

QuickLabs

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Save Time for Summer by Memorizing Transactions

Unfortunately, your work with QuickBooks doesn't end just because it's summer, the weather's great, and school's out. But there are ways to minimize your time spent managing your money and maximize your time at the beach. Memorizing transactions is one such way. When you memorize a transaction, QuickBooks remembers all of the relevant details and either processes it automatically or reminds you that it's due.

A memorized transaction could be bills that show up in the same amount every month, like your Web-hosting payment, or obligations that change regularly, like your utility bill. You can specify the amount due if it's static, or

leave the amount open if it regularly changes, making this feature very flexible and easy to set up.

Jog your memory

Once you start teaching QuickBooks to memorize transactions, you'll wonder why you didn't use this handy feature before. Say you want to automate your electric bill. First, create a transaction without an amount, like the one shown in **Figure 1**. Click the *Edit* menu, and then click *Memorize Bill*. The dialog box shown in **Figure 2** opens.

The vendor's name appears in the **Name** field. If you want a more descriptive name so you'll recognize it in a list, change it here. You have a few decisions to make in order to set up the repetitive transaction:

- Do you want QuickBooks to remind you in advance of the bill's due date? Click **Remind Me**. If not, click **Don't Remind Me**. And if it's a bill whose amount remains the same every time, you can click **Automatically Enter**. If the transaction is a part of a

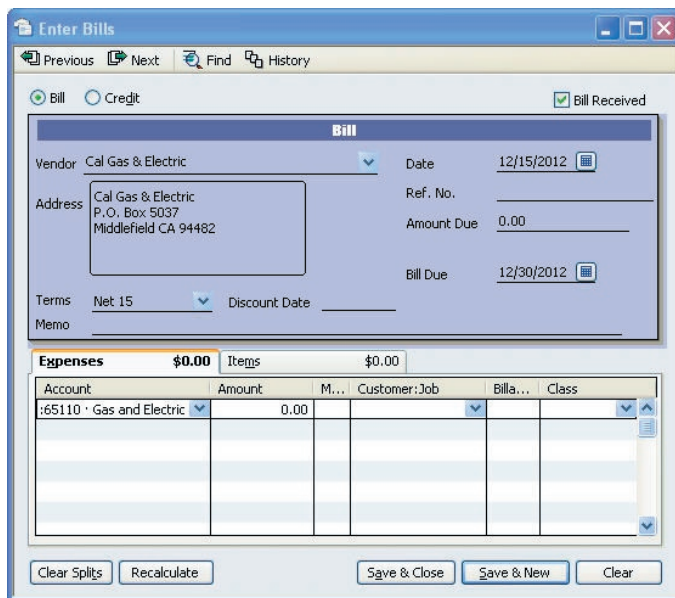


Figure 1: To memorize a bill payment that changes regularly, fill out the transaction form minus the amount.

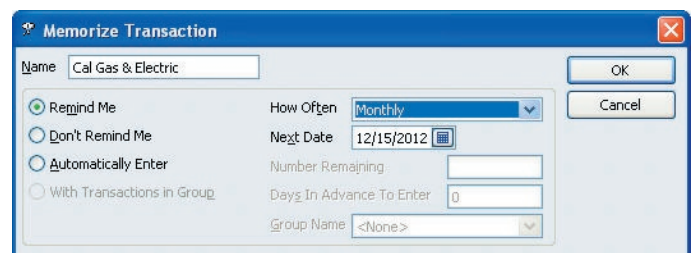


Figure 2: When you click Edit/Memorize Bill, this dialog box opens.



QuickLabs is the number one QuickBooks affiliate site on the internet. QuickLabs is owned and operated by Darryl Abrahms. He is a recognized expert in QuickBooks and has been a QuickBooks consultant since 1993, He is a charter member of Intuit's QuickBooks Professional Advisors program and has been a Certified QuickBooks Professional Advisor since 1999.

group you've created, click the **With Transactions in Group** button.

- How often do you pay this bill? Generally, it will be monthly, but QuickBooks gives you several options.
- Check the **Number Remaining** box if you have a transaction with a finite number of payments, such as paying off a company vehicle.
- How much warning do you want? Enter a number in the **Days In Advance To Enter** field.
- If you've created a group and you want this transaction to be a part of it, select the name from the drop-down list.

