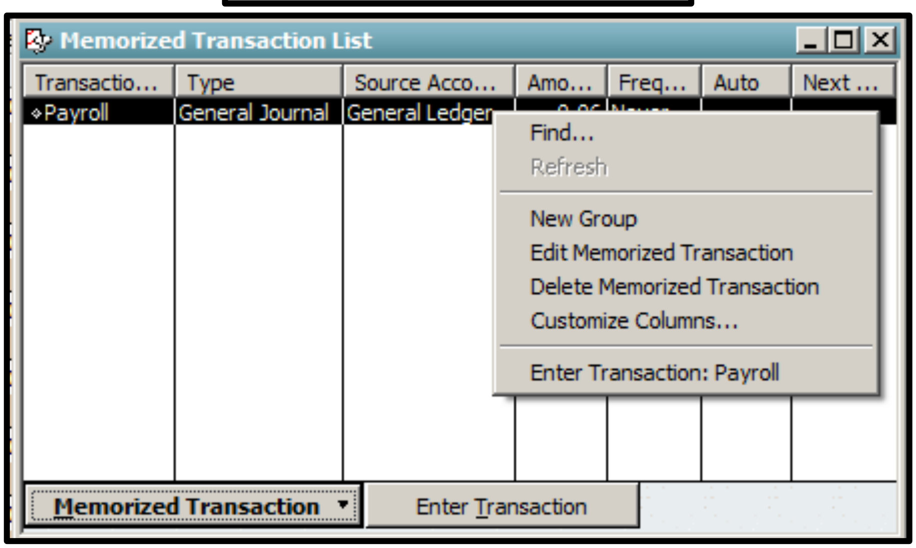
Click on Memorize General Journal and the following dialogue box will open:



Here you can change the name of the reminder (for example to include the rate of full costing), and modify how often the reminder occurs, or even automate the entry (only use that for fixed amounts such as telephone charge or copier lease).

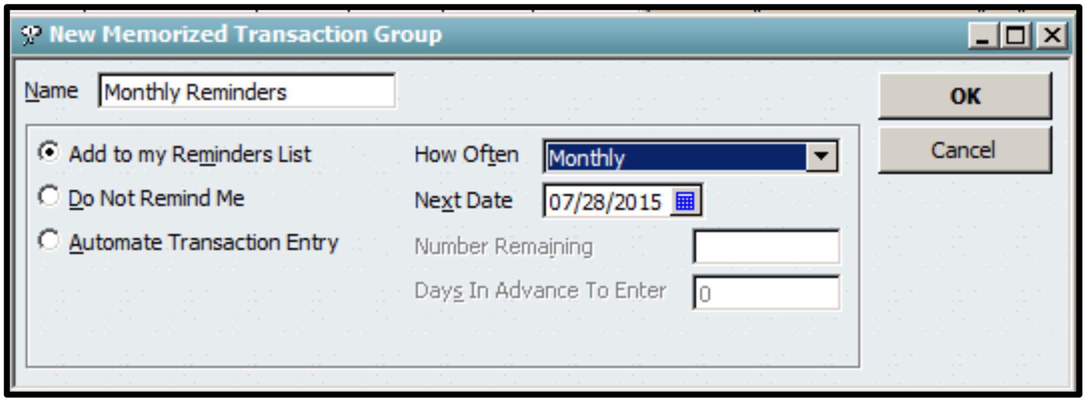
To view or modify your memorized transactions, find the list in the ‘Lists’ menu:





This will bring up a list of all memorized transactions and their details. By right clicking on an individual transaction you can edit or delete that entry.

You can also group transactions with the ‘New Group’ line when right clicking on a memorized list entry:



Use this to link entries that occur at the same time, such as monthly entries of telephone charges, MICROS fees, and full costing estimate. After creating the group, edit individual transactions to add them to the appropriate group.