

If you commit to learning these keys, you will get around faster. The most common short-cut keys are listed below and can also be found in the back of the QuickBooks user guide and in the online help section of the QuickBooks program.

- **Alt** (while opening QuickBooks) = Suppresses the Desktop Windows when opening a file
- **Ctrl** (while opening QuickBooks) = Starts QuickBooks without opening a company file
- **Ctrl-A** = Opens the Chart of **A**ccounts List
- **Ctrl C** = **C**opies selected (highlighted) information
- **Ctrl D** = **D**elete Transaction
- **Ctrl Del** = Delete Current Line
- **Ctrl E** = **E**dit Item
- **Ctrl Enter** = Always records the current transaction
- **Ctrl F** = **F**ind
- **Ctrl-J** = Opens the Customer/**J**ob List
- **Ctrl G** = Goes to register of transfer account
- **Ctrl H** = Goes to **H**istory of A/R or A/P transaction
- **Ctrl-I** = Create **I**nvoice
- **Ctrl Ins** = Insert Line at Cursor Position
- **Ctrl-O** = **C**opies check transaction in the check register
- **Ctrl M** = **M**emorize current transaction or report
- **Ctrl N** = Creates **N**ew List Item or **N**ew Transaction
- **Ctrl L** = Opens the List (for the current drop-down menu)
- **Ctrl P** = **P**rint
- **Ctrl Q** = Produces a **Q**uick Report on the selected Transaction or List Item
- **Ctrl R** = Opens the **R**egister
- **Ctrl S** = **S**how List
- **Ctrl T** = Opens the Memorized **T**ransaction List
- **Ctrl U** = Use the selected list item
- **Ctrl V** = Pastes selected (highlighted) information
- **Ctrl-W** = **W**rite Checks
- **Ctrl X** = Cuts selected (highlighted) information
- **Ctrl Y** = View Journal Entr**Y** or Transaction Journal
- **Ctrl Z** = Undo most recent changes made in the field
- **F1** = Displays Online Help
- **F2** = Displays a QuickBooks version and company data file information window
- **ESC** = Closes active open window
- **Enter or Space Bar** = Records (or selects) the option when there is a border around a button and QuickZooms into detail reports from summary reports
- **+** = Increases date, check number or other form number by one
- **-** = Decreases date, check number or other form number by one
- **Tab** = Goes to Next Data Field
- **Shift-Tab** = Goes to Previous Data Field
- **Page Up** = Goes up one screen
- **Page Down** = Goes down one screen

Date Shortcuts:

- **+** = Increases date by one
- **-** = Decreases date by one
- **T** = Changes date to computer system date, normally **T**oday
- **W** = Changes date to the beginning of the **W**eek
- **K** = Changes date to last day of the wee**K**
- **M** = Changes date to the beginning of the **M**onth
- **H** = Changes date to last day of the month**H**
- **Y** = Changes date to beginning of the **Y**ear
- **R** = Changes date to last day of the year**R**
- **Alt - Down Arrow** = Opens the pop-up QuickBooks calendar



Compliments of : The Allday Consulting Group, LLC

Metairie (504) 835-4213 | Toll Free (800) 259-4213

Baton Rouge (225) 928-5183 | Lafayette (337) 269-1964

St. Tammany (985) 871-4963

Keyboard Shortcuts for PC Users

To take advantage of shortcuts, simultaneously press [ctrl] and [alt or option] and one [key from the list below]

REGULAR PAGES - HOMEPAGE, CUSTOMERS, AND SO ON		TRANSACTION PAGES - INVOICE, EXPENSE, AND SO ON	
SHORTCUT KEY	ACTION	SHORTCUT KEY	ACTION
i	Invoice	x	Exit transaction view
w	Check	c	Cancel out
e	Estimate	s	Save and New
x	Expense	d	Save and Close
r	Receive Payment	m	Save and Send
c	Customers	p	Print
v	Vendors		
a	Chart of Accounts		
l	Lists		
h	Help		
f	Search Transactions		
d	Focus the left menu		
? or /	This dialog		

Keyboard Shortcuts for Mac Users

To take advantage of shortcuts, simultaneously press [ctrl] and [alt or option] and one [key from the list below]

REGULAR PAGES - HOMEPAGE, CUSTOMERS, AND SO ON		TRANSACTION PAGES - INVOICE, EXPENSE, AND SO ON	
SHORTCUT KEY	ACTION	SHORTCUT KEY	ACTION
i	Invoice	x	Exit transaction view
w	Check	c	Cancel out
e	Estimate	s	Save and New
x	Expense	d	Save and Close
r	Receive Payment	m	Save and Send
c	Customers	p	Print
v	Vendors		
a	Chart of Accounts		
l	Lists		
h	Help		
f	Search Transactions		
d	Focus the left menu		
? or /	This dialog		



