



Customizing Reports



QuickBooks offers many standard reports that contractors may find useful. And QuickBooks: Premier Contractor Edition 2005 offers even more reports, including 17 Job Costing reports. Regardless of which product you use, if you find that these pre-built reports don't give you the exact information you're looking for, you can easily customize them.

Use these tips to learn how to:

- Change the date range
- Add or delete report columns
- Resize report columns
- Sort by report columns
- Filter reports
- Change the header or footer of a report
- Group and subtotal data on a report
- Memorize a report

→ [Read these quick instructions to learn how to customize your reports.](#)

What's New in QuickBooks

Upgrade-to-2005 Checklist



Sandra McIlvain
QuickBooks ProAdvisor

CPA and QuickBooks ProAdvisor Sandra McIlvain just recommended that all her clients upgrade to QuickBooks 2005. To encourage those who are afraid of losing data, she says, "I just reassure them that I haven't had problems." McIlvain says this year's significant revision made it easy to recommend the upgrade.

- [See our Upgrade-to-2005 Checklist.](#)
- [Or, order your upgrade today from the QuickBooks web site.](#)

Business Bits

Meet Your Neighbors! New QuickBooks Community Web Site

QuickBooks customers have been telling us they'd like a way to meet each other, so you can share references, ideas, and business solutions. We heard you, and we're excited to announce a new web site devoted to just that: QuickBooksGroup.com.



On the site you'll find:

- [Message boards](#) on a wide variety of topics
- [Articles](#) and [white papers](#) about small business and QuickBooks products
- Archived versions of this newsletter
- [Customer success stories](#)
- Links to [useful web sites](#)
- [QuickBooks blogs](#)
- And more!

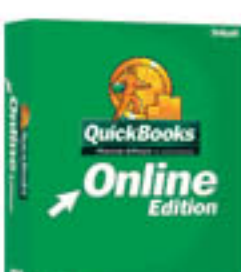
[See what's going on in the QuickBooks neighborhood.](#)

Customize your payroll Rapid Time Entry feature (QuickBooks Enhanced Payroll)

Tired of filling out paychecks one-by-one? The new Rapid Time Entry feature in QuickBooks Enhanced Payroll lets you fill out paycheck information, like hours and sick time, in spreadsheet format.

- [Learn how](#) to customize this window so that it displays the columns you want.

Featured Product



QuickBooks Unleashed

Home-based businesses, mobile workers, multiple offices. Like many businesses, yours may be changing or on the move. QuickBooks Online Edition can help.

- Share your books with up to 20 users
- Anytime, anywhere access via the web
- Support included — get expert help at no extra charge
- Upgrades included
- Automatic data back-ups
- Easily import your QuickBooks desktop data

- [See how the Online Edition compares to your version of QuickBooks.](#)

Quick Tips: Expert Answers & Software Shortcuts

Tracking Tax-Deductible Expenses

While business owners should not routinely use QuickBooks to track personal expenses, an owner may on occasion write a business check for a personal expense. Since some expenses are tax-deductible on the owner's personal 1040 Schedule A tax return, owners may need to run a QuickBooks report to verify amounts for tax forms.

Q: How do I track personal expenses in QuickBooks?

A: [Record personal expenses to an Equity drawing or distribution account.](#)

Q: How do I run a report of personal tax-deductible expenses in QuickBooks?

A: [Run a Balance Sheet Standard and QuickZoom on the Equity drawing or distribution account.](#)

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"Small Business Success: Quick Tips for Working Smarter & Faster" — yours absolutely FREE. It's filled with essential tips on how to use the Internet to save time and build your business.

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Sponsored by QuickBooks Online Edition.

Success Story

Classic Floors Puts its Best Foot Forward

Staying organized and in compliance with the IRS and the other tax agencies are important challenges. New business owner Tim Hurley, who operates a residential flooring company, finds special value in QuickBooks: Premier Contractor Edition for reporting sales tax, income tax, and payroll tax. [Find out](#) how why he's not floored by filing taxes and other business management tasks.

Fundamentals

Understanding and Using Items

Items play an important role in QuickBooks, as they provide a quick, easy, and consistent way to enter data into QuickBooks forms. Watch the video to learn more about what Items are and how to use them properly. (Note: This video, and others like it, can also be found in the Learning Center in QuickBooks 2005.)

- [Watch the Items video.](#)

Quick Response

We Need Your Help!

The QuickBooks team would like to get your ideas and suggestions for improvements to our newsletter. Please take our short, [6-question survey](#).

Thank you for taking the time to tell us what you think!

QuickLinks

Shortcuts to other resources:

- [QuickBooks Technical Support](#)
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