When you want to use a memorized transaction, click the *Lists* menu, then *Memorized Transactions List* to

open the dialog box shown in **Figure 3**. You can also "memorize" repetitive reports. Open the report you want to work with by clicking, for example, *Reports/Company & Financial/Profit & Loss YTD Comparison*. Accept the name presented, or change it to one that you'll more easily recognize. If you want to save reports in groups you've created, like Accountant, select the group from the drop-down list.

Thanks for the memories

Memorized transactions and reports can not only save you time for more summer adventures: They provide another way for QuickBooks to give you a quick look at what you owe and are owed, and how your company is performing overall.

Transaction Name	Type	Source Account	Amount	Frequency	Auto	Next Date
Cal Gas & Electric	Bill	20000 · Accounts Payable	0.00	Monthly		12/15/2012
Overhead	General Journal	13100 · Pre-paid Insurance	675.00	Never		
Recurring Depr Entry - Monthly	General Journal	54000 · Job Expenses:54599 · Less Discounts Taken	19.60	Monthly	✓	12/31/2012
Sergeant Insurance	Check	10100 · Checking	675.00	Monthly		01/15/2013

Figure 3: The Memorized Transactions List allows you to customize to your preference.

GROWING YOUR BUSINESS

Maintaining Employee Morale in Tough Times

It's no secret that small business owners are facing difficult times. Sales are down in most sectors and just about everyone is tightening their belts and hunkering down in efforts to stay afloat. Every entrepreneur is stressed these days, and they're not alone. Employees, too, are aware of business declines, and they're worried about their job security and more.

Keeping your employees out of the doldrums and maintaining productivity has never been more difficult. Still, there are ways to minimize the anxiety among your employees and keep them working hard to keep things alive until prospects improve. Here are some ways you can ease their pain and yours at the same time.

Keep Lines of Communication Open

For employee morale, bad news is better than no news at all. Your employees are aware of the stresses your business faces, but they may not know the details. That situation breeds fear and rumors, and those breed discontent. In staff meetings or in written communications, keep employees informed about business conditions and your efforts to improve the situation. Strive to maintain a positive attitude in these communications.

Solicit Employee Feedback

Ask for and carefully consider employee suggestions on ways your business can save money and increase

sales. You may be surprised at how many practical ideas you hear from your employees. They're in close touch with day-to-day operations and with your customers.

Get to Know Your Staff

Spend more time out on the floor and in the break room. In larger businesses, encourage supervisors to do the same. Find out more about your employees and their concerns. Nothing improves morale better than direct, positive contact with employees.

Hold Company-Wide Meetings

Order in food and hold staff luncheons in a town-meeting style. Open things up with a presentation on the state of the business, and open the floor for questions and suggestions.

Reward Productivity

Even if you have an incentive program in place, try adding to that with unexpected low-cost rewards for individual performance. Gift cards from popular retailers, company logo clothing, and other inexpensive bonuses can go a long way toward stimulating morale.

Set An Example

If you're asking line employees to give more effort or cut costs, make sure that you and other management

employees are visibly doing the same. If you dig in, cut out unnecessary expenses, and put your nose to the grindstone, your employees will notice and be encouraged to pitch in.

Prepare Employees for Bad News

If layoffs or cuts in benefits are looming, don't spring them on employees at the last minute. Give them advance warning that the situation may arise and ask for suggestions. In union shops, communicate early with labor representatives. Employees may well be willing to cut hours or accept wage or benefit concessions if given time to prepare.

Make Layoffs Intelligently

If layoffs are unavoidable, make them smart layoffs. Don't lay off your most productive employees in favor of troublesome supervisors. Seniority may also not be the best criterion. For those laid off, offer any assistance you can to help their transition. This will pay off in better morale among retained employees.

Bad economic times are painful. There's no doubt about that. Keeping that pain to a minimum, both for yourself and your employees, should be a major goal. Keeping employee morale strong is one way to minimize business stress.

**From
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Of:**

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