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Sage 50 Peachtree, QuickBooks, Accounting & Tax Support

Support Plan Options for 2019

By AlldayCPA Group – CPAs and Advisors

Sage 50 Peachtree, QuickBooks Software Certified Consultants

By subscribing to our technical support plans, you will receive the highest priority response from our U.S. based, highly qualified support technicians. Call us at 504-835-4213 or toll free at 1-800-259-4213.

QuickBooks, Sage 50 Telephone Annual Support Plans (Unlimited Support Plans)			
See Additional Benefits of subscribing to an Unlimited Support Plan on the following page			
SAGE 50 (Peachtree) & QUICKBOOKS Telephone Support	Monthly Fee	Quarterly Fee	Annual Fee
Sage 50 (Peachtree) Accounting (All Versions Except Quantum) and QuickBooks (All Versions Except Enterprise and Point of Sale)			
- Technical Support for Software Only	\$135	\$330	\$990
- Software and Accounting Support*	\$275	\$675	\$1,995
Sage 50 (Peachtree) Quantum, QuickBooks Enterprise and QB Point of Sale			
- Technical Support for Software Only	\$175	\$425	\$1,275
- Software and Accounting Support*	\$350	\$875	\$2,575

***Accounting Support** – Our accountants will teach you how to understand debits and credits, record journal entries, capitalize assets, record loans, reconcile balances, and answer accounting questions.

Unlimited Support Plans – Above plans automatically renew unless cancelled in writing prior to the annual renewal date.

Unlimited support plans do not include software installation and setup services on networks, data corruption repair services, data file conversion services, accounting services, data entry services or unlimited software training. Our technicians reserve the right to limit calls to simple software demonstration and technical support related issues. Data entry bookkeeping, accounting, in-depth installation services and training can be provided for an additional charge.

Support Plans			
QuickBooks and Sage 50-Peachtree Support Accounting Support and Tax Advice	15 Minutes	60 Minutes	120 Minutes
Sage 50-Peachtree, QuickBooks, Accounting & Tax Support	\$75	\$240	\$360
<p>15 Minute Plan is for a single call than can be completed in 15 minutes. If addition time is required, the call is billed for additional minutes as per above rate.</p> <p>60 and 120 Minute Plans - Time spent on the call is deducted from the plan balance in one minute increments. Remaining minutes can be used for up to one year from date of purchase.</p>			

Onsite Services (Billed by the hour, plus travel)

Our accountants and CPAs have various levels of experience. Therefore rates vary depending on the level of experience. Call for a custom quote.

- Danny Allday, CPA (Over 40 Years of Experience, Advanced Certified in QuickBooks and Sage 50)
- Todd Hayes, CPA (Over 40 Years of Experience, Certified in QuickBooks and Sage 50)
- Kim Bullock, Accountant (Over 30 Years of Experience, Certified in Sage 50)
- Jason Degraw, Accountant (Over 10 Years of Experience, Advance Certified in QuickBooks, QuickBooks POS)
- David Posey, Accountant (Over 30 years of Experience, QuickBooks Desktop)
- Lorraine Molina, Accountant (Over 6 Years of Experience, QuickBooks Online Certified)

The following discounts are provided when paid in advance: 8 Hours – 15% | 16 Hours 20% | 32 Hours 25%

Sage 50 (Peachtree) and QuickBooks Classes

We also provide QuickBooks and Sage 50 (Peachtree) classes regularly. You can attend remotely or in-person.

Classes are conducted by accountants, who are certified trainers for Sage 50-Peachtree/QuickBooks.

For dates and locations see attached page or visit our website.

AlldayCPA.com - Peachtree-Support.com
Phone: (504) 835-4213 Toll Free: (800) 259-4213

ADDITIONAL BENEFITS FOR

UNLIMITED SUPPORT PLANS SUBSCRIBERS

By subscribing to our UNLIMITED technical support plans, you will receive the following additional benefits.

Priority support from our highly qualified U.S. based support technicians

15% discounts from MSRP on software upgrades.

