

# Services Offered By **PKBW GROUP**

Chartered Accountants & Business Advisors

**PKBW GROUP** Chartered Accountants & Business Advisors offers an extensive array of services to its clients ranging from audit and accounting to custom software and system design. Our goal is to provide our clients with professional services that enhance their ability to run their business. We accomplish this by providing personalized and comprehensive services to our clients at reasonable rates. The services we provide to our clients include:

**Taxation**

**Audit & Accounting**

**Periodic Bookkeeping**

**Accounting Information Systems**

**Information Technology Consulting**

**Custom Software/System Development**

**Web Site Development**

**Software Training & Support**

**Financial Advisory**

**Personal Financial Planning**

**Business Valuation**

For more information about the services we provide please visit us online at:

[www.pkbwgroup.ca](http://www.pkbwgroup.ca)

Training & Support Services for  
**QuickBooks®**  
Software



## **PKBW GROUP**

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**G R O U P**  
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# SERVICES OFFERED FOR **QuickBooks®** Software

**KBW GROUP** provides training and support services for new and current **QuickBooks®** software users.

With 7 years of experience supporting all versions of **QuickBooks®** software and three staff who are members of the **QuickBooks® Professional Advisor Program** we have the resources to help you manage your accounting software so that you can effectively run your business.

## **QuickBooks® Services**

- **Program Installation & Configuration**
- **File Set-up & Customization**
- **Multi-user Set-up**
- **Report/Invoice/Statement Customization**
- **Accounting/Bookkeeping Support**
- **Individual & Group Training**
- **Data File Backup Strategies**
- **Assistance with Upgrading from Previous Versions of **QuickBooks®** or Other Accounting Programs**

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# FEATURES OF **QuickBooks®** Software

**QuickBooks®** software offers many great features for small to medium sized businesses. Its ease of use combined with powerful accounting and business management capabilities make it an outstanding tool to help manage your business.

Some of the key features **QuickBooks®** software offers include:

- **Customer/Accounts Receivable Management**
- **Vendor/Accounts Payable Management**
- **Employee/Payroll Management**
- **Inventory Management**
- **Bank/Credit Card Account Management**
- **Extensive Reporting/Report Customization Capabilities**
- **Tools that Help you Run Your Business Efficiently**
- **Multi-Currency (Pro Version)**
- **Multi-User (Pro Version)**

# TIPS & TRICKS FOR **QuickBooks®** Software

## **Customizing Invoices & Purchase Orders**

If you want to modify the standard invoice and purchase order screens and reports create a new invoice or purchase order and select **Customize...** in the **Form Template** field.

You can then choose to edit an existing **Form Template** or create a new one.

Modify the template by selecting what fields you want to display on the screen, what fields you want to print and what fonts you want to use.

To edit the layout of the invoice or purchase order report click the **Layout Designer** button and make any changes you require.

## **Memorizing Report Layouts**

If you have made many layout changes to a pre-defined report in **QuickBooks®** and want to generate the same report again in the future you can memorize your changes and easily access it in the future without having to reformat it.

To memorize a report make the layout changes you want and click the **Memorize...** button. Give the report a name and click **OK**.

To access the report in the future access the **Reports Menu** move the mouse to the **Memorized Reports** sub-menu and select the report you want to display.

## **QuickBooks® Keyboard Shortcuts**

Move to the Next Field	Tab
Move to the Previous Field	Shift + Tab
Cancel Changes	ESC
Record Transaction	Ctrl + Enter
Select Next Day (On Date Field)	Ctrl + ?
Select Previous Day (On Date Field)	Ctrl + ?
Display Calendar (On Date Field)	Alt + ?
Display <b>QuickBooks®</b> Product Information	Ctrl + 1