



Volume 14 | Welcome, Subscriber!

Customize Your Invoices and Other Forms

When you add your own business identity to your QuickBooks forms, you look professional in all official correspondence with your customers, and you get the advantage of keeping all your business records in QuickBooks. You can customize your QuickBooks forms in a number of ways. You can:

- Rename columns and fields, and select which to display.
- Re-organize your forms by using the Layout Designer.
- Choose a ready-made design from the Form Template Gallery.
- Display your company logo on each form.

→ [Read these quick instructions to learn how to customize your forms.](#)

What's New in QuickBooks

Upgrade-to-2005 Checklist



CPA and QuickBooks ProAdvisor Sandra McIlvain just recommended that all her clients upgrade to QuickBooks 2005. To encourage those who are afraid of losing data, she says, "I just reassure them that I haven't had problems." McIlvain says this year's significant revision made it easy to recommend the upgrade.

- [See our Upgrade-to-2005 Checklist.](#)
- [Or, order your upgrade today from the QuickBooks web site.](#)

Business Bits

Meet Your Neighbors! New QuickBooks Community Web Site

QuickBooks customers have been telling us they'd like a way to meet each other, so you can share references, ideas, and business solutions. We heard you, and we're excited to announce a new web site devoted to just that: QuickBooksGroup.com.



On the site you'll find:

- [Message boards](#) on a wide variety of topics
- [Articles](#) and [white papers](#) about small business and QuickBooks products
- Archived versions of this newsletter
- [Customer success stories](#)
- Links to [useful web sites](#)
- [QuickBooks blogs](#)
- And more!

[See what's going on in the QuickBooks neighborhood.](#)

Customize your payroll Rapid Time Entry feature (QuickBooks Enhanced Payroll)

Tired of filling out paychecks one-by-one? The new Rapid Time Entry feature in QuickBooks Enhanced Payroll lets you fill out paycheck information, like hours and sick time, in spreadsheet format.

- [Learn how](#) to customize this window so that it displays the columns you want.

Featured Product



QuickBooks Unleashed

Home-based businesses, mobile workers, multiple offices. Like many businesses, yours may be changing or on the move. QuickBooks Online Edition can help.

- Share your books with up to 20 users
- Anytime, anywhere access via the web
- Support included — get expert help at no extra charge
- Upgrades included
- Automatic data back-ups
- Easily import your QuickBooks desktop data

→ [See how the Online Edition compares to your version of QuickBooks.](#)

Quick Tips: Expert Answers & Software Shortcuts

Tracking Tax-Deductible Expenses

While business owners should not routinely use QuickBooks to track personal expenses, an owner may on occasion write a business check for a personal expense. Since some expenses are tax-deductible on the owner's personal 1040 Schedule A tax return, owners may need to run a QuickBooks report to verify amounts for tax forms.

Q: How do I track personal expenses in QuickBooks?

A: [Record personal expenses to an Equity drawing or distribution account.](#)

Q: How do I run a report of personal tax-deductible expenses in QuickBooks?

A: [Run a Balance Sheet Standard and QuickZoom on the Equity drawing or distribution account.](#)

In This Issue

[Special Offer — FREE Small Business Success Guide](#)

[Get Free IRS Tax Guides](#)

[QuickBooks Unleashed](#)

[Meet Your Neighbors! New QuickBooks Community Web Site](#)

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Special Offer

Special Offer for E-News Subscribers! FREE Small Business Success Guide



"Small Business Success: Quick Tips for Working Smarter & Faster" — yours absolutely FREE. It's filled with essential tips on how to use the Internet to save time and build your business.

→ [Claim your free Guide now.](#)

Sponsored by QuickBooks Online Edition.

Tax Help

Get Free IRS Tax Guides

If you need additional tools to help you meet your tax requirements, the IRS may be able to help. It offers many free products — including a handy tax calendar — developed especially for small businesses and the self-employed.

→ [Order them online](#) or call the IRS at: (800) 829-3676.

Fundamentals

Understanding and Using Items

Items play an important role in QuickBooks, as they provide a quick, easy, and consistent way to enter data into QuickBooks forms. Watch the video to learn more about what Items are and how to use them properly. (Note: This video, and others like it, can also be found in the Learning Center in QuickBooks 2005.)

→ [Watch the Items video.](#)

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, [6-question survey](#).

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

QuickLinks

Shortcuts to other resources:

- [QuickBooks Technical Support](#)
- [Buy QuickBooks Online](#)
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- [QuickBooks E-News Archive Site](#)
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