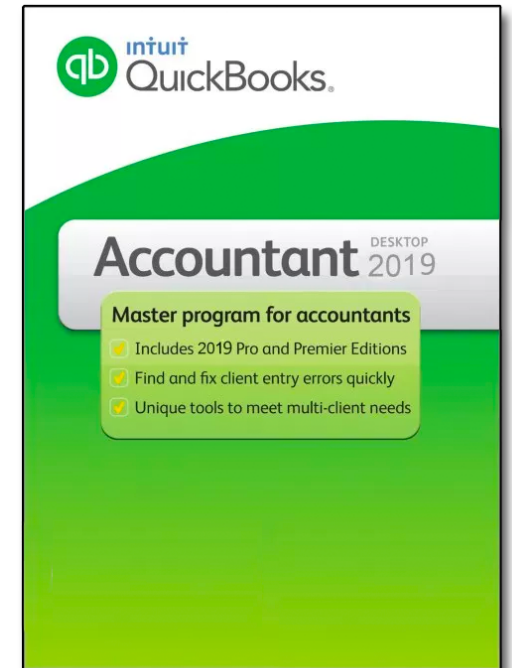


# QuickBooks Desktop for Accountants Time-Savings Shortcuts

November 14<sup>th</sup>, 2018

Hector Garcia, CPA



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# Dating Shortcuts

Today

**Month**H

**Year**R

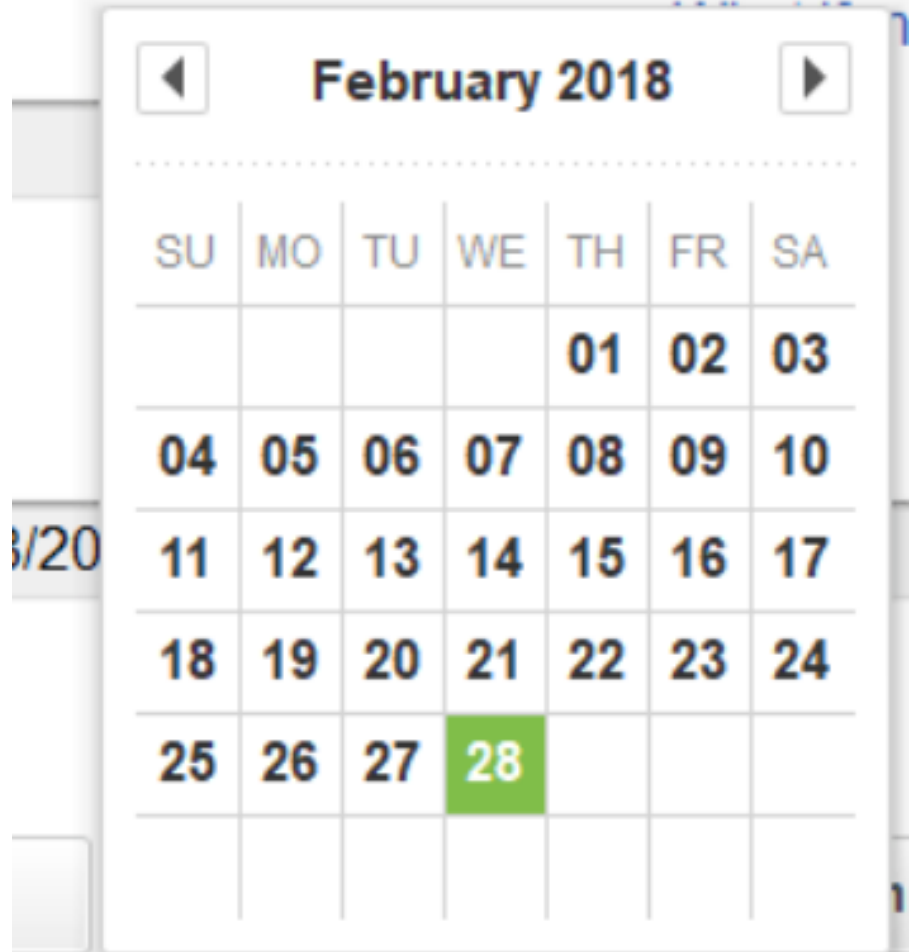
**Week**K

; ' (Same weekday previous/next week)

