

# Intuit® Academy

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## What's New in QuickBooks® 2015

**intuit.**

**WOODARD™**  
EVENTS

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**Laura Madeira**  
**Named to the Top 10 QuickBooks ProAdvisors**  
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## ABOUT THE AUTHOR

**Laura Madeira** is the owner of ACS, Inc., an Intuit Premier Reseller, located in the greater Dallas, Texas area. She recently earned the award of Top Trainer/Writer included in the Top 10 QuickBooks ProAdvisors for 2014.

Laura is one of the original members of the elite Intuit Trainer/Writer Network. She has been a guest speaker for Intuit, sharing “What’s New for QuickBooks” each fall. She was also a founding member of the Intuit Customer Advisory Council. Laura is an Advanced QuickBooks Certified ProAdvisor, Enterprise and Point of Sale Certified and also a Sage Certified Consultant representing Sage 100 Contractor.

Laura is the author of the [QuickBooks In Depth](#), an 888+ page reference and training guide. She is also the author of [QuickBooks Solutions Guide](#), [QuickBooks Live Lessons: For All QuickBooks Users](#), 11+ hours of self-paced video instruction and co-author of [QuickBooks on Demand](#) all offered by QUE Publishing.

For over 25 years, Laura has worked with companies of all sizes and from many varied industries. Her focus has been on helping growing businesses become more successful by automating their internal accounting processes and improving their overall business financial reporting.

Additionally, Laura is a guest speaker for Intuit, providing national training for thousands of consultants and accounting professionals. She is also a respected author for Intuit, writing technical presentations, materials and documenting competing software.

Laura earned her accounting degree from Florida Atlantic University. She enjoys photography, art and camping with her sisters and their families. When Laura is not writing, she enjoys reading a good book or two!

More information can be found by visiting her website: <http://www.quick-training.com>



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Thank you to [Charlie Russell](#) for his technical insight and [Shelly Robins](#) for her help with the QuickBooks for Mac section.

## INTRODUCTION: ABOUT THIS COURSE

In this guide, you will find a summary of each of the new and improved features in the just released QuickBooks 2015. Learn how these features can save you time and offer new functionality for working more profitably with your clients' files. Your clients will find it easier to work with QuickBooks customizing transactions and forms. Learning about these features will help you recommend the right software solution for your clients.

### WHAT WE WILL COVER IN THIS GUIDE

This guide details the new and improved features of Intuit QuickBooks Desktop 2015, including Pro, Premier, Accountant, QuickBooks Enterprise 15.0 and QuickBooks for Mac.

This guide is divided into the following sections:

- What's New and Improved For the Accounting Professional
- What's New and Improved for Your Clients
- What's New and Improved Exclusively for Enterprise
- What's New and Improved for QuickBooks for Mac

### LEARNING OBJECTIVES

After attending this course, you will be able to:

- Identify new features that will help you work more efficiently with your clients' files
- Understand the new and improved features in QuickBooks 2015 that will help your clients work more efficiently
- Evaluate and recommend the right QuickBooks software for your client

## **INTUIT QUICKBOOKS DESKTOP 2015: OVERVIEW**

Designed To Improve Efficiency, Gain Better Insights and Simplify Communication Between the Accountant and The Client.

Businesses that use QuickBooks love to work with software that is easy to use and reduces manual entry. With QuickBooks 2015, small businesses can complete their financial and accounting responsibilities with a minimum amount of effort so they can focus on growing their business. With the improved communication tools, staying connected with the company's accountant just became a whole lot easier!



## WHAT'S NEW AND IMPROVED FOR THE ACCOUNTING PROFESSIONAL

QuickBooks Accountant Desktop 2015 and Enterprise Accountant Desktop 15.0 add even more tools and improvements to empower you to work more efficiently with your clients' data. These features include:

### NEW! ACCOUNTANT TOOLBOX

**Available with:** Any client's QuickBooks Pro 2015 or Premier 2015. The accounting professional must have an active QuickBooks Accountant Desktop Plus Subscription or an active ProAdvisor Membership<sup>1</sup>. To access the Accountant ToolBox, accountants must log into the file with an External Accountant user type. Note: not available for QuickBooks Enterprise 15.0.

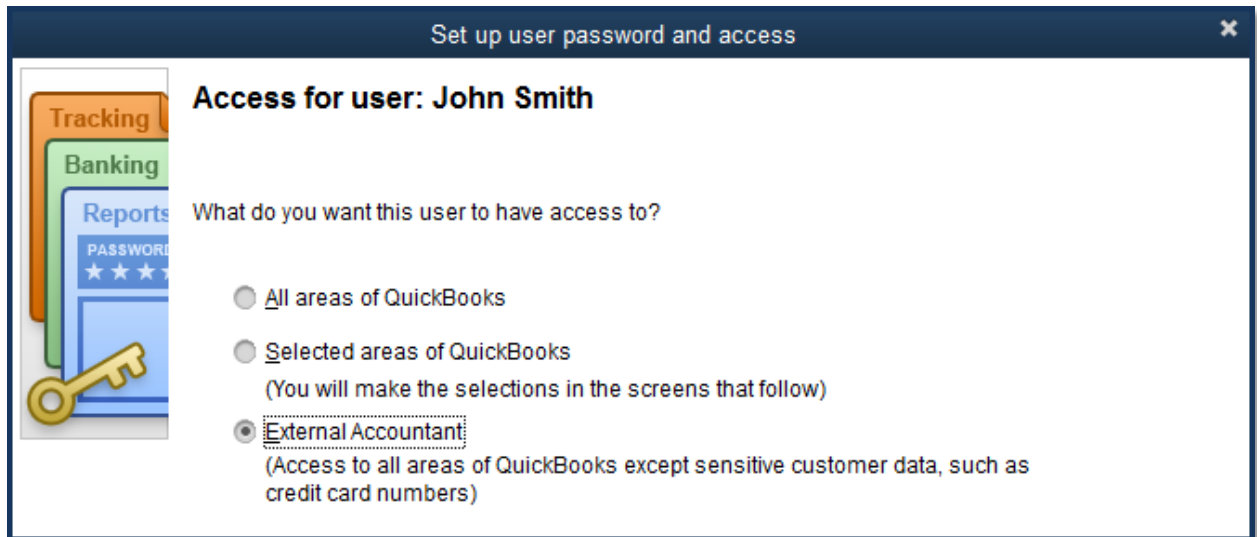
**What this feature does:** Wherever you go, carry your favorite tools with you. With the Accountant Toolbox, you can unlock access to powerful accountant tools while working with client data.

- For accountants who work on their clients books "on site" (physically, remote in, or hosted)
- Work more efficiently with tasks required to complete a tax return or easily make global changes to transactions
- Unlock the QuickBooks Accountant tools, including write off multiple invoices, batch enter and reclassify transactions, and record incorrectly recorded sales tax payments.

