

A Fast and Easy Way to Get Your Sales Info into QuickBooks

Spending too much time entering your sales information into QuickBooks? Using a Daily Sales Summary can help you match your cash register tape to QuickBooks.



You can set up and use a daily sales summary no matter what version of QuickBooks you have. If you're using QuickBooks Premier: Retail Edition, most of the set up is already done for you.

→ [Set up and use your own Daily Sales Summary in QuickBooks](#)

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

Reconciling Your Bank Accounts

Bank account reconciliation is an integral part of managing the cash flow of your business. Not only does reconciliation in QuickBooks help you verify your available cash, QuickBooks reconciliation tools and reports may also help you uncover irregularities or errors in your books.

Q: How do I reconcile differences between my QuickBooks bank account and my financial institution's statement?

A: Use the number of cleared transactions and the amounts of cleared transactions in the reconcile window.

Q: How can I see the transactions that make up the Beginning/Opening Balance in the QuickBooks Reconcile window?

A: Customize and filter cleared transactions in a detail report for the account.

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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 x6773 and mention source code: C30376 P02399.

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

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, [5-question survey](#).

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

QuickLinks

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