



Volume 15 | Welcome, Subscriber!

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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.](#)

Fundamentals

Managing Your Reimbursable Expenses



Tracking your expenses will give you better insight into your business and help you invoice accurately. Once you know what you're spending to complete each job, you can bill the appropriate costs back to your customers, plus

you'll know each job's profitability and your estimate vs. actual cost. You can use the information to estimate more accurately and choose the types of customers and jobs that make you the most money.

→ [Learn more about tracking your reimbursable expenses.](#)

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.](#)

Business Bits

Talk to Other QuickBooks Users



Ask questions, get advice, and learn from others at QuickBooksGroup.com, the web site for people who use QuickBooks. Find out what people are talking about in these areas:

- [QuickBooks updates and upgrades.](#)
- [Updating payroll tax tables.](#)
- [Online banking questions and issues.](#)

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

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 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.](#)

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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 1-877-300-7372 and mention source code: C33244 P34968.

→ **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, and tracking expenses)
- Reconcile your accounts
- Use reports to understand your business (profitability, sales trends, and more)

→ [Sign-up for the QuickBooks training class.](#)

→ [Find other SBA/SBDC classes in your area.](#)

QuickLinks

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