[ ] (Same Day previous/next month)

- + (plus/minus a day)

02/28/2018



A screenshot of a calendar interface showing February 2018. The date 02/28/2018 is highlighted in green. The calendar grid shows days of the week (SU, MO, TU, WE, TH, FR, SA) and dates from 01 to 28. The date 02/28 is highlighted in green.

SU	MO	TU	WE	TH	FR	SA
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

# Numerical Dating Shortcuts

- 11/14/2018
- 11/14/18
- 11/14
- 1114



# Data Entry Shortcuts

- Tab
- Shift-Tab
- 1-Line Check Register

Sample Rock Castle Construction - QuickBooks Accountant Desktop 2019 - [10100 - Checking]

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

Go to... Print... Edit Transaction QuickReport Download Transactions

DATE	NUMBER	PAYEE	ACCOUNT	PAYMENT	DEPOSIT	BALANCE
12/12/2023			-split-		4,936.12	54,925.92
12/12/2023	498	Fay, Maureen Lynn, CPA	20000 - Accounts Payable	250.00		54,675.92
12/12/2023	499	East Bayshore Auto Mall	20000 - Accounts Payable	532.97		54,142.95
12/12/2023	500	Express Delivery Service	20000 - Accounts Payable	70.00		54,072.95
12/14/2023			-split-		4,700.00	58,772.95
12/15/2023		Abercrombie, Kristy Remodel Bathroom	11000 - Accounts Receivable		7,633.28	66,406.23
12/15/2023		Natiello, Ernesto Kitchen	11000 - Accounts Receivable		13,560.39	79,966.62
12/15/2023	501	Wheeler's Tile Etc.	20000 - Accounts Payable	625.00		79,341.62
12/15/2023	502	Daigle Lighting	20000 - Accounts Payable	640.92		78,700.70
12/15/2023	503	Patton Hardware Supplies	20000 - Accounts Payable	754.50		77,946.20
12/15/2023	504	Perry Windows & Doors	20000 - Accounts Payable	6,935.75		71,010.45
12/15/2023	505	Lew Plumbing	20000 - Accounts Payable	45.00		70,965.45
12/15/2023	506	East Bayshore Tool & Supply	20000 - Accounts Payable	1,631.52		69,333.93
12/15/2023	507	Timberloft Lumber	20000 - Accounts Payable	1,358.00		67,975.93
12/15/2023	508	East Bayshore Tool & Supply	20000 - Accounts Payable	1,476.23		66,499.70
12/15/2023	509	Hopkins Construction Rentals	20000 - Accounts Payable	450.00		66,049.70
12/15/2023	510	Timberloft Lumber	20000 - Accounts Payable	896.00		65,153.70
12/15/2023	511	East Bayshore Tool & Supply	20000 - Accounts Payable	696.52		64,457.18
12/15/2023	512	Patton Hardware Supplies	20000 - Accounts Payable	400.00		64,057.18
12/15/2023	513	Timberloft Lumber	20000 - Accounts Payable	1,610.00		62,447.18
12/15/2023	514	Sloan Roofing	20000 - Accounts Payable	5,700.00		56,747.18
12/15/2023	515	Vu Contracting	54000 - Job Expenses:54500 - Subcontractors	1,000.00		55,747.18
12/15/2023	516	State Board of Equalization	-split-	1,629.27		54,117.91
12/15/2023	10073	Dan T. Miller	-split-	1,299.60		52,818.31
12/15/2023	10074	Elizabeth N. Mason	-split-	907.92		51,910.39
12/15/2023	10075	Gregg O. Schneider	-split-	1,033.98		50,876.41
12/15/2023	10076	Dan T. Miller	-split-	1,350.15		49,526.26
12/15/2023	10077	Elizabeth N. Mason	-split-	932.92		48,593.34
12/15/2023	10078	Gregg O. Schneider	-split-	1,062.12		47,531.22
12/15/2023	10079	Gregg O. Schneider	-split-	1,062.12		46,469.10
12/15/2023	SEND		10300 - Savings		500.00	46,969.10

