



Track and Allocate Your Program Expenses for Better Insight

Tracking and allocating your program expenses accurately will give you better insight into your organization. Once you know what you're spending on each program, you can review your estimate vs. actual cost. You can use the information to estimate more accurately when you solicit donations or seek grants, and choose to work on the types of programs that are most efficient for your organization, delivering the highest benefit while staying on budget.

→ [Read this article](#) to learn more about tracking expenses, and assigning them to programs in QuickBooks.



Inga Arendt
ProAdvisor

10 Common Mistakes — And How to Avoid Them

ProAdvisors and QuickBooks experts offer up some of the most common errors they see users make when using QuickBooks. More important, they give you guidance on how to avoid them.

→ [Find out more.](#)

Fundamentals

Track Employee Sick and Vacation Hours

Summer vacation time is coming up fast. Did you know QuickBooks can keep track of your employees' sick and vacation hours? When you do, your employees' paychecks will show both the sick and vacation hours used in each pay period, and the balance.



→ [Learn how.](#)

Quick Response

Learn QuickBooks Skills in an Introductory Class for New Users

If you have been using QuickBooks six months or less, you are invited to attend a training class for new users in the San Francisco bay area. Co-sponsored by Intuit and the Small Business Development Center (SBDC), the three-hour class: "Putting Financial Management to Work for Your Business: A Practical Introduction to QuickBooks" will be held June 1, 2005, in downtown Oakland, CA. You'll learn how to:

- Set up customers and vendors
- Manage money in and money out (sales, invoicing, paying bills, tracking expenses etc.)
- Reconcile your accounts
- Use reports to understand your business (profitability, sales trends, etc.)

→ [Request admission to the Oakland QuickBooks training class.](#)

→ [Find other SBA/SBDC classes in your area.](#)

Update Your Profile in the QuickBooks E-News Subscriber Preference Center

If you have changed your e-mail address or upgraded your version of QuickBooks, please let us know. Keep your subscriber profile current in the newly renovated QuickBooks E-News Preference Center.

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Quick Tips: Expert Answers & Software Shortcuts

Closing Your Fiscal Year in June

QuickBooks performs certain year-end adjustments based upon the month you chose as the start of your fiscal year. However, many organizations choose to end the fiscal year in June vs. December. If you are in that category, read this refresher on what you need to do to successfully close your fiscal year.

- [Closing your fiscal year.](#)
- [Should you close your books?](#)
- [Setting a close date in QuickBooks.](#)

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Special Offer

Get * FREE SHIPPING * on QuickBooks 2005 Limited Time Offer

Get FREE shipping on QuickBooks 2005 when you upgrade today. [Click here](#) to buy online or call 1-877-300-7372 and mention source code: C33248 P34978.

→ **Act Now!** This offer expires 5/20/05.

New in QuickBooks

Save Time with Online Banking Improvements

QuickBooks 2005 includes two time-saving improvements to its online banking features that make downloading your bank and credit card transactions faster and easier than ever.

→ [Read about the improvements.](#)

Business Bits

Talk to Other Nonprofits Using QuickBooks

Ask questions, get advice, and learn from your peers at QuickBooksGroup.com, the web site for people who use QuickBooks. See what people are talking about on the [Nonprofit Edition message board](#).



QuickLinks

Shortcuts to other resources:

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