

## USING THE QUICKBOOKS BUILT IN CALCULATOR TAPE

The use of a calculator tape is available in all numeric fields in QuickBooks. This can be a time saver if you have to add multiple amounts together before entering. Once in the amount field, simply type in an Excel-like formula and QuickBooks will calculate the results automatically. In the example below the number is followed by the + key in order to add them together. The tape will disappear once the total number is placed in the amount field. This feature can be used when writing checks, entering a bill, entering credit card charges, entering journal entries, etc.

The screenshot shows the QuickBooks interface for writing checks. The 'Amount' field is highlighted with a red circle, and a red arrow points from the calculator tape below to this field. The calculator tape shows a calculation of 373.25 plus 678.36, resulting in 1051.61. Another red arrow points from the 'Expenses' table to the calculator tape.

Account	Amount	Memo	Customer:Job	Billable?

Expenses \$0.00 Items \$0.00  Online Payment  To be printed

Calculator Tape:

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373.25
+
678.36
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1051.61
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