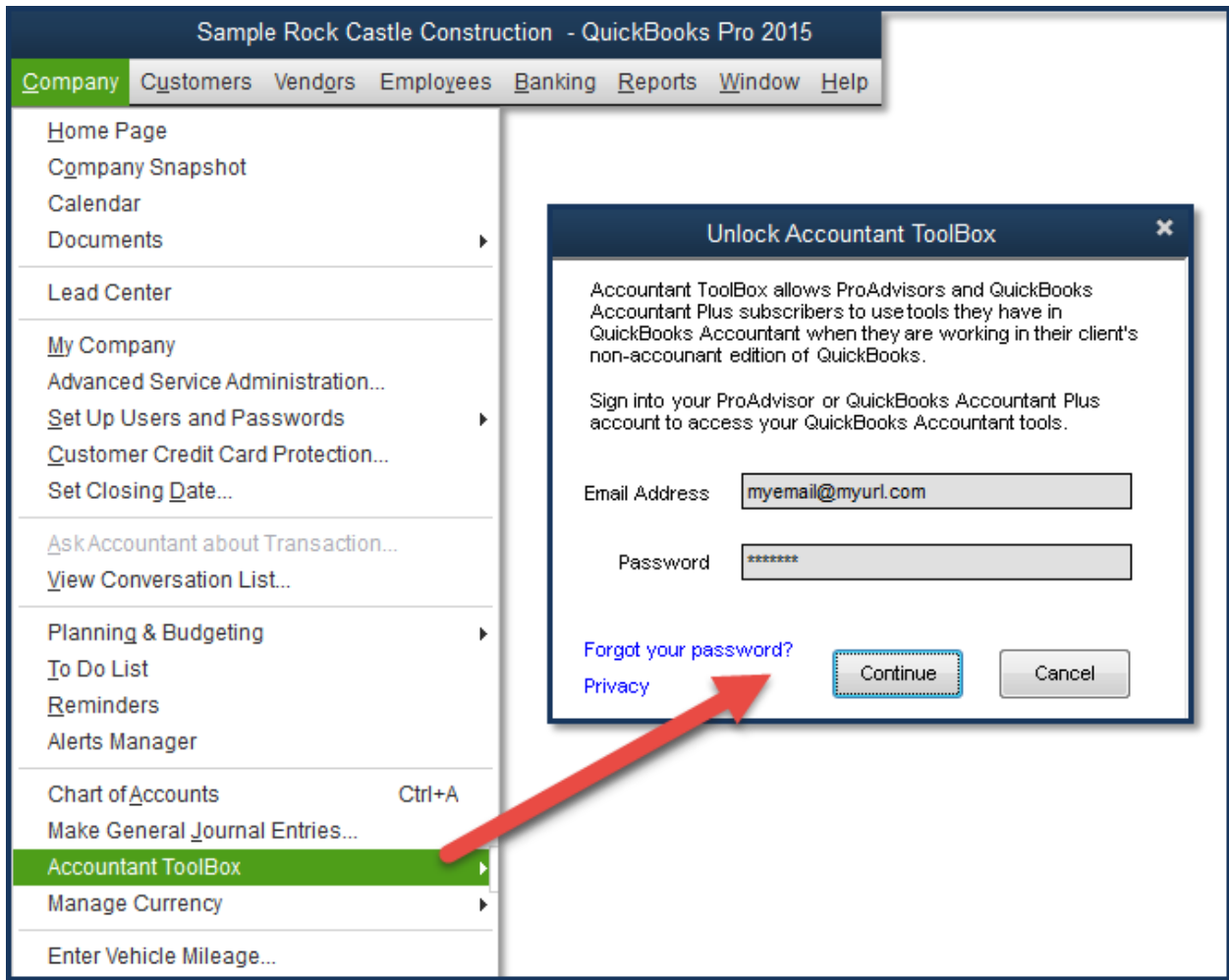
**How to access it:** In a client's QuickBooks Pro or Premier 2015 file, log into the file as the External Accountant User (a specific type of user assigned when creating a new or editing the settings for a user). After logging into the file as the External Accountant User, from the menu bar, select **Company, Accountant ToolBox, Unlock Accountant ToolBox**. You will be prompted for your email address and password associated with your QuickBooks Accountant Desktop Plus Subscription or active QuickBooks ProAdvisor Membership.

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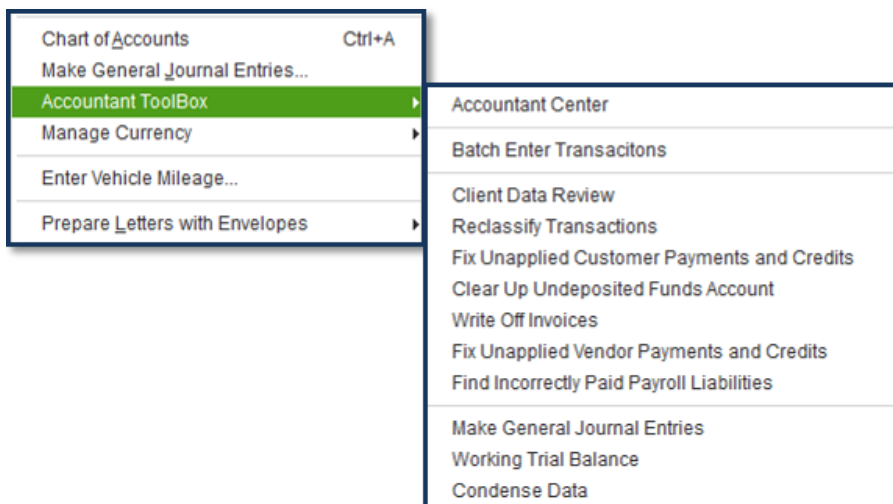
<sup>1</sup> The Accountant Toolbox feature is available to Accountants who have QuickBooks Accountant Desktop Plus or are active ProAdvisors. The Accountant must be using QuickBooks Accountant Desktop Plus 2015 and the Client must be using QuickBooks Pro or Premier 2015.



***External Accountant type users are required to login and unlock Accountant Toolbox in a client's file.***



**Access Accountant ToolBox from the Company menu in your client's 2015 file when logged in as an External Accountant.**



**Access to Accountant tools while at the client's site saves you time!**

**How does this feature help you serve your clients more efficiently?** The accounting professional who prefers to work on-site, remote, or in the client's hosted data file can now unlock the use of accountant specific tools for working more efficiently with a review of the client's data.

## NEW! COMMENTS ON REPORTS

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the **Comment** box, at the top of a displayed report. Saved reports with comments can be accessed from the menu bar, by selecting **Reports, Commented Reports** or also from the **Reports, Process Multiple Reports** menu.

**What this feature does:** Make reports easier to interpret using the new Comment fields to capture report questions or general comments. This feature provides the accounting professional with the ease of communicating and sharing insights with your client. Annotated reports can be saved, printed and emailed.

**How does this feature help you or your client work more efficiently?** Comments on Reports provides an easy method for both the client and the accounting professional to communicate about information in a report. No more lengthy emails with questions and attached reports, instead the comments are stored on the saved report that can be emailed.

The screenshot displays the 'Profit & Loss' report for 'Rock Castle Construction' for the period 'December 1 - 15, 2017'. The 'Comment on Report' button is highlighted with a red arrow. The 'Comment on Report' dialog box is open, showing the same report with a comment box at the bottom. The comment box contains the text: 'Vendor check #510 was assigned to the Gross Wages account. Please change the account to Professional Fees in your file. We will need to make sure Gross Wages match our payroll reports provided at year-end.' The comment box also has 'Save' and 'Cancel' buttons.

Rock Castle Construction		Dec 1 - 15, 17
Profit & Loss		
December 1 - 15, 2017		
Total 62400 · Interest Expense (Interest Expense)		32.58
62700 · Payroll Expenses		
62710 · Gross Wages		13,848.45
62720 · Payroll Taxes		1,059.41
62730 · FUTA Expense		100.00
62740 · SUTA Expense		110.00

**Comments can be saved with reports and later emailed between clients and accountant.**

## NEW! SEND PORTABLE COMPANY FILE

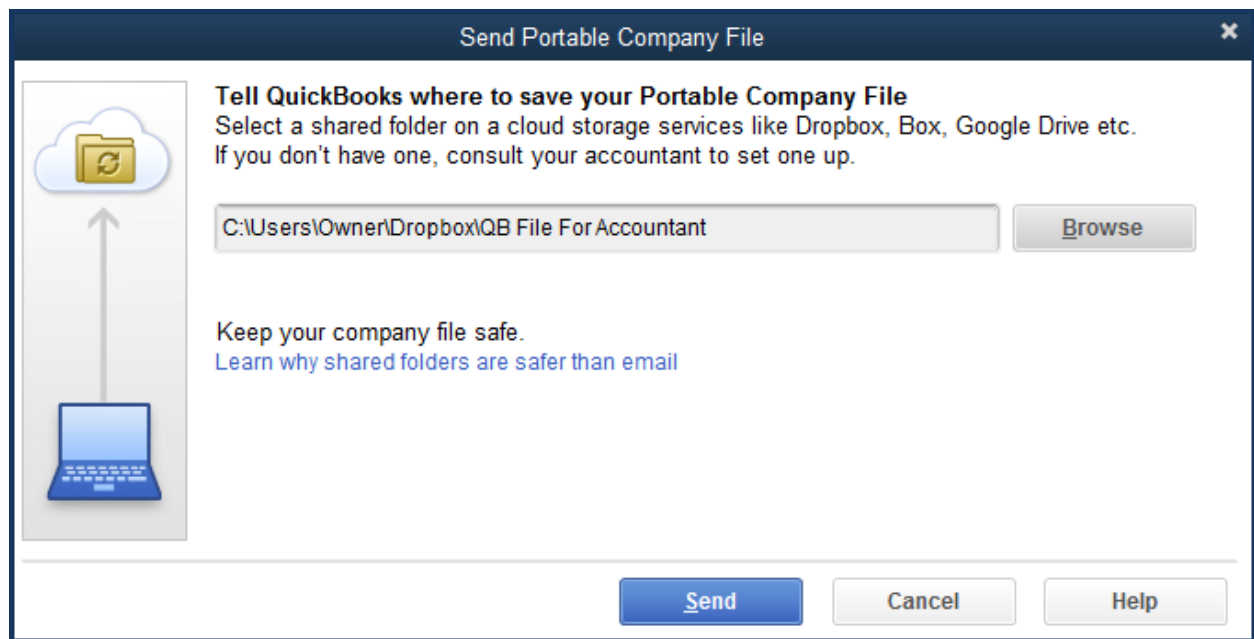
**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the menu bar, select **File, Send Company File, Portable Company File**

**What this feature does:** The Send Portable Company File<sup>2</sup> creates a seamless one-click company file exchange between the accountant and the client. With the “Set It and Forget It” workflow, your clients save the file to a shared third party storage service like Dropbox, Google Drive, etc.

