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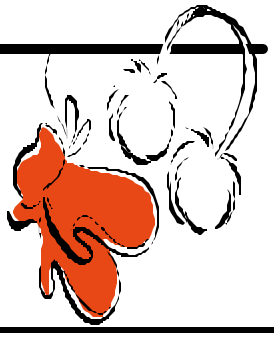

NEW PRODUCTS AVAILABLE FROM THE IRS

These days, a visit to the IRS's website at http://www.irs.ustreas.gov/businesses/index.html is, if not exciting, at least interesting. Do you want to work for the IRS? Then this is the site for you. Do you have employment tax questions? This is the place to find the answers. Information on e-filing, estate and gift taxes, information returns and much more can be found here. In addition, there are some products that you can order from the IRS to save yourself time and money. A few are listed below.

The 2003 Small Business Resource Guide CD-ROM could be a valuable tool to have. The interactive CD contains all the business tax forms, instructions and publications a small business owner needs to manage a business. This CD also provides a variety of web links to various governmental agencies, business associations and IRS organizations. You can order it online at the above site, or by calling 1-800-829-3676.

There is a small business tax calendar available for ordering or viewing on-line that provides, month by month, every deadline known to the IRS for every type of business taxpayer. This could easily be the pin-up calendar every bookkeeper needs in his or her office to be reminded of those all important tax deadlines.

One very valuable tool available at the site is the ability to order employer forms on-line. All types of 1098s and 1099s can be ordered for delivery. Up to 1000 forms can be ordered at a time, and the typical delivery time is 7 to 15 days. If you order as soon as you receive this newsletter you will have plenty of time left to fill out and file the forms. An additional benefit is that the forms are free, so you can save your money to pay your taxes.

You can also order a 2003 tax products CD-ROM from this website. It contains the following:

- Current year tax forms and publications.
- Prior year tax forms and instructions.
- Prior year taxpayer information publications.
- Popular tax forms which may be filled in electronically.
- Taxpayer information publications in HTML.

So, the next time you are out there surfing the web, check out the IRS's site. It's your golden opportunity to get a return on all the money you've invested in our government.

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This newsletter and back issues are available at www.isler.com. Just browse to the *Eugene page* of our website and click on the "Computing Solutions" icon under "Information Technology Group"

WHAT'S NEW FOR 2004

QUICKBOOKS 2004

Yes, there are several new features in the new version—some that we have all been waiting for, and some that are unexpected. A partial list follows below:

Now you can undo a previous bank reconciliation with only a click of the mouse. If you have accidentally clicked OK to a reconciliation and later realized that it was incorrect, or want to void an outstanding check for that month, you can go back and start over. They have also improved the reconcile discrepancy report so that it shows changes and deletions made to previous reconciliations.

There's a new Loan Manager that allows you to manage your loans in QuickBooks. You can enter your loan payments in Loan Manager and it will calculate the principal and interest breakdown for you.

There is also a Cash Flow Projector in the new version that you can use to predict your cash flow for six weeks in advance. To use it, you answer some questions the program asks, and then it uses your data file to calculate your future cash balances. Using this, you can print out a report that shows you the dollar amount available to spend in the coming weeks.

Now you can import data from Excel into QuickBooks. In the past, importing into QuickBooks has been so difficult that it's been easier to enter the data by hand. Now you can easily import customer, vendor, item lists and other important information from Excel. To do so you assign each column in your Excel spreadsheet to a corresponding QuickBooks "field" such as customer name, phone number, or price. This feature is long overdue.

You can e-mail more forms directly out of QuickBooks. You can also first save them in PDF format so that anyone receiving them can view them with Acrobat Reader. In addition to invoices, estimates and statements, you can also e-mail purchase orders, sales receipts, credit memos and more.

To see more new features for this product, go to www.intuit.com and follow the links for QuickBooks 2004.

MYOB PLUS & ACCOUNTEDGE 2004

MYOB has also made some important improvements to their programs this year that will provide ease of use and flexibility to the user. Some of them are as follows:

Now you can include information in the memo field on checks and customer payments. You could, for example, print your account number on your checks to vendors, or your customer's check number on their payment.

The Forms Designer has more flexible design options. They have added snap-to-grids to allow you to align fields more easily, and they have added more design options to the Forms Designer Toolbar. Watermarks, colored lines, text, shading, and boxes with rounded edges are also available.

New report features have enhanced your reporting options. Now you can pick and choose from the report fields to design custom reports and add them to your reports menu. They have also added dozens of new design fields and report filters to help you get the data and look you want on reports. The available report fields are easier to access and select in the 2004 version as well.

There are some new pre-written reports in the new version. The new Statement of Cash Flows report allows you to see how your cash position has changed over a specified period of time by telling you where your cash came from and where it went. There is a Customer and a Vendor Ledger report available that allows you to see all your transactions by date range with a running balance included. Some new Jobs Slip reports allow you to view your time billing activities and summarize them by activity, customer or employee. Finally a Job Exception Report allows you to identify invoices and other transactions that don't have jobs associated with them.

Other features in the new version include the ability to accept credit cards, direct deposit employee checks and pay your vendors directly into their bank accounts. These services, however, require additional fees, so go to www.myob.com/us/products/features to obtain more information.

Tip for QuickBooks Up graders

When installing the new version, do not choose the "typical install" option. If you do, it overwrites your 2003 version and you can no longer call up that program. Instead, choose the "custom install" option and give the installation folder location a new name. This will install QuickBooks 2004 in a different folder from the 2003 version, so you can keep both of them on your computer.

Attention MYOB Users

Don't forget to copy your file and save it under a different name before closing the year and beginning a new one. Since closing the year deletes all the detail for the previous year, copying your file and renaming it will allow you to open up that file if you want to view the details of a transaction from a prior year. This will save you from having to reload a backup to obtain this information