- Sage 50 Pro, Premium and Quantum
- QuickBooks Desktop Pro, Premier, QuickBooks Online, Enterprise, Point of Sale

Discounts on computer checks, deposit forms, envelopes, W-2s, 1099s

- 15% discount on Sage 50 Peachtree or QuickBooks checks and envelopes
- 15% discount on Sage 50 Peachtree or QuickBooks 1099s and W-2s
- Up to five free 1099s and W-2s

15% discounts on IRS Audit Protection, IRS Representation and Tax Preparation Fees

- Reduce your taxes
- Reduce the likelihood of being audited
- Have peace of mind that you are covered in the event you are audited
- Discount available to first-year tax clients

15% discount on classroom training

- Sage 50 and QuickBooks Classes

Newsletters containing tips and tricks

- Strategic tax planning newsletters that will reduce your tax bills

Computer Checks, Deposit Slips and Envelopes

Quantity	Computer Laser Checks	Double-Window Envelopes Regular	Double-Window Envelopes Self-Seal	Laser Deposit Slips	Shipping
250	77.22	N/A	N/A	66.37	\$18.95
500	99.52	42.01	51.16	84.89	\$22.95
1000	136.03	75.41	90.85	116.87	\$29.95
2000	238.71	148.29	177.50	204.74	\$33.95
3000	277.96	215.43	260.63	260.30	\$36.95

**15% DISCOUNT
FOR
FIRST-TIME ORDERS**

STANDARD
DELIVERY TIME IS
FIVE BUSINESS DAYS
**AFTER THE PROOF
IS APPROVED**

	Qty	Amount
LASER CHECKS (Color _____ Starting Check Number _____) (Please attach voided check) (Check Colors: Blue, Brown, Burgundy, Gray, Green, Purple, Red, Yellow)	_____	\$ _____.
DOUBLE-WINDOW ENVELOPES - ___ Regular ___ Self Seal	_____	\$ _____.
LASER DEPOSIT SLIPS (attach voided deposit slip)	_____	\$ _____.
LOGO CHARGE (BLACK & WHITE - ADD \$25. Logo must be in a camera-ready JPEG or TIF format)	_____	\$ _____.
SUBTOTAL	_____	\$ _____.
15% DISCOUNT – FIRST-TIME ORDERS ONLY	_____	\$(_____.)
SALES TAX (LA STATE + PARISH)	_____	\$ _____.
TOTAL FOR SHIPPING AND HANDLING (Each Item Ships Separate - Compute shipping accordingly)	_____	\$ _____.
Please Specify the Software ___ QuickBooks ___ Peachtree ___ Other (Name): _____	_____	\$ _____.
TOTAL DUE	_____	\$ _____.

Contact Name _____ Company Name _____
 Phone Number (____) _____ - _____ Fax Number (____) _____ - _____
 Shipping Address _____ City _____ State _____ Zip Code _____
 Email Address _____

Payment Method (Check one) Check Enclosed _____ VISA _____ MASTERCARD _____ AMEX _____

CREDIT CARD INFORMATION:
 Card Number _____ Expiration Date ____/____
 Cardholder's Name _____
 CC Billing Address _____ City _____ State _____ Zip Code _____
 Cardholder's Signature _____ CSV Code (on the back) _____

Fax your order to (504) 834 - 8218 or mail it to us at:

**Allday Consulting Group, LLC
 2901 N. Causeway Blvd., Ste. 301 Metairie, LA 70002**

QuickBooks and Peachtree Certified Consultants / Resellers / Trainers

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QuickBooks & Sage 50 (Peachtree) 2019 Class Schedule

FREE TRAINING!

If your company is a Louisiana-based company with 50 or fewer employees, has been in business for 3 years, you may be eligible for a 100% reimbursement through the Louisiana Small Business Employee Training Program.

Visit www.LAWorks.net

Important: Must be Pre-Approved to Qualify for Reimbursement!

LIVE TRAINING COME TO NEW ORLEANS FOR LIVE IN-PERSON CLASS!
Combine your training with some fun-time in New Orleans. Business travel expenses are tax deductible!

CUSTOMIZED PERSONAL TRAINING AND SUPPORT AVAILABLE!

Call for details!