With this new feature:

- QuickBooks automatically selects the right file format (Portable Company File).
- Browse to the shared folder (Google Drive, Dropbox, etc.) once and QuickBooks will remember your client's settings the next time.
- No more technical support intervention from the accountant to show the client how to save the proper file type and then attach it to an email for sending to you.



***QuickBooks will remember the last file type and location for sharing.***

**How does this feature help you serve your clients more efficiently?** Eliminates the frustration clients feel when trying to save a copy and attach it to an email for forwarding to the accountant for review.

<sup>2</sup> Requires use of a third party shared folder that utilizes an internet service.

## WHAT'S NEW AND IMPROVED FOR YOUR CLIENTS

This section details those new and improved features that make working with QuickBooks 2015 the right choice for your clients. New features help you and your client work more efficiently and offer more customization of the data. The release of Intuit QuickBooks Desktop 2015 adds value with features that help you and your client:

- Be More Efficient – Make QuickBooks Work for You and Your Clients
- Gain Better Insights – Visualization of Data to Enable Relevant Actions
- Stay Connected – Improve Communication and Sharing Between Accountants and Clients

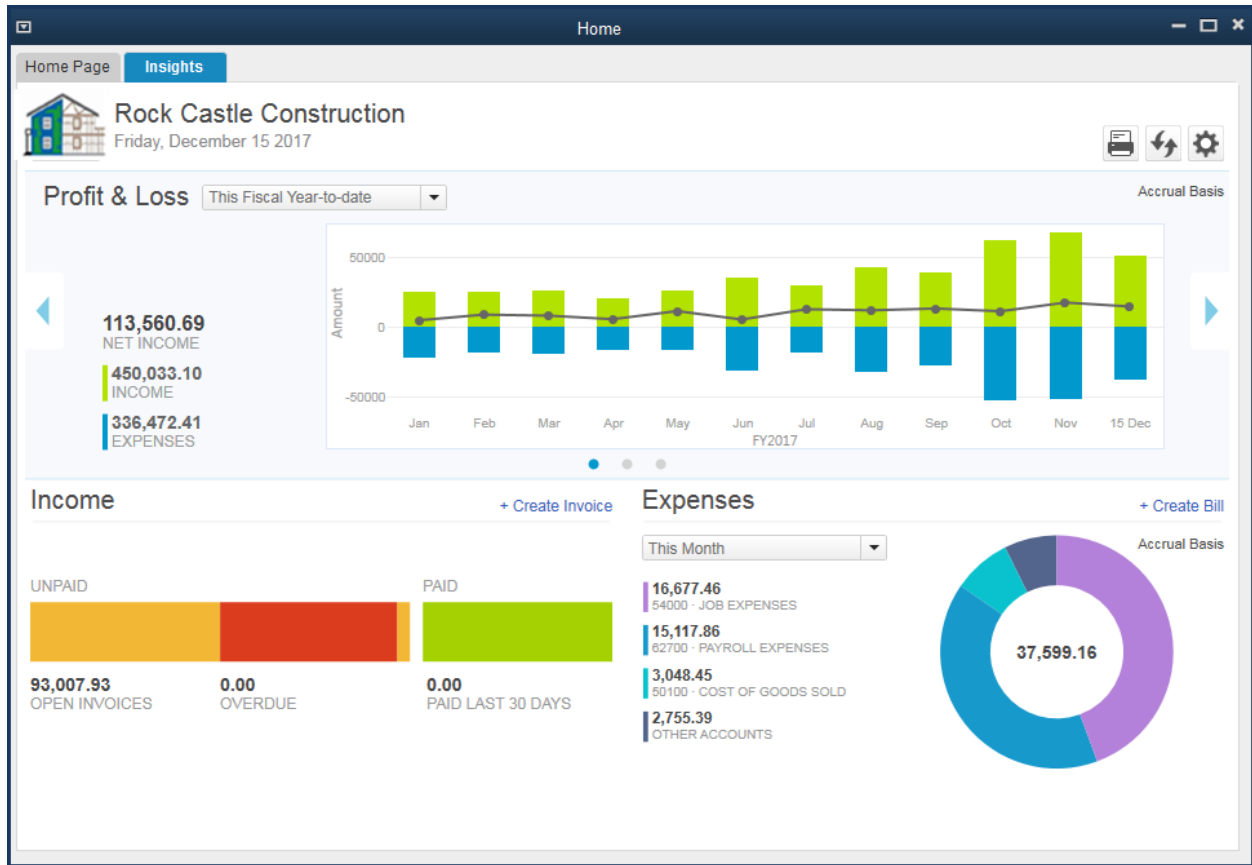
### **NEW! INSIGHTS DASHBOARD**

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** Insights tab, next to the Homepage tab.

**What this feature does:** The new Insights tab on the Home page provides a snapshot view of the company's performance. Instantly see your profit and loss, income and expenses, and top customers. Customize what information to display, add a logo or print the selected information.

**How does this feature help you or your client work more efficiently?** Get a comprehensive and easy to understand overview of your business right on the Home page. For accounting professionals, the Insights tab makes it easy to offer current and relevant suggestions for your client about the health of their business.



*Insights Tab, a customizable snapshot of the health of the business.*

## NEW! TIME AND EXPENSES ON INCOME TRACKER

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the menu bar, select **Company, Income Tracker**.

**What this feature does:** Easily view unbilled hours in the new Time and Expenses category on the colored bar of your Income Tracker.

**How does this feature help you or your client work more efficiently?** For those accounting professionals and their clients that invoice customers for time on projects, the new Time and Expenses display in the Income Tracker helps to take the guesswork out of project time that is remaining to be billed.

CUSTOMER	TYPE	TIME	EXPENSES	MILEAGE	ITEMS	AMOUNT	OPEN BALANCE	STATUS	ACTION
Abercrombi...	Time & Exp...	82.50	16.39	135.44	0.00	234.33	234.33	Open	
Abercrombi...	Time & Exp...	1,910.00	0.00	0.00	0.00	1,910.00	1,910.00	Open	Select Create Invoice Choose Billables
Barley, Ren...	Time & Exp...	0.00	0.00	81.78	0.00	81.78	81.78	Open	
Cook, Bri...	Time & Exp...	1,060.00	0.00	85.42	0.00	1,145.42	1,145.42	Open	
Cook, Bri...	Time & Exp...	3,030.00	0.00	0.00	0.00	3,030.00	3,030.00	Open	
Ecker Desi...	Time & Exp...	1,440.00	0.00	0.00	0.00	1,440.00	1,440.00	Open	
Freeman,...	Time & Exp...	0.00	0.00	62.80	0.00	62.80	62.80	Open	
Jacobsen,...	Time & Exp...	440.00	0.00	0.00	0.00	440.00	440.00	Open	
Jacobsen,...	Time & Exp...	1,470.00	0.00	0.00	0.00	1,470.00	1,470.00	Open	
Jimenez, C...	Time & Exp...	0.00	0.00	10.23	0.00	10.23	10.23	Open	
Melton, Jo...	Time & Exp...	1,127.50	0.00	0.00	0.00	1,127.50	1,127.50	Open	
Natiello, Er...	Time & Exp...	2,437.50	0.00	0.00	0.00	2,437.50	2,437.50	Open	
Overhead	Time & Exp...	0.00	0.00	0.00	0.00	0.00	0.00	Open	
Prentice, A...	Time & Exp...	0.00	0.00	40.16	0.00	40.16	40.16	Open	
<b>TOTAL</b>							<b>31,599.72</b>		

*Easily identify which customers have billable time that has not yet been invoiced.*

## NEW AND IMPROVED! REPORTING FEATURES

Gain productivity and make better-informed decisions with improved reporting. Reports are easier to read with a clean, refreshed design. Easily add comments in reports to give context to data and share insights. Now you can include multiple reports in an email for more efficient communication.

### IMPROVED! Report Redesign

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the menu bar, **Reports** and select any report.

**What this feature does:** Reports in QuickBooks 2015 have a new, refreshed look. The new modern design includes horizontal lines, background shading, minimum width and vertical grid lines. These improvements make it so much easier to scan a large report, especially when viewed on a computer monitor.

**How does this feature help you or your client work more efficiently?** Refreshed look and feel of reports makes them easier to read and understand with the improved row alignment, indentation and shading.



