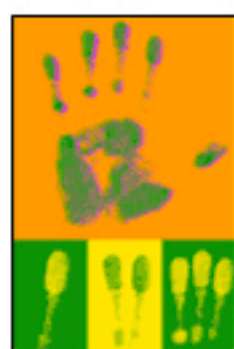




Identify Your Best Donors, Streamline Collections



One of the best things about using QuickBooks is that it can turn your day-to-day transactions into valuable reports that give you insight into your organization.

By learning a few key QuickBooks Customer Reports, you can keep tabs on "the big picture" of your donors, from how much they've pledged to what they actually contribute (and if any checks are late in coming).

→ [Learn more about these important reports.](#)

What's New in QuickBooks

One-Click Collection and Acknowledgement Letters

Avoid retyping and embarrassing errors by generating collection and acknowledgement letters in one click using the data already in your pledge forms (invoices). With QuickBooks 2005, you can create templates for the documents and envelopes just once in Microsoft® Word,* and then send to selected contacts from QuickBooks. Run off letters one-at-a-time, or generate hundreds in the same quick step.

QuickBooks 2005, improved with these and many more features, is available for sale now. [Read more on the QuickBooks web site.](#)

* Word or Excel integration requires Microsoft Word or Excel 2000, 2002, or 2003, sold separately.

Fundamentals

Give Your Pledge and Donation Forms a Makeover

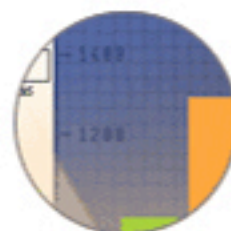
If you have some summer downtime, why not give your business forms a refresh? Download a free template from the more than 100 available in the QuickBooks Template Gallery.* The pre-designed report and form templates — many designed specifically for nonprofits — can be used immediately, or you can alter them to fit your custom needs.

→ [Browse the Template Gallery online.](#)

Or visit the Gallery in QuickBooks. To do that:

1. From the Lists menu, choose Templates.
2. Display the Templates button menu and choose Download Templates. You'll be taken to the QuickBooks Template Gallery.

* Note: Templates require Pro, Premier, or Enterprise Solutions Editions.



Featured Products

Track Information about Your Donors

QuickBooks Customer Manager is hands-down the easiest way to track information about your donors. You can use it to track conversations, documents shared, contact information, event participation, memberships, and even newsletters. It puts all the donor information you need at your fingertips, and it synchronizes information between your key applications.

- [Find out more.](#)
- [Watch the videos.](#)
- [Get a free trial.](#)

Get eBay Data into QuickBooks Automatically

Stop wasting time entering your eBay sales into QuickBooks one by one. You can now import eBay sales and fees, with related PayPal information, into QuickBooks by using eBay's new seller tool: Accounting Assistant.

→ [Learn more.](#)

Quick Tips: Expert Answers & Software Shortcuts

Discounts Now and Later

You may need to give a discount to a preferred member, donor, or partner organization for payment received early or before delivery of a service. This type of discount is often called a **trade discount** (for example, 40% off). This is an immediate "guaranteed see-it-now" discount amount displayed on the invoice.

If you offer credit terms on your accounts receivable, you may offer a discount for timely payment at a later date. This discount is referred to as a **sales discount** or **cash discount**.

You may offer some members or donors both the "now" discount and the "later" discount.

Q: How do I calculate a "guaranteed see-it-now" trade discount?

A: [Set up a subtotal and your discount percentage on the item list.](#)

Q: How do I offer a "may see-it-later" sales/trade discount for timely payment of an invoice?

A: [Set up your terms, including the discount percentage and discount date, on the terms list.](#)

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Quick Response

Expert Answers to Your Payroll Tax Questions

Get answers to your payroll questions from Mary Jo Houser, president of Well-Balanced Accounting, at our first "Ask the Expert" forum at the QuickBooks community site. Mary Jo will answer your questions about paying payroll taxes and staying in compliance with payroll tax agencies.

To submit a question or simply read Mary Jo's answers, [go to the Payroll message board](#) and look for the "Ask the Expert" discussion from now until July 1.

Get Advice from Other Nonprofits Who Use QuickBooks

Ask questions, get advice, and learn tips from others at



QuickBooksGroup.com. Find out what people are talking about in these areas related to nonprofit management:

- [Churches](#)
- [QuickBooks Nonprofit Edition](#)
- [Using Customer Manager and Client Manager](#)

Interested in learning more about the QuickBooks Community? [Sign up for Community E-News.](#)

Or start by visiting the [Welcome Center](#).

Business Bits

12 Traits of Successful Small Business Owners

We asked some Certified QuickBooks ProAdvisors®, who work with a lot of small businesses, to tell us what traits their most successful customers have in common.

[Find out which traits you share — and which you'd be wise to adopt.](#)

QuickLinks

Shortcuts to other resources:

- [QuickBooks E-News Preference Center](#)
- [QuickBooks Technical Support](#)
- [Buy QuickBooks Online](#)
- [Order Checks, Forms and Supplies Online](#)
- [QuickBooks E-News Archive Site](#)
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