General tips for using classes

- Set up classes on the basis of the type of reporting that you want to do, and consider how you want to see your business segmented on reports.

- Set up a class such as "other" that you can use to deliberately classify transactions that don't fit into any specific class that you've defined.

- Don't use classes for two different purposes.

  For example, don't create classes for tracking office locations in addition to tracking partners.

- Identify both income and expenses for each class you set up.

- Consistently enter the class information on your forms and registers to ensure that this information is valid and useful.