**Rock Castle Construction**  
**Profit & Loss**  
December 1 - 15, 2017

Ordinary Income/Expense

- Income
  - 40100 - Construction Income (Construction Income)
    - 40110 - Design Income
    - 40130 - Labor Income
    - 40140 - Materials Income
    - 40150 - Subcontracted Labor Income
  - Total 40100 - Construction Income (Construction Income)
  - 40500 - Reimbursement Income
    - 40520 - Permit Reimbursement Income
  - Total 40500 - Reimbursement Income
  - Total Income
  - Cost of Goods Sold
    - 50100 - Cost of Goods Sold (QuickBooks Automatically Increases the bal
  - Job Expenses
    - 54000 - Job Expenses
      - 54200 - Equipment Rental (Equipment Rental)
      - 54300 - Job Materials (Job Materials)
      - 54400 - Permits and Licenses (Licenses)
      - 54500 - Subcontractors (Subcontractors Expense)
      - 54520 - Freight & Delivery (Freight and Delivery)
  - Total 54000 - Job Expenses
  - Total COGS
  - Gross Profit

6:33 PM  
12/15/17  
Accrual Basis

**Rock Castle Construction**  
**Sales by Customer Detail**  
December 1 - 15, 2017

Type	Date	Num	Memo	Name	Item	Qty	
<b>Abercrombie, Kristy</b>							
<b>Remodel Bathroom</b>							
Credit Memo	12/01/2017	4002	Whirlpool tub...	Abercrombie, Kris...	Plumb F...	-1	
Invoice	12/10/2017	1091	Framing labor	Abercrombie, Kris...	Framing...	16	
Invoice	12/10/2017	1091	Installation la...	Abercrombie, Kris...	Installati...	12	
Invoice	12/10/2017	1091	Removal labor	Abercrombie, Kris...	Remova...	16	
Invoice	12/10/2017	1091	Install tile or ...	Abercrombie, Kris...	Subs:Til...	1	
Invoice	12/10/2017	1091	Electrical wo...	Abercrombie, Kris...	Subs:Ele...	1	
Invoice	12/10/2017	1091	Painting	Abercrombie, Kris...	Subs:Pa...	1	
Invoice	12/10/2017	1091	Plumbing	Abercrombie, Kris...	Subs:Plu...	1	
Invoice	12/10/2017	1091	Whirlpool bath	Abercrombie, Kris...	Plumb F...	0	
Invoice	12/10/2017	1091	Toilet	Abercrombie, Kris...	Plumb F...	0	
Invoice	12/10/2017	1091	Sink	Abercrombie, Kris...	Plumb F...	0	
Invoice	12/10/2017	1091	Glass door f...	Abercrombie, Kris...	Plumb F...	0	
Invoice	12/10/2017	1091	Equipment R...	Abercrombie, Kris...	Equip Re...	1	
Total Remodel Bathroom						48	
Total Abercrombie, Kristy							48
<b>Campbell, Heather</b>							
<b>Remodel</b>							
Invoice	12/10/2017	1092	Floor plans	Campbell, Heather...	Floor Pla...	20	
Invoice	12/10/2017	1092	Installation la...	Campbell, Heather...	Installati...	150	

*Report row shading and grouping makes it easier to view a large report on the monitor.*

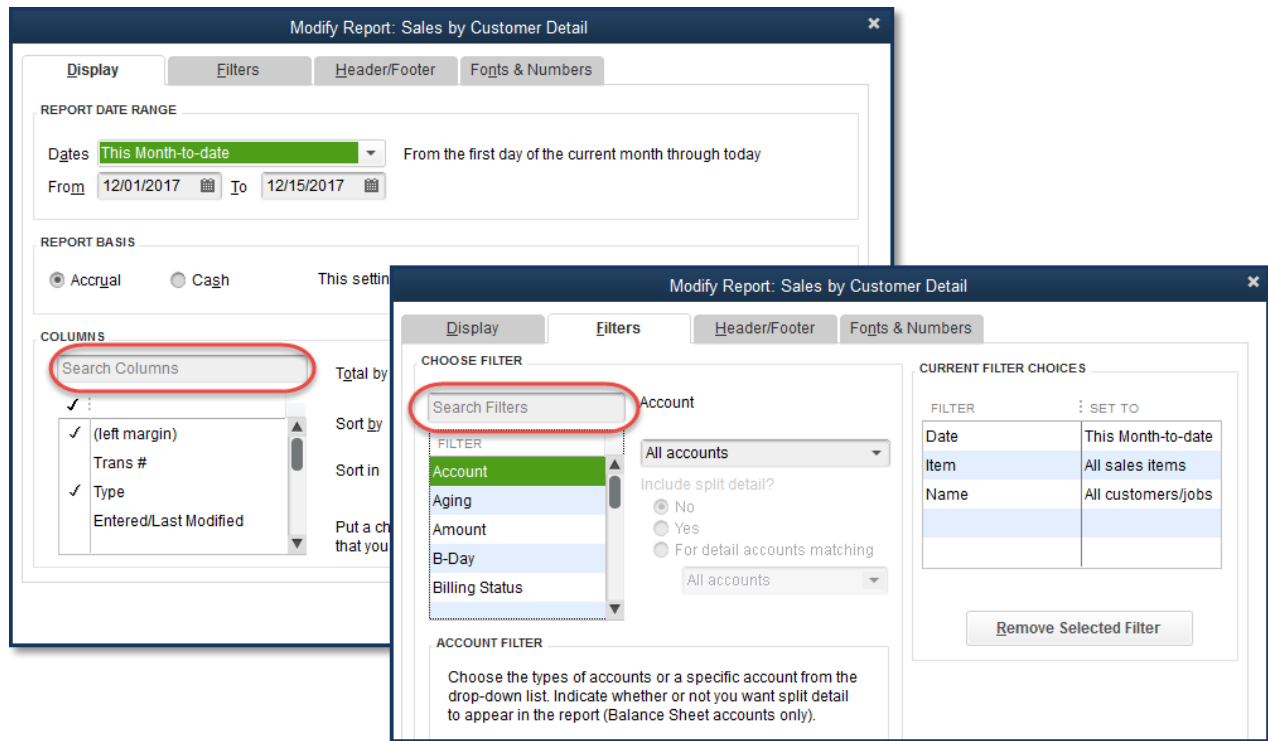
**NEW! Field Search Boxes on Report Customization**

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** Click the Modify button at the top of a displayed report.

**What this feature does:** Modifying reports in QuickBooks 2015 is made easier with the addition of the Search boxes and listing the data fields alphabetically.

**How does this feature help you or your client work more efficiently?** User can modify reports more efficiently by being able to search on fields to include or filter on. Additionally, the fields are now listed in alphabetical order, for those that want to scroll through the list for a field or filter. This enhancement has been on many accountants' and clients' wish lists for years!



*Search for fields and data fields are now listed in alphabetical order.*

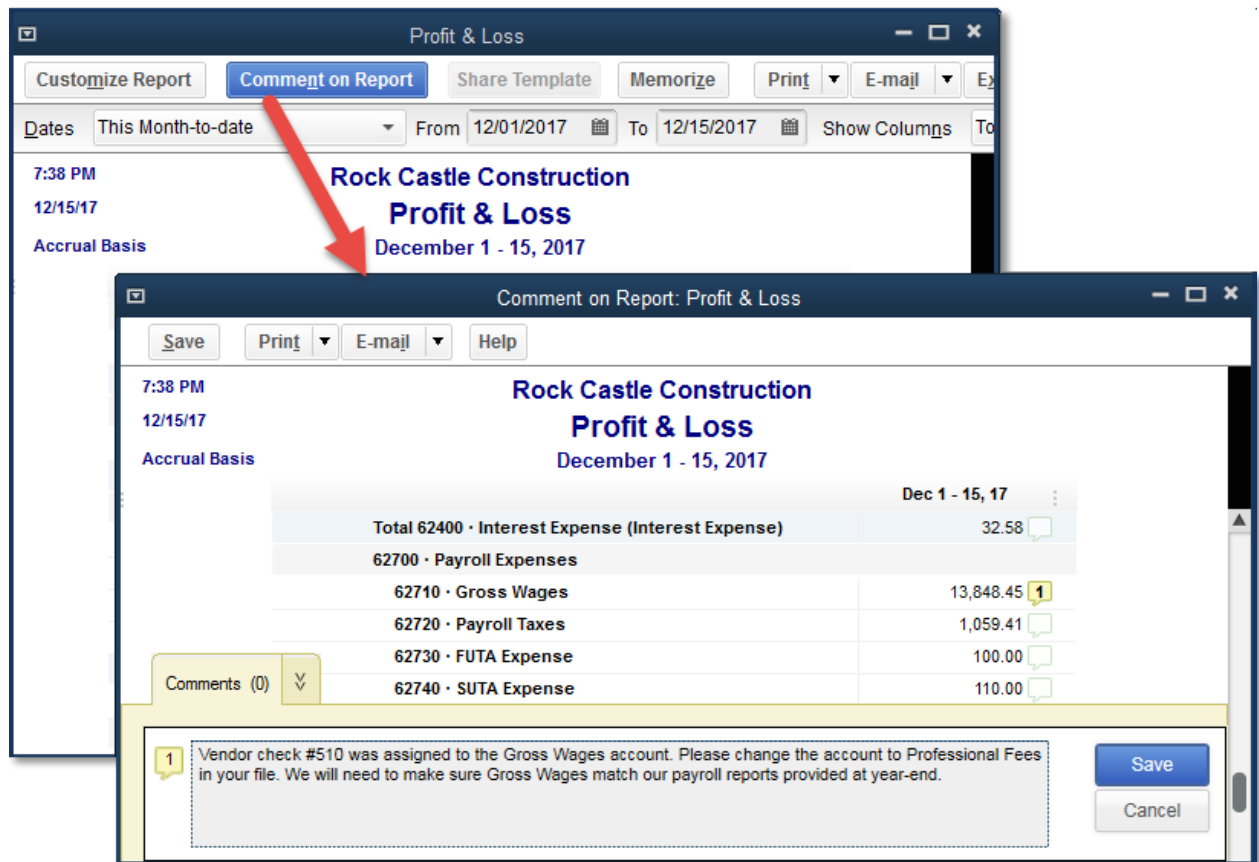
## New! Comments on Reports

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the **Comment** box, at the top of a displayed report. Saved reports with comments can be accessed from the menu bar by selecting **Reports, Commented Reports** or also from the **Reports, Process Multiple Reports** menu.

