



**FBS Boo-Boos**

Cheryl Brown      Doug Ball

## Boo-Boos

1. Not parking the mouse.
2. Deleting ledger accounts, centers, etc., after posting
3. No logical coding (ledger accounts and centers).
4. No logical sort (not using the vendor sort key)
5. Using ledger accounts rather than centers or centers instead of descriptions.

## Boo-Boos

6. Worrying about Internal IDs
7. Not using the calendar option (typing "2009")
8. Not using the calculator
9. Not using description file
10. Not using default when adding new detail lines or new setup items.

## Boo-Boos

11. Not using preferences
12. Retyping rather than clicking a second time and editing
13. Turning computer off without properly exiting FBS
14. Editing descriptions in payable invoices
15. Entering payments before invoice dates

## Boo-Boos

16. Using duplicate invoice numbers for the same vendor.
17. Deleting or changing vendor names of vendors used for A/P
18. Changing vendor name for A/P vendor instead of adding new vendor.
19. Not using Hot Keys
20. Not using Macros (entry or report).
21. Not making backups or not having a good backup.
22. Having several "Well-Managed Farm" companies.



