## QuickBooks® 2012

| Features and Benefits  | QuickBooks Pro 2012  The part of the part | QuickBooks Professional 2012 QuickBooks Professional Bookkeeper 2012 | QuickBooks Accountant 2012  QuickBooks Accountant 2012 |
|--|---|--|--|
| <b>Calendar View</b> . Easily view invoices, billing and important tasks coming due or past due  | ✓   | $\checkmark$   | ✓  |
| <b>Lead Center</b> . Track and follow up on new leads and easily import existing leads   | ✓   | ✓  | ✓  |
| <b>Batch Time Sheets</b> . Create time sheets for multiple employees   | ✓   | ✓  | ✓  |
| <b>Document Center</b> . Attach and store important documents in the QuickBooks Document Center for easy reference and tax time preparation, plus store locally on your hard drive | ✓   | ✓  | ✓  |
| <b>Condense</b> . Manage your QuickBooks files more easily by reducing the file size   | ✓   | ✓  | ✓  |
| <b>Inventory Center</b> . Easily find and locate inventory tasks in the Inventory Center   |   | ✓  | $\checkmark$   |
| <b>Batch Invoicing for Time and Expenses</b> . Invoice multiple customers for time and expenses in one batch   |   | ✓  | ✓  |
| Unique Tools For Users Supporting Multiple QuickBoo  | ks Clients  |  |  |
| <b>Multi-Instance.</b> Work on two QuickBooks company files at the same time <sup>1</sup>  |   | ✓  | ✓  |
| <b>File Manager.</b> Find the right file and launch the correct version of QuickBooks every time   |   | ✓  | ✓  |
| Exclusive QuickBooks password vault for all your client company files <sup>2</sup>   |   | ✓  | ✓  |
| Batch upgrade files you choose to the latest version year  |   | ✓  | ✓  |
| Accountant Center. Quickly access your most used accountant tools  |   | ✓  | $\checkmark$   |
| <b>Create from an Existing Company File.</b> Save time setting up new clients by using and existing company file as a template   |   | ✓  | ✓  |
| <b>Client Data Review.</b> 8 powerful tools that will help you find and fix client entry errors faster.  |   |  | $\checkmark$   |
| <b>Toggle</b> . Collaborate with your clients the easy way - get instant access to all QuickBooks editions in one software package   |   |  | $\checkmark$   |
| <b>Period Copy</b> . Create a time-bound copy of your clients' QuickBooks files  |   |  | ✓  |
| Powerful Write-Up and Financial Reporting Tools  |   |  |  |
| Now included with QuickBooks Accountant, QuickBooks Statement Writer allows you to create & customize advanced financial statements <sup>3</sup>                                   |   |  | ✓  |
| Calculate depreciation with a full-featured Fixed Asset Manager  |   |  | $\checkmark$   |
| Helps save time when using the integrated Working Trial Balance  |   |  | ✓  |

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