**What this feature does:** Make reports easier to interpret using the new Comment fields to capture report content, providing the accounting professional with the ease of communicating and sharing insights with your client. Saved reports with Comments can be printed and emailed.

**How does this feature help you or your client work more efficiently?** Comments on Reports provides an easy method for both the client and the accounting professional to communicate about information in a report. No more lengthy emails with questions and attached reports, instead the comments are stored on the saved report that can be emailed.



*Comments can be saved with reports and later emailed to clients.*

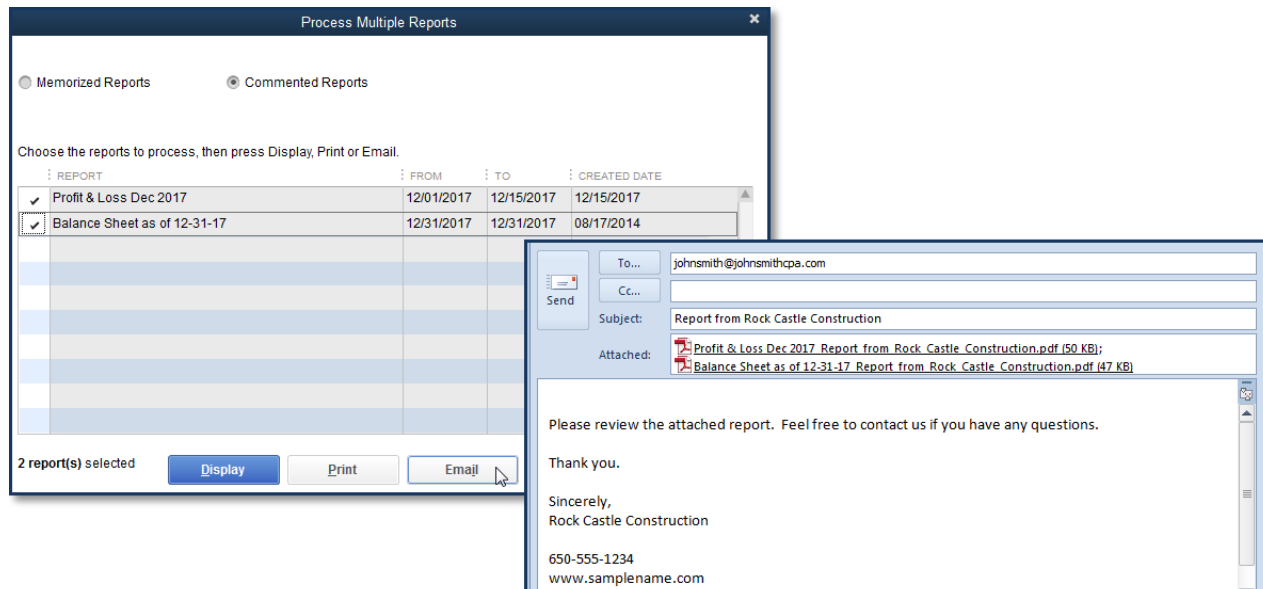
## New! Send Multiple Reports in a Single Email

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** Create a Report Group (from the menu bar, select **Reports, Memorized Reports, Memorized Report List**). Next, process a report group (from the menu bar, select **Reports, Process Multiple Reports**) and select the **Email** option.

**What this feature does:** Do you or your clients need to send multiple reports in an email? The reports included in a Process Multiple Reports are added as multiple attachments to a single email.

**How does this feature help you or your client work more efficiently?** In previous versions of QuickBooks, users had to save each report individually and then attach them one at a time to a single email. This improved time saving feature also works for saved Commented Reports.



*Email multiple reports, including saved reports with comments in a single email.*

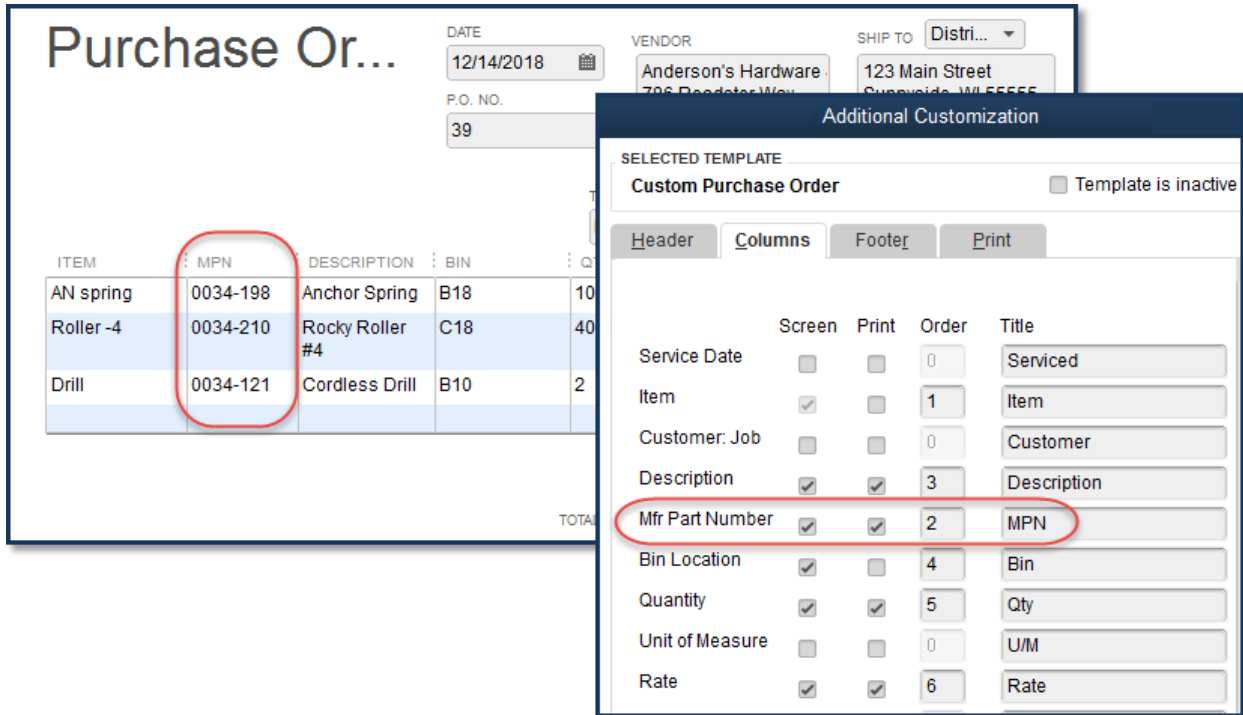
## **NEW! ADD MANUFACTURER'S PART NUMBER ON SALES TRANSACTIONS**

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** The Mfr Part Number selection is found on the Columns tab of the Additional Customization settings in the Layout Designer. From the menu bar, select **Lists, Templates**. From the list of templates displayed, select the template and from the **Templates** drop-down list, select **Edit Template**. Click the **Additional Customization** button, and select the **Columns Tab**.

**What this feature does:** Modify templates to include the Manufacturer Part Number field from an item record to selected transactions.

**How does this feature help you or your client work more efficiently?** Many industries will want to include the Manufacture's part number on documents, particularly on a purchase order. All templates now include Mfr Part Number as field that can be added.



