



## Do You Track and Bill Your Reimbursable Expenses?

Tracking your expenses accurately will give you better insight into your business and help you invoice accurately. Once you know what you're spending to complete each project, you can bill the appropriate costs back to your clients, plus you'll know each project's profitability and your estimate vs. actual cost. You can use the information to bid more accurately, and choose the types of clients and projects that make you the most money.

→ [Read this article](#) to learn more about tracking your reimbursable expenses, billing them back to clients, and making sure they count as both income and expenses for tax time.



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.](#)

### What's 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 Service Firms Using QuickBooks

Ask questions, get advice, and learn from other architects, attorneys, engineers, consultants, and other service businesses at QuickBooksGroup.com, the web site for people who use QuickBooks. See what people are talking about [on our industry-specific message boards](#).



#### Calling All Architects!

Stop by booth #3822 at the [AIA 2005 National Convention and Design Exposition](#), May 19-21, at the Mandalay Bay Convention Center in Las Vegas. BQE Software Inc. will be there with BillQuick, their time, billing, and project management application that can share data with QuickBooks. Show specials can save you \$250. A QuickBooks ProAdvisor® will also be at the booth to answer your questions.

- [See how BillQuick and QuickBooks have helped Architect Kevin Harris.](#)
- Learn more about BillQuick [on the QuickBooks Solutions Marketplace site](#) or [on the BillQuick web site](#).

### 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 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 professional services businesses 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.](#)

### In This Issue

[Special Offer — Free Shipping on QuickBooks 2005](#)

[Talk to Other Service Firms Using QuickBooks](#)

[Calling All Architects!](#)

[Quick Response](#)

[Quick Links to Resources](#)

[Quick Tips for QuickBooks: Expert Answers & Software Shortcuts](#)

[QuickBooks Fundamentals](#)

[What's New in QuickBooks](#)

[10 Common Mistakes — And How to Avoid Them](#)

[Do You Track and Bill Your Reimbursable Expenses?](#)

### 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: C33246 P34974.

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

### 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.

- [Update your profile.](#)

### 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](#)
- [Find a QuickBooks Advisor](#)