1/14/2018 Number Payee Account 0.00 Deposit

Splits

1-Line

Sort by Date, Type, Number/Ref

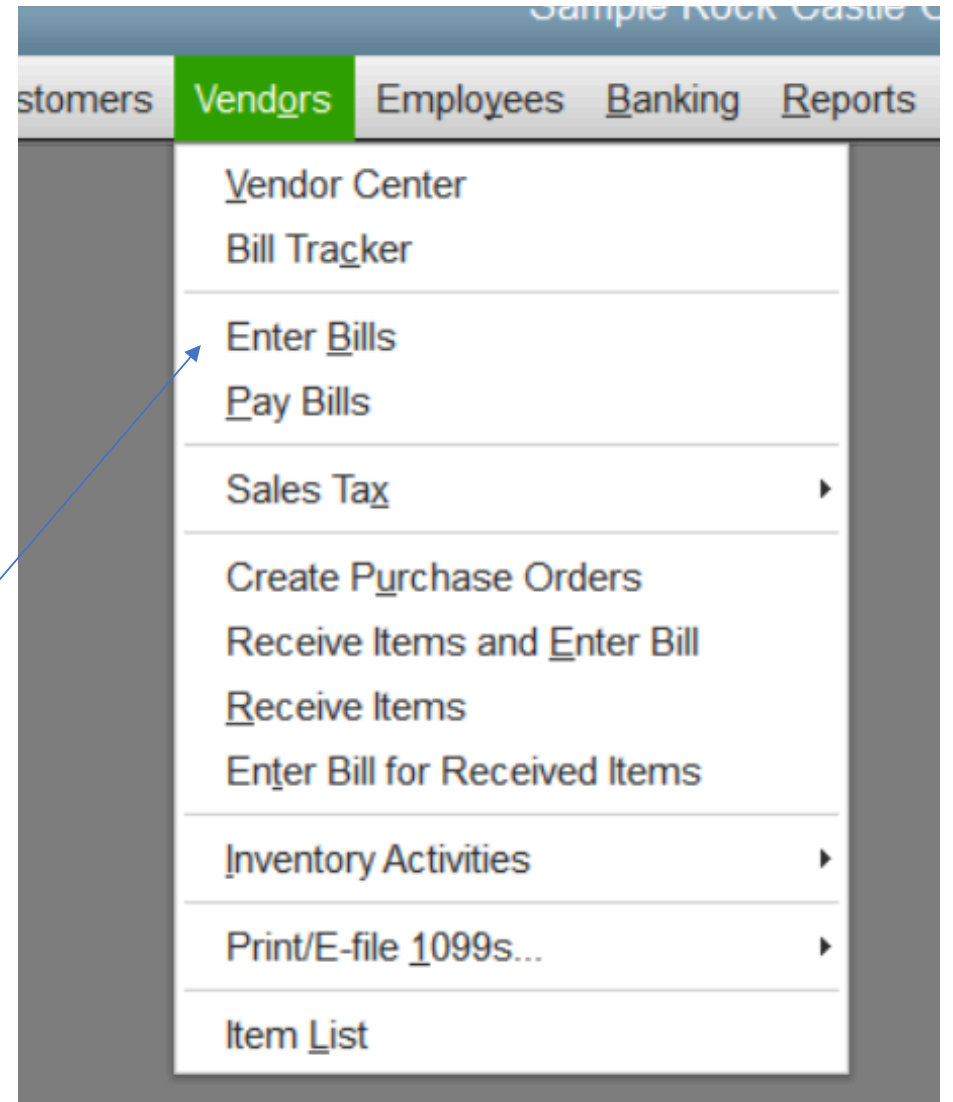
ENDING BALANCE **46,969.10**

Record Restore

# Keyboard Shortcuts

- Alt-Key Menu Shortcuts

**ALT O B**



# Batch Add/Edit Names

- Add New Vendors in Batch

1 Select a list. 2 Customize columns to display. 3 Paste from Excel or type to add to or modify!

List: **Vendors** View: Active Vendors

Currently Editing: [Blue bar]

