

- Need to write invoices and receipts (I use the time tracker Harvest for this)
- Have multiple people using the same business bank account
- Have regular employees or subcontractors

When I transitioned from nonprofit work to freelancing, the minimum payment of \$25/month seemed exorbitant. Quicken (I pay \$3/month) does the following for me:

- Automatically enters transactions from my bank accounts
- Categorizes my income and expenses
- Handles my business and personal accounts side-by-side
- Streamlines reporting for taxes
- Makes it easy to observe trends in my business and analyze development efforts (reports are very user friendly)

I started with my tax lady's worksheet when setting up my categories; each line item she requests becomes a category. This ensures that I can write off as many business expenses as possible. I also track some categories for my family, such as eating out (way down this fiscal year!).

A few more things to consider:

- Make sure the software will sync with your specific bank.
- I have not found the budgeting features very intuitive in either Quicken or QuickBooks.
- It takes me about 15 minutes per month to review the transactions uploaded in Quicken and make sure everything has been categorized properly.
- At tax time, it takes no more than 45 minutes to report everything accurately. My tax lady gives me a discount for turning in my information early. This discount more than pays for the annual price of Quicken!

— Allie Boman

CALENDAR OF MEETINGS

Please confirm with individual meeting hosts

2021
AMWA

Medical Writing & Communication Conference

OCTOBER 27-29, 2021
Coming to a device near you

Trends and Opportunities for Medical Communicators

www.amwa.org/conference

International Society of Managing and Technical Editors

October 11-14, 2021

Virtual

<https://www.ismte.org/page/Conferences>

Regulatory Affairs Professionals Society

September 12-15, 2021

Virtual

<https://www.raps.org/regulatory-convergence>

National Association of Science Writers

October 8-11, 2021

Boulder, Colorado, and Virtual

<https://www.nasw.org/events>

International Conference on Communication in Healthcare

October 17-20, 2021

Virtual

<https://achonline.org/ICCH2021>

American Public Health Association

October 24-27, 2021

Denver, Colorado, and Virtual

<https://www.apha.org/events-and-meetings/annual>

AMWA Medical Writing & Communication Conference

October 27-29, 2021

Virtual

www.amwa.org/conference

European Medical Writers Association

November 4-6, 2021

London, England, and Virtual

<https://www.emwa.org/conferences/future-conferences/>

Alliance for Continuing Education in the Health Professions

January 12-15, 2022

Aurora, Colorado

<http://www.acehp.org/p/cm/ld/fid=570>

American Association for the Advancement of Science

February 17-20, 2022

Philadelphia, Pennsylvania, and Virtual

<https://meetings.aaas.org/>

DIA Europe 2022

March 29-31, 2022

Brussels, Belgium, and Virtual

<https://www.diaglobal.org/en/flagship/dia-europe-2022>