*Manufacturer Part Number from the item record can be added to templates.*

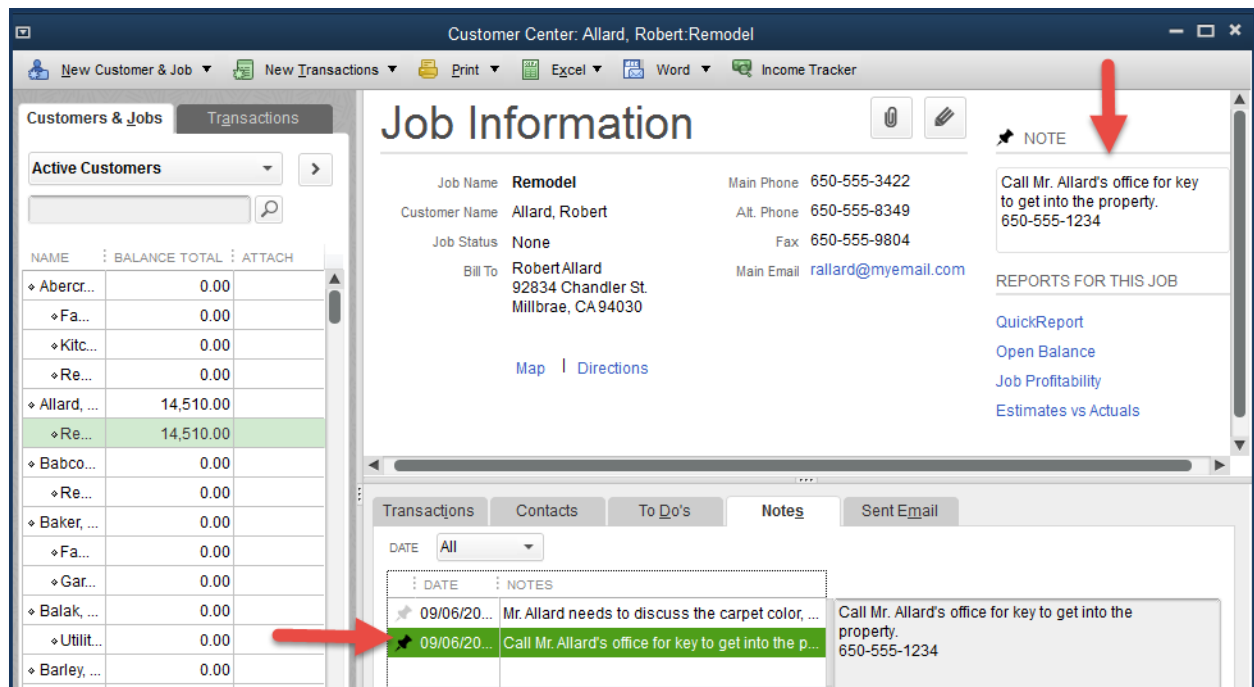
### IMPROVED! NOTES REDESIGN

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the **Customer Center**, **Vendor Center** or **Employee Center**, select the **Notes Tab**, on the bottom left, select **Manage Notes**, **Add Note**.

**What this feature does:** Permits the user to choose a single Note to be “pinned” prominently to the top right of the Customer, Job, Vendor or Employee Information window.

**How does this feature help you or your client work more efficiently?** For companies that keep many detailed notes in the lists: Customers, Vendors, Employees, it was difficult to single out important notes. Now, a specific note can be “pinned” to display in the header information of the Customer, Job, Vendor, or Employee record.



Select to “pin” a prominent note to the top right of a Customer, Job, Vendor or Employee record.

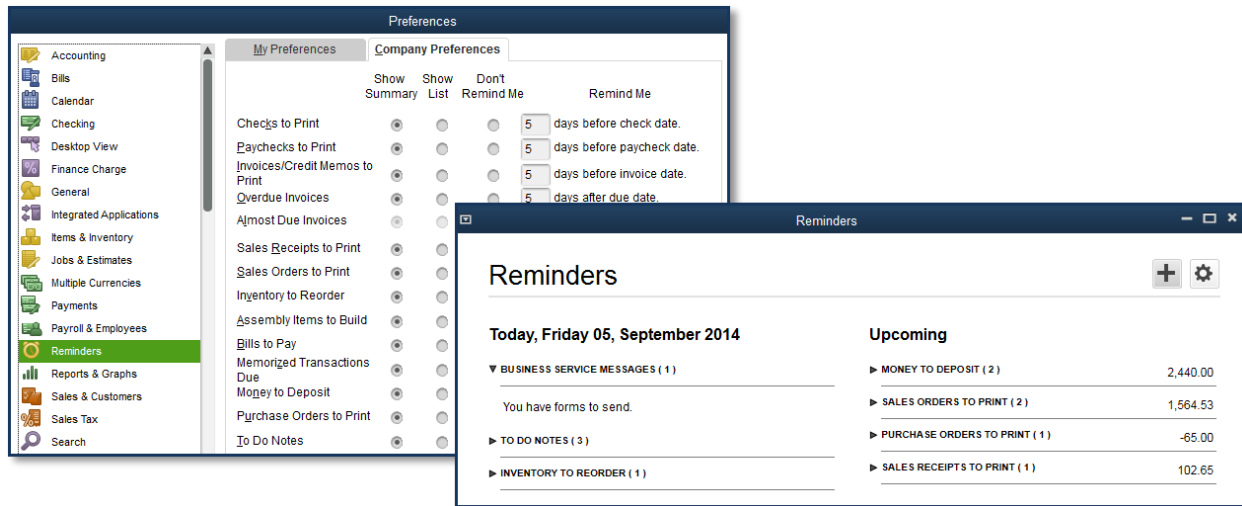
## IMPROVED! REMINDERS WINDOW REDESIGN

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the Icon notification on the right of the icon bar, from the menu bar, select **Company, Reminders**. From the Reminders window, click the settings to define what information is displayed.

**What this feature does:** Organizes items as selected in the Reminders Preference in an easy to view list. Conveniently grouping today’s tasks and reminders separate from upcoming reminders.

**How does this feature help you or your client work more efficiently?** Users can now find all reminders and notification in a single window including to do items, overdue items and system notifications.



***Redesigned Reminders window helps to keep tasks organized and scheduled.***

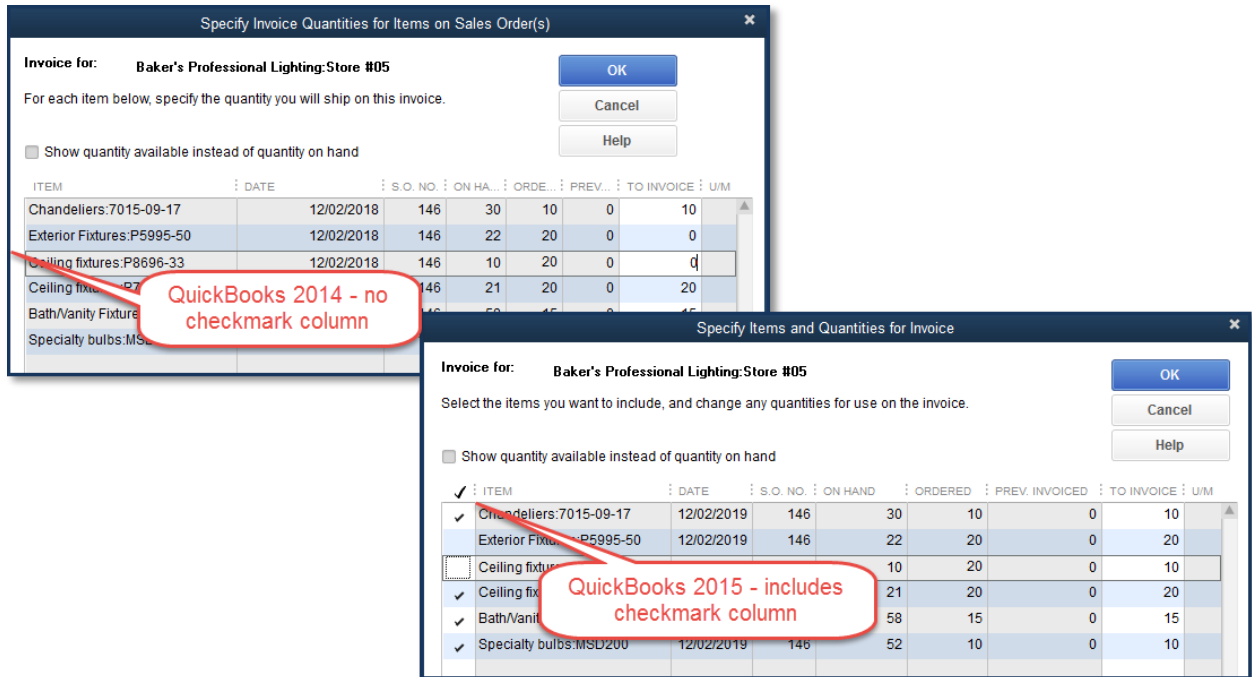
## **IMPROVED! SELECT SALES ORDER LINES TO INVOICE**

**Included with:** QuickBooks Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the menu bar, select **Customers, Create Sales Orders**.