Sage 50 / Peachtree (Metairie, LA Only) 8:30 AM to 4:00 PM CST

Getting Started & Processing - Basic Level	TBA	TBA	TBA
Beyond the Basics - Intermediate Level	TBA	TBA	TBA
Payroll and Job Costing for Contractors	TBA	TBA	TBA

QuickBooks® Desktop Windows Desktop Edition 8:30 AM to 4:00 PM CST

Getting Started & Processing - Basic Level	2/27	TBA	TBA
Beyond the Basics - Intermediate Level	2/28	TBA	TBA
Payroll and Job Costing for Contractors	TBA	TBA	TBA

Name of Attendee(s)	Phone Number	Email Address (for confirmation purposes)	Date(s) of Attendance	Attendance C = In Class R = Remote	Tuition

Tuition: 1-Day Only \$325 | 2-Days \$595 | All 3-Days \$750

- Register Early! Class sizes are limited. Advanced registration and payment is required. A cancellation fee of \$50 is charged if cancellation is received within 7 days of the scheduled class. There is no charge for rescheduling to a future class date.
- Our classes are taught by "CERTIFIED TRAINERS" by demonstrating the most recent version of the software on a wide screen projector. This method of training allows students to focus on the subject being taught, encourages students to ask questions, and allows them to take notes. We are able to cover more material so you receive more education for your investment. Computers will be provided for Live Class students. If you bring your own computer, please have the software preloaded. We cannot provide software for your computer.

Note - If you plan to bring your own computer, you must have your own software pre-loaded and arrive at 8:00 a.m. to allow for setup time. Classes start promptly at 8:30 a.m.

Registration Information:

Company Name _____ Telephone (____) ____ - _____ Fax (____) ____ - _____
Address _____ City _____ State _____ Zip _____

Check Enclosed - Make check payable to "Allday Consulting Group"

Visa MC Name on Card _____
Credit Card Number _____ Exp Date _____ CVV _____
Billing Address on Card (if different) _____
Signature of Card Holder _____

Fax registration to 504-834-8218 or mail it to us at 2901 N. Causeway Blvd., Suite 301, Metairie, LA 70002
For more information about all of our services and in-depth course descriptions, visit our websites

Allday Consulting Group, CPAs (QuickBooks & Peachtree-Certified Trainers)

www.AlldayCPA.com www.Peachtree-Support.com www.QuickBooks-Help.com
504-835-4213 — 225-928-5183 — 337-269-1964 — 985-871-4963



Certified Consultant

PLATINUM

AlldayCPA Group

Client References

<u>Name</u>	<u>Company</u>	<u>Location</u>	<u>Phone</u>	<u>Software Used</u>
Rene Schexnaildre	Schexnaildre Consulting	Houma	985-856-8855	Sage 50 Peachtree
Jamie Madere	Madere & Sons Towing	Belle Chasse	504-628-7749	Sage 50 Peachtree
Andrew Legrand	Spera Law Group	New Orleans	504-442-9938	Xero
Kenneth Tamm	KMT Painting and Decorating	New Orleans	504-915-2351	Computerease
Kenny & Jenny Colgan	Cadtech Seminars	Mandeville	985-674-0234	QuickBooks
Danny Rome	Coast Electric	Harvey	504-941-7774	QuickBooks
Linda McMillian	McMillians First Steps Community	New Orleans	504-650-4798	QuickBooks
Will & Michele King	Southern Framers, LLC	Madisonville	704-200-1449	QuickBooks
Chris Emerson	Professional Image / Fastbadge	Slidell	985-649-5145	QuickBooks
Matthew Boquet	Kajan Perfection	Houma	985-709-1651	Visual Books
Kevin & Danielle Clark	Kevin Clark Electrical Services	Jefferson	504-858-1608	QuickBooks
Denise Businelle	LA State Board of Medical Examiners	New Orleans	504-599-1539	Sage 50 Peachtree
Glenn & Gayle Landrum	Magelland Group	Metairie	504-512-9689	QuickBooks
Lynn Jenner	Policy & Research Group	New Orleans	225-235-1202	QuickBooks
JoAnn Cuccia	Gerald J. Leydecker, APLC	Metairie	504-831-4477	QuickBooks
Jerry Hendrick	Russell's Short Stop Po-Boy	Metairie	504-885-4579	QuickBooks
Ray and Kathy Cannata	Redeemer Presbyterian	New Orleans	504-894-1204	QuickBooks
Lynette Montero	Celta Services, LLC	Metairie	504-289-8544	Sage 50 Peachtree
Keith Miller	Evluma	Renton, WA	425-336-5810	Sage 50 Peachtree

AlldayCPA Group

Client Testimonials

"You turned the big ferocious lion into a tame little kitten. Thanks!" Donna S., River Parishes Physical Therapy

"Mr. Allday's teaching method was very thorough and clear." Rana H., LeGlue & Company CPAs

"This course has showed me many ways to cut my time in all aspects and will make me more efficient. I am now confident with my ability to utilize the program in every possible way." Michelle D., A.A.R Electronics Inc.

