

BOOKKEEPING
...made simple!
with BalanceLogic

What's New at BalanceLogic

Breakfast with BalanceLogic™ Presents: Take One for the Team!

Join us on January 30, 2013 for Breakfast with BalanceLogic Presents: Take One for the Team! Bring your team and learn about Toxic Boss Syndrome, the C's of team building and how to communicate effectively. See below for more information and to register.

Strategic Partnership

BalanceLogic and the Prince George's Chamber of Commerce have entered into a strategic partnership which will provide the Chamber with a full service marketing, web, and graphic design department and allow us to increase our client base in Prince George's County. The first step of the partnership was to create a custom designed website that would help the Chamber showcase their services and increase membership. Visit the PGCOC website to learn more about the Chamber has to offer.

CSM Corporate Training

The College of Southern Maryland's Corporate Center offers training and education for companies and organizations. Bill will be teaching a Customer Service course February 26th, 27th & 28th at each of their three locations. To learn more or to register, visit CSM's website.



Free QuickBooks Upgrade

QuickBooks Pro Version Requires 6 Month Agreement
QuickBooks Premier Version Requires 12 Month Agreement


THIS MONTH

[What's Happening](#)

[Interesting Info](#)

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Interesting Info

Back Up Your QuickBooks Company File

Disasters can strike anyone at anytime and anywhere. By taking advantage of offsite backup you can ensure that your company has the critical data it

QUICK LINKS

[More About Us](#)
[IT Support Services](#)
[Marketing Services](#)
[Graphic Design Services](#)
[Bookkeeping Services](#)
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FUN FACTS

Did you know that QuickBooks owns 85% of the small business accounting software market?



Take One for the Team!

DATE

Wednesday, January 30
9:00 am – 10:30 am
Breakfast Provided

LOCATION

RE/MAX Building
Southern Maryland Business Center
10665 Stanhaven Place, Ste. 300A
White Plains, MD 20695

COST

FREE

REGISTER

SUGGESTION BOX

We are very interested in hearing feedback on how we can make *The BalanceLogic Insider* more valuable.

Please let us know what you expect from this newsletter each month by sending an email to:

info@balancelogic.com

needs to keep running should disaster strike.

It's best to back up your QuickBooks files daily; however you can choose a schedule that best suits your needs.

With BalanceLogic Managed Backup Services we can continuously monitor your files to ensure that your data has been backed up successfully and as scheduled. If your hard drive crashes or another disaster occurs, BalanceLogic can retrieve your QuickBooks company file and have you back up and running in just a short period of time!



Monthly Tip

Making Bookkeeping Simple

Don't you just love things that make life easier?

QuickBooks shortcuts provide you with fast and easy ways to enter information. For example, if today's date was 01/25/13, instead of entering each number separately, you can click in the date field and type the letter "T" and QuickBooks will automatically enter today's date.

Here are three of our favorite time saving tips:

Memorizing Transactions

If you have transactions that reoccur monthly QuickBooks can memorize your transaction, here's how:

- Open the transaction you would like to memorize
- Click Edit and Memorize (Check, Invoice, etc.)
- Enter the name of the Memorized Transaction
- Choose Reminders or Automate Entry
- Choose how often the item should occur (monthly, weekly, etc.)
- Enter the next date it is to occur
- How many remaining periods
- Click OK

This transaction will be saved to your memorized transaction list and, if selected, will be automatically entered into the register.

Automatic Recall

To save time on entering transactions try the automatic recall feature:

- Under the Edit tab click Preferences



ProAdvisor Listing

- Under the General tab check automatically remember account
- Click automatically recall last transaction for this name
- Click OK

Now when you enter a bill it automatically pre-fills the last entry for that vendor.

Emailing Invoices, Estimates & Pay Stubs

You can save time by emailing invoices and other documents right from QuickBooks and customizing the message to be included in the email:

- Under the Edit tab click Preferences
- Click Send Forms
- Click Company Preferences Tab
- Choose the document you wish to personalize i.e. invoices, estimates, pay stubs, etc.
- Insert your subject line and message
- Click OK

Want more time saving tips?



Featured Service

Bookkeeping Services

Whether it is 40 hours a week or 4 hours a month, you can trust BalanceLogic to provide you with the Bookkeeping Services that you need!

Let BalanceLogic make your life simple! We can lessen the burden of your day-to-day, weekly and monthly bookkeeping so you can put your focus back on your business.

Here's just a few things we can help you with!

- Accounts Payable
- Accounts Receivable
- Reconciling - Bank Accounts and Credit Card Accounts
- Invoicing & Collecting Payments
- Payroll & Filings
- Monthly & Quarterly Reports
- QuickBooks Company File Setup/File Migration
- QuickBooks Training

[Contact Us Today to Begin!](#)

Is QuickBooks right for my business?
What version of QuickBooks should I purchase?
How long will it take to set up my new file?
When is the best time to start using QuickBooks?
Free Bookkeeping Consultation

About Us

BalanceLogic® is a leading back-office support and services company providing IT Support & Management Services, Web Services, Graphic Design Services, Marketing Services, and Bookkeeping Services to the small business community. Our focus is to provide our clients with services that result in cost savings and business operational efficiency.

BalanceLogic is your one stop small business partner!

The BalanceLogic Team

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