VENDOR NAME	COMPANY NAME	MR./MS./...	FIRST NAME
A Cheung Limited	A Cheung Limited	Ms.	Angela
Bank of Anycity	Bank of Anycity		Lisa
Bayshore CalOil Service	Bayshore CalOil Service		
Bayshore Water	Bayshore Water		
Bruce's Office Machines	Bruce's Office Machines	Mr.	Bruce
C.U. Electric	C. U. Electric		Carrick
Cal Gas & Electric	Cal Gas & Electric		
Cal Telephone	Cal Telephone		
CalOil Company			
City of Bayshore	City of Bayshore		
City of East Bayshore			
City of Middlefield			
Custom Kitchens of Bayshore	Custom Kitchens of Bayshore	Mr	Butch
Daigle Lighting	Daigle Lighting		
Davis Business Associates	Davis Business Associates		Vicki
Dianne's Auto Shop	Dianne's Auto Shop	Mrs.	Dianne
East Bayshore Auto Mall	Bayshore Auto Mall		
East Bayshore Tool & Supply			Eric
Employment Development ...			
Express Delivery Service	Express Delivery Service		
Fay, Maureen Lynn, CPA			Maureen Lynn
Federal Treasury	Federal Treasury		
Funds Transfer			





# Batch Reclassify

*Accountant and Enterprise Only*

- **Reclassify Transactions**

Sample Rock Castle Construction - QuickBooks Accountant Desktop 2019 - [Reclassify Transactions - Review Period: Last Fiscal Year (01/01/2022)]

File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports Window Help

**Accounts**

From: 01/01/2022 to 12/31/2022

Basis:  Accrual  Cash

View: Expense Accounts

NAME	TYPE	AMOUNT
60100 - Automobile	Expense	
60110 - Fuel	Expense	1,715.00
60120 - Insurance	Expense	2,850.24
60130 - Repairs and M...	Expense	2,550.00
60600 - Bank Service C...	Expense	150.00
60900 - Depreciation Ex...	Expense	44,435.91
62100 - Insurance	Expense	
62110 - Disability Insur...	Expense	600.00
62120 - Liability Insura	Expense	5,092.98
62130 - Work Comp	Expense	3,300.00
62400 - Interest Expense	Expense	
62420 - Loan Interest	Expense	4,705.48
63600 - Professional Fe	Expense	
63610 - Accounting	Expense	250.00
64200 - Repairs	Expense	
64220 - Computer Rep...	Expense	714.00
64230 - Equipment Re...	Expense	1,800.00
64800 - Tools and Machi...	Expense	1,457.91
65100 - Utilities	Expense	
65110 - Gas and Electric	Expense	2,373.43
65120 - Telephone	Expense	1,503.00
65130 - Water	Expense	493.00

**Transactions**

Name: [Dropdown] Show transactions: Non-Item-Based (reclassify TO account)

Accounts: Show  Selected Account  All  Include Journal Entries

D	TYPE	NUM	NAME	MEMO	CLASS
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead
<input checked="" type="checkbox"/>	CHK	DRA	Bad Check Charges	Checking Account Service Charge / C...	Overhead

Select All Deselect All

For all selected transactions, change  Account to 61200 - Dues and Subscriptions

# My QuickBooks Desktop App Recommendations

- [Transaction Pro Importer](#)
- [MoneyThumb 2qbo Convert Pro+](#)



Q&A

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