**What this feature does:** A new checkbox to the left of items permits users to select which items will be transferred to the invoice.

**How does this feature help you or your client work more efficiently?** Previous versions of QuickBooks required the user to put in a Qty. of -0- for lines that were not to be included in the invoice dollar total. The net -0- lines transferred to the invoice and had to be manually removed if desired.



Select specific Sales Order rows to transfer to the Customer Invoice.

## IMPROVED! FLAG ON BILLABLE TIME AND COSTS

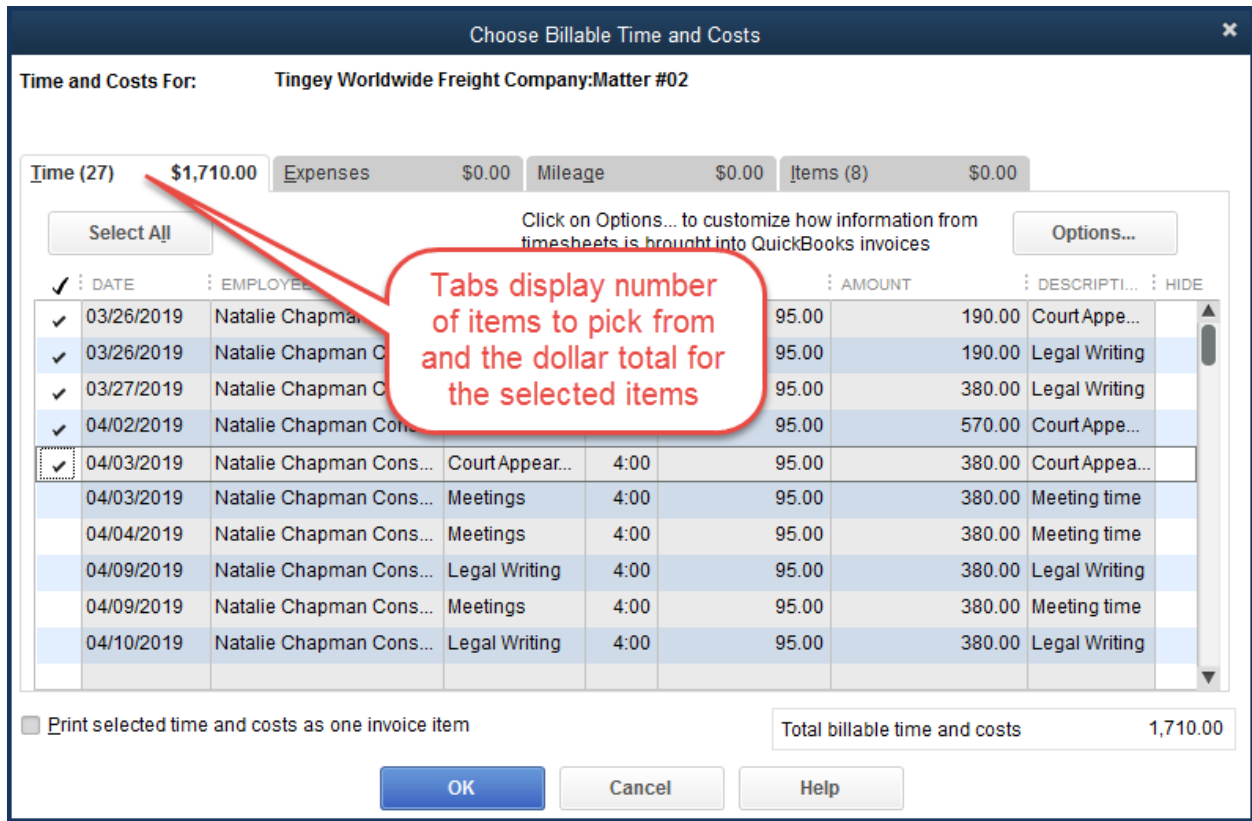
**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** To create a Time and Expenses customer invoice, from the menu bar select **Customers, Create Invoice**. If there have been billable costs recorded, you will have the option to select from those costs to transfer to the customer's invoice.

**What this feature does:** Clearly details for the user the number of available items that can be transferred as well as the total dollar amount of the items that are selected to be transferred to a customer invoice.

**How does this feature help you or your client work more efficiently?** This improvement takes the guesswork out of billing for Time and Expenses by providing the user with flags to show that there are costs to be billed.





*When creating an invoice for Time and Expense, useful information is displayed.*

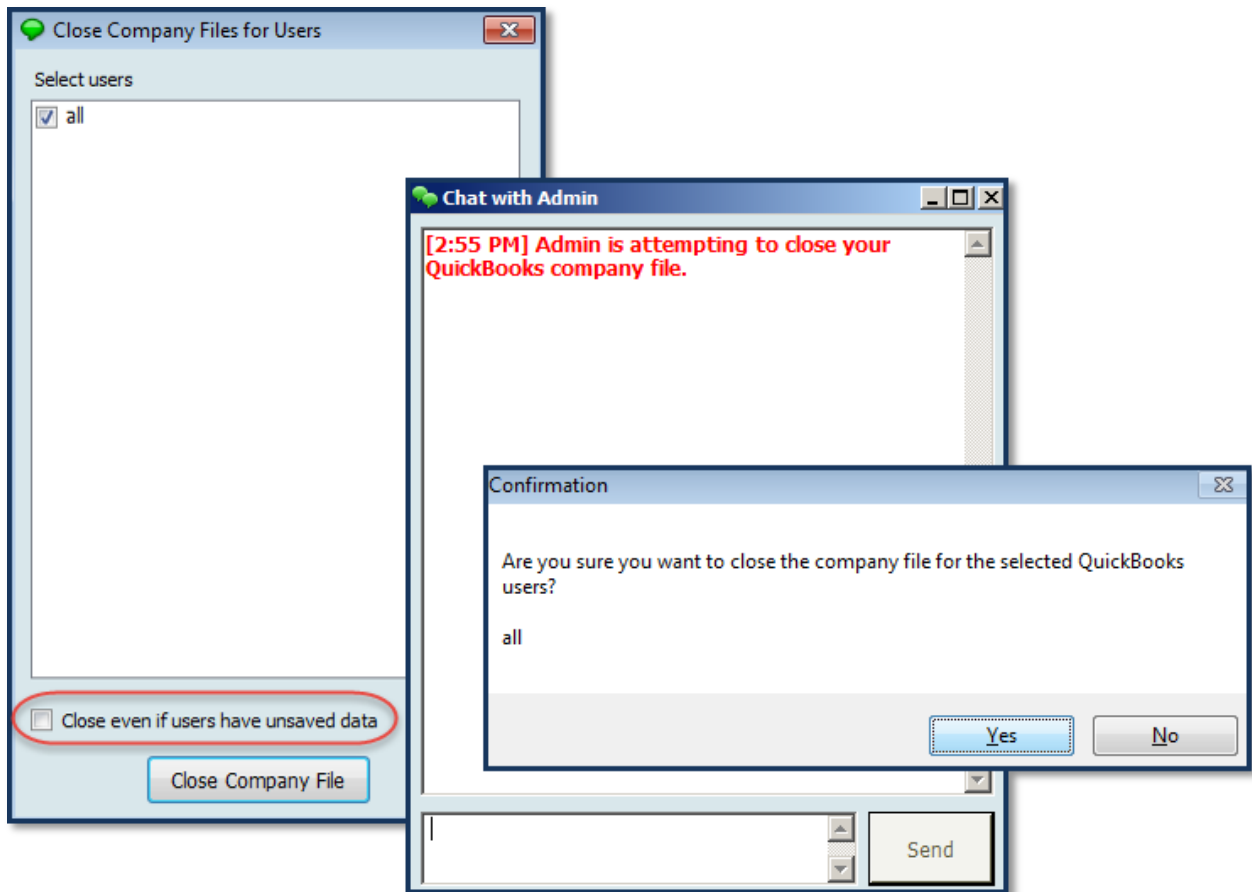
## NEW! TERMINATE QUICKBOOKS ON A WORKSTATION

**Included with:** QuickBooks Pro, Premier, Accountant Desktop 2015 and QuickBooks Enterprise 15.0.

**How to access it:** From the QuickBooks Messenger feature.

**What this feature does:** Permits the Admin user to end a QuickBooks session on a remote computer, even if there is unsaved data on that workstation.

**How does this feature help you or your client work more efficiently?** Many times, employees with Admin rights to the data file are staying after hours to perform certain QuickBooks tasks that require single user mode. In prior versions, if a remote computer had QuickBooks open with a transaction being added or edited and not yet saved, the Admin user could not end that session of QuickBooks.



