



# QuickBooks E-News

The power to manage your business more effectively



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Volume 8 | Welcome, Users of QuickBooks: Basic 2002/2003!

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## Start the New Year with Basic 2004



Get fast and easy tools to help you organize your information in one place and manage your business finances with confidence. The New Business Checklist has helpful resources to get you started. Plus, now you can easily reconcile and "undo" a reconcile in one click. The customizable reconcile screen and the new previous reconciliation report make bookkeeping even easier.

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## Choose the Right Product for Your Business

Now you can find even more editions of QuickBooks 2004 customized for your business size, your work style, and your industry.

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## Learn How to Make the Most of Your QuickBooks 2004 Upgrade

# 123

A new [Webinar](#), "What's new in QuickBooks 2004," shows you step-by-step how to use the many new features and tools in QuickBooks 2004. See how these new and improved features and customer-requested changes can help you save time and track information with greater accuracy.

[Intuit Learning Solutions](#) offers more than 15 different one-hour online training sessions for new to advanced QuickBooks users. See how convenient it is to learn QuickBooks without ever leaving your home or office.

## Get Fast, Expert Setup on QuickBooks

You've got to set up your accounting information perfectly from the beginning, or your reports won't be useful. The experts at the new [QuickBooks QuickStart Services](#) can do it for you. You provide your company's data, and they will provide the right setup designed specifically for your company. Your accounts are in place, configured properly.

To learn more about QuickBooks QuickStart Services, call (866) 570-3843 (weekdays between 6 a.m. and 6 p.m. Pacific Time).

*Note: QuickStart Services are for users of QuickBooks Basic, Pro, or Premier 2004.*

## Featured Products & Services

### QuickBooks Merchant Account Service in QuickBooks 2004 Offers Easier Matching of Deposits

Accepting credit card payments in QuickBooks has never been easier. With improved visibility to daily credit card batches it's easier to match deposits to your bank statement. See [how it works](#).

Call (888) 577-1803 or [apply online](#) now!

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Get access to useful articles, white papers, and other valuable information tools in the new QuickBooks Services Solutions Center. Discover how to [make the most of QuickBooks](#).

## Success Stories



### Baywood Design/Build Group Remodels Its Accounting

The job costing and change order features are just two of the reasons that Baywood Design/ Build Group switched to QuickBooks: Premier Contractor Edition. [Find out how](#) the Maryland construction firm uses these features and others to accurately track estimates vs. actual costs. Plus,

Baywood's accountant, Denise Adams of PCA Group, explains how she helps her contractor clients [get the most out of QuickBooks: Contractor Edition](#).

## Quick Tips: Expert Answers & Software Shortcuts

### Backing Up Your Data on CD-R or CD-RW

You should always keep your QuickBooks backup files current. If you choose to use CD-R or CD-RW technology for QuickBooks backup and/or restore, follow these steps.

**Q:** How do I back up my company data to Compact Disc Recordable (CD-R) or Compact Disc ReWritable (CD-RW) media?

**A:** On Microsoft® Windows XP, use QuickBooks Back Up to send your \*.qbb file to a temporary Microsoft CD Burning folder. [Find out how](#).

**Q:** How do I restore a backup of my company data from Compact Disc (CD) or other media?

**A:** Use QuickBooks Restore to restore your company \*.qbb backup file to a \*.qbw. [Learn more](#).

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- FREE forms — four FREE W-3 forms with each W-2 order and four FREE 1096 forms with each 1099 order.

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