"Your help has been essential to my progress and I look forward to working with you again in the near future." Michelle L., Neal Auction Company

"Class atmosphere was friendly and hands-on technique was excellent." David A., Domaj, Inc.

"Real Life Savers! Now, I can look forward to an early retirement!" Frank P. Royerre, President, Royerre Commercial Carpet

"Excellent Service... As Always!" Harry Roach, M. D., Cardiac, Thoracic and Vascular

"It gives me a great sense of security knowing I can call at any time and get help from someone who knows the software so well. You all have helped me so tremendously!" Judy B., St. Tammany Clerk of Court

"I would like to brag about how thorough and easy it was to follow you. You didn't talk down to the attendees, were very enthusiastic and patient." Diane S., Accountant

"To: Allday Consulting Group

Subject: Great job!

I just want to express my extreme satisfaction with the experience I had over the last two days interacting with your company.

We had a problem rolling Peachtree 8 over to 2015 and none of the normal tricks worked. I found you guys after searching the Internet for a solution to the problem I was having. I dreaded making the phone call, expecting it to be Sage telling me they no longer support Peachtree 8 and wading through a massive call center at the worst time of the year.

To my surprise a real person answered the phone within two rings; she quickly understood my problem, contacted technicians to determine that they could help me with the problem and said I would get a call shortly from a technician. I was contacted by Agnes Williams and we very quickly enabled the remote interface and tried a number of the things that I had tried to no avail. Rather than spend a lot of the time on the phone, which in the short term would have been better for your bottom line, he indicated that these were the quick things they normally try but then provided me with the next things to try. I went away and did these time consuming steps, again to no avail, and emailed my results to Agnes at about 5:30 pm Pacific Time. I was blown away when I got a response just after 6pm my time indicating that the best would be to move it on to the corrupt file technicians and that he would be available to talk at 7:30 in the morning central time. We talked the next morning first thing and it was apparent Agnes put in extra effort to try to solve the problem, and thought he had solved it, in an attempt to get this done for me quickly. After having to move it on, he again made an extra effort to get the corruption technician to take a look at it right away, understanding we were in a dire situation.

I run a rapidly growing LED lighting company that prides itself on our interactions with our customers. I sincerely appreciate companies that do the same. Agnes' investment in our issue and doing what was right for us, including trying to make it the most cost effective, turned a very stressful situation into a situation we could move on from quickly.

Please accept a sincere thank you.

Respectfully,

K. Miller

"Thank you for all of your efforts and everything you have done for us since we made initial contact in 2018. I sure do wish I could drum up more business for your organization. You are dependable, knowledgeable and just plain easy to work with. You deserve great success... We are looking forward to a continued mutually beneficial relationship with Allday and TSMC."

Laura Lyles, TSMC

Combine your education with some *FUN* in New Orleans!

Dates	Event	Website
Feb 9 - March 5, 2019	Mardi Gras Carnival Season	www.MardiGrasNewOrleans.com
March 30, 2019	Advanced Auto Parts Monster Jam	www.MonsterJam.com
March 27 - 31, 2019	Tennessee Williams Festival	www.tennesseewilliams.net
April 11-14, 2019	French Quarter Festival	www.fqfi.org
April 3 -7, 2019	The New Orleans Wine & Food Experience	www.nowfe.com
April 25 - May 5, 2019	New Orleans Jazz & Heritage Festival	www.nojazzfest.com
May 24 - May 26, 2019	Greek Festival	www.greekfestnola.com
TBA	French Market Creole Tomato Festival	www.frenchmarket.org
July 12 - 14, 2019	The New Orleans Running of the Bulls with the Big Easy Roller Girls	www.nolabulls.com
August 2 - 4, 2019	New Orleans Satchmo Summer Festival	fqfi.org/satchmo
August 2019	COOLinary New Orleans	www.coolinaryneworleans.com
Sept 27 - 29, 2019	Gretna Heritage Festival	www.gretnafest.com
Nov 23 - Jan 1, 2019	Celebration in the Oaks	www.celebrationintheoaks.com
December 2019	Christmas New Orleans Style	www.frenchquarter.com
OTHER LINKS:	New Orleans Online (view current, full list of festivals and events in New Orleans)	www.neworleansonline.com/ neworleans/festivals/
	Magazine Street Association	www.magazinestreet.com
	Historic New Orleans Walking Tours	www.tourneworleans.com
	The National WWII Museum	www.nationalww2museum.org
	Dr. Wagner's Honey Island Swamp Tour	www.honeyislandswamp.com