***To facilitate single user actions, the Admin user can end all QuickBooks sessions even if there is data that has not been saved.***

## WHAT'S NEW AND IMPROVED EXCLUSIVELY FOR ENTERPRISE

QuickBooks Enterprise users specialize in their industry and need a solution that helps them with this complexity. Industry and role-specific product features are important for the QuickBooks Enterprise user. QuickBooks Enterprise 15.0 offers controls and flexibility for companies wanting to more securely manage their data.

- Exercise More Control over Data with New and Improved Features
- Customize Transactions in More Ways
- Work More Efficiently

### NEW! MORE DATA CONTROLS

Save time and energy with new features focused on solving your biggest frustrations. You now have more options to disallow negative inventory quantities, help control mistakes with data entry and prevent selling to customers with overdue payments.

#### New! Preference to Disallow Negative Inventory

**Included with:** QuickBooks Enterprise 15.0, all versions.

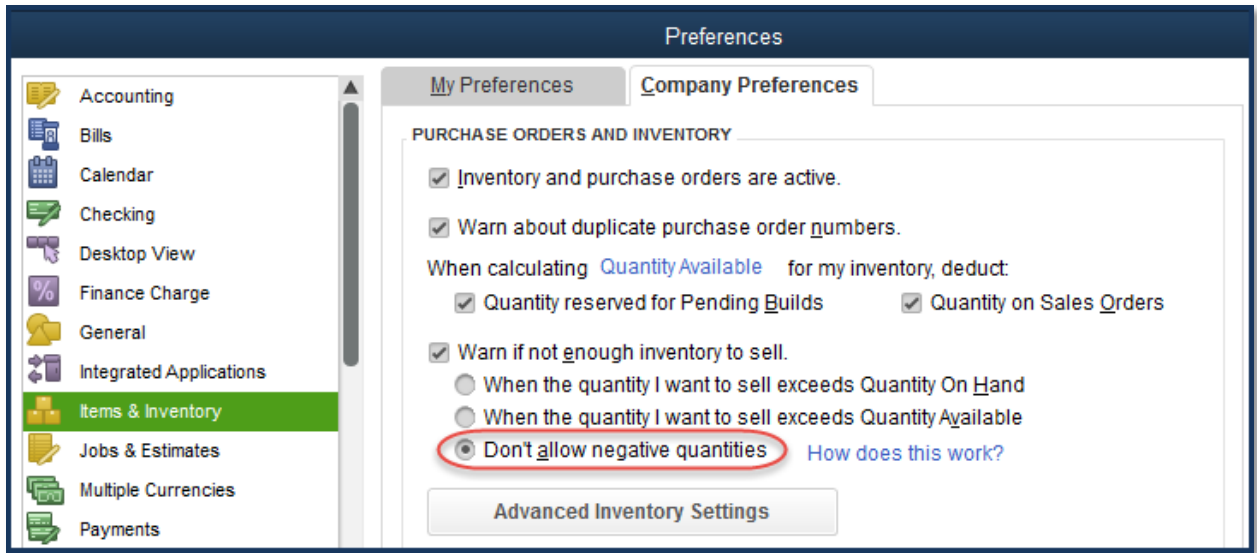
**How to access it:** Log into the file as the Admin user, and from the menu bar, select **Edit, Preferences, Items & Inventory** and on the **Company Preferences** tab, place a checkmark in the Don't allow negative quantities checkbox.

**What this feature does:** Permits the administrator for the file to set a preference that prevents users from processing a sales document (customer invoice, sales receipt) that would result in a negative (over sold) quantity for that item.

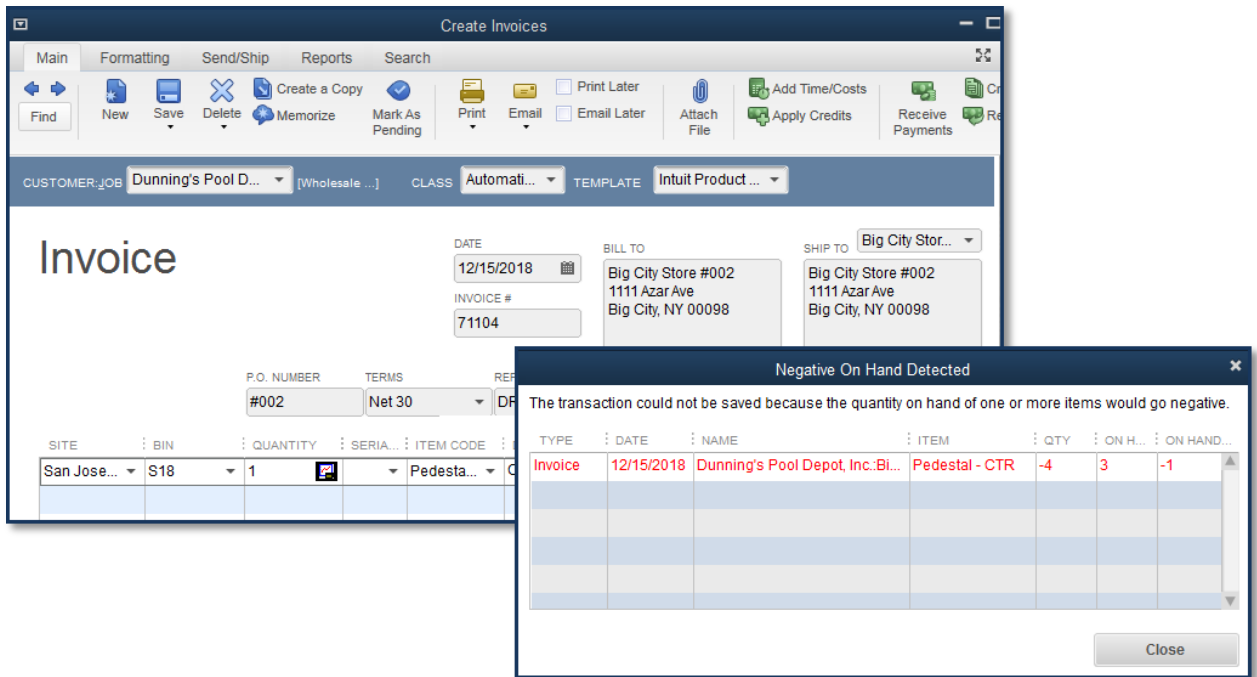
**How does this feature help you or your client work more efficiently?** Previous versions of QuickBooks Enterprise would permit users to record sales of more stock than was on-hand. The result would be misstated financials during the period that an item was negative. Now, companies can decide to enable this new preference to not allow inventory items to go negative (only after the preference is set and does not affect items that are already negative).

The preference to disallow negative inventory does not affect (change) current items with a negative inventory value. It will only prevent products from going more negative or negative at all.

---



*Preference to prevent users from selling more inventory than is on hand.*



*After selecting this preference, any transaction that will result in negative inventory cannot be saved.*

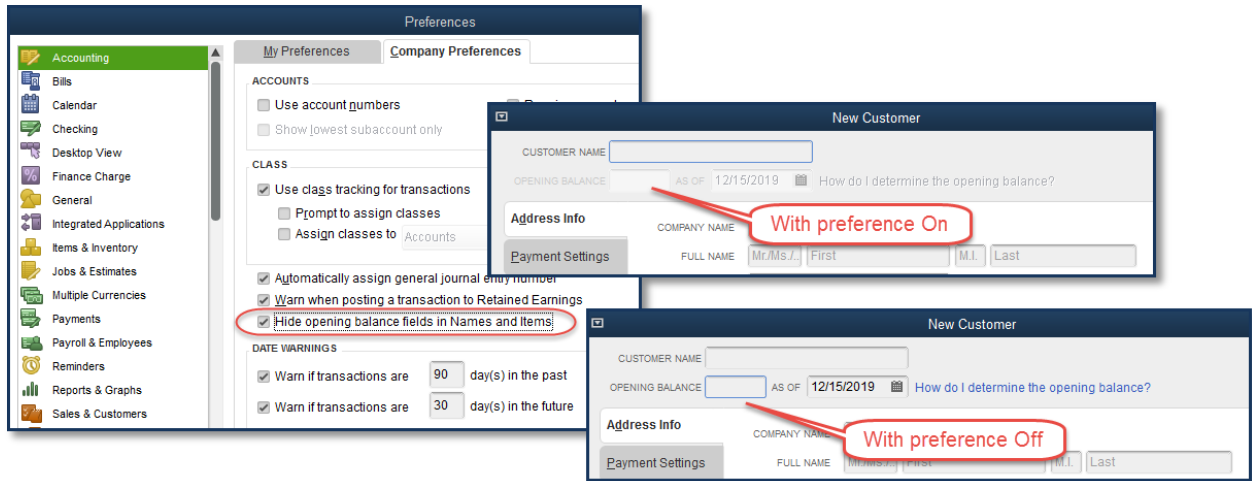
### New! Preference to Hide Opening Balance Field

Included with: QuickBooks Enterprise 15.0, all versions.

