



Increase Your Efficiency: Track Your Time in QuickBooks

If you bill by the hour, you need to track your time to invoice the right amount. If you bill by the project, knowing how much time you spent tells you which projects are the most profitable.



When you use QuickBooks to track time, you can import time directly onto invoices, make accurate proposals, keep permanent records, and make informed business decisions using time reports.

Learn more:

- [Increase your efficiency: track your time in QuickBooks](#)
- [How to track your time in QuickBooks](#)
- [Import your time data onto invoices to make billing easier](#)
- [Use reports to make informed business decisions](#)

What's New in QuickBooks

Credits, Underpayments, Overpayments: All Easier in QuickBooks 2005



QuickBooks 2005 is here, along with many feature improvements! Throughout the year, *QuickBooks E-News* will help you learn more about changes in key areas. In this edition, you can find out how QuickBooks 2005 has made receiving and recording payments even easier, especially in these areas:

- Entering and applying payments
- Underpayments and overpayments
- Credits and refunds

- [Read more about receiving payments improvements in QuickBooks 2005](#)

QuickBooks Fundamentals

Understanding Accounts

QuickBooks Fundamentals is a new section in QuickBooks E-News with articles and videos that are perfect if you are new to QuickBooks or need a refresher in QuickBooks basics. Use these lessons yourself or pass to coworkers who want to use and master QuickBooks.

This month, watch the video to learn more about how Accounts work in QuickBooks. (Note: This video, and others like it, can also be found in the Learning Center in QuickBooks 2005.) Or if you are already an Accounts whiz, find out from a CPA how to perform an end-of-year Chart of Accounts checkup.

- [Watch the Accounts video](#)
- [Do a Chart of Accounts checkup](#)

Business Bits

Paper Checks Less Buoyant With Check 21

You may have noticed that your check "float time," or the time between when you write a check and when your bank debits your account, is now shorter.



A new federal law, "The Check Clearing for the 21st Century Act," or Check 21, went into effect this past October. Though it primarily affects banks and their check processing systems, the new law may impact you.

For more information, see:

- [Check 21 White Paper, provided by Intuit](#)
- [The Federal Reserve Web site's pages about Check 21](#)

Tips for Using State Tax Forms in QuickBooks Enhanced Payroll Plus



If you are a subscriber to the new QuickBooks Enhanced Payroll Plus service (available starting in QuickBooks

2005), you know that the ease and time-savings of having your federal payroll forms automatically filled out for you in QuickBooks is now available for state payroll tax forms. QuickBooks Enhanced Payroll Plus includes the latest unemployment and withholding forms for most states, and automatically fills in the forms with your QuickBooks payroll data.

- [Learn more about how to use the state forms feature in QuickBooks Enhanced Payroll Plus](#)

Quick Tips: Expert Answers & Software Shortcuts

Using QuickBooks Time Tracking Tools

Q: How do I set the first day of the week on a Weekly Timesheet?

A: QuickBooks automatically creates your timesheets with a work week of Sunday through Saturday, but you can change the first day of your work week to be any day you want. [Here's how.](#)

Q: How do I track time in decimals instead of minutes?

A: This is a global preference in QuickBooks. [Find out how to set it.](#)

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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 1-866-676-9667 x6777 and mention source code: C30375 P02399.

- **Act Now!** This offer expires 12/31/04.

Quick Response

Become a QuickBooks Beta Tester

Are you looking for a better solution for entering employee timesheets into QuickBooks? QuickBooks is looking for Professional Services firms to become beta testers for a new time tracking solution this spring. Participating firms must have at least five employees who submit timesheets and must create invoices based on employee time data.

[Click here to apply.](#)

We Need Your Help!

The QuickBooks team would like to get your ideas and suggestions for improvements to our newsletter. Please take our short, [5-question survey](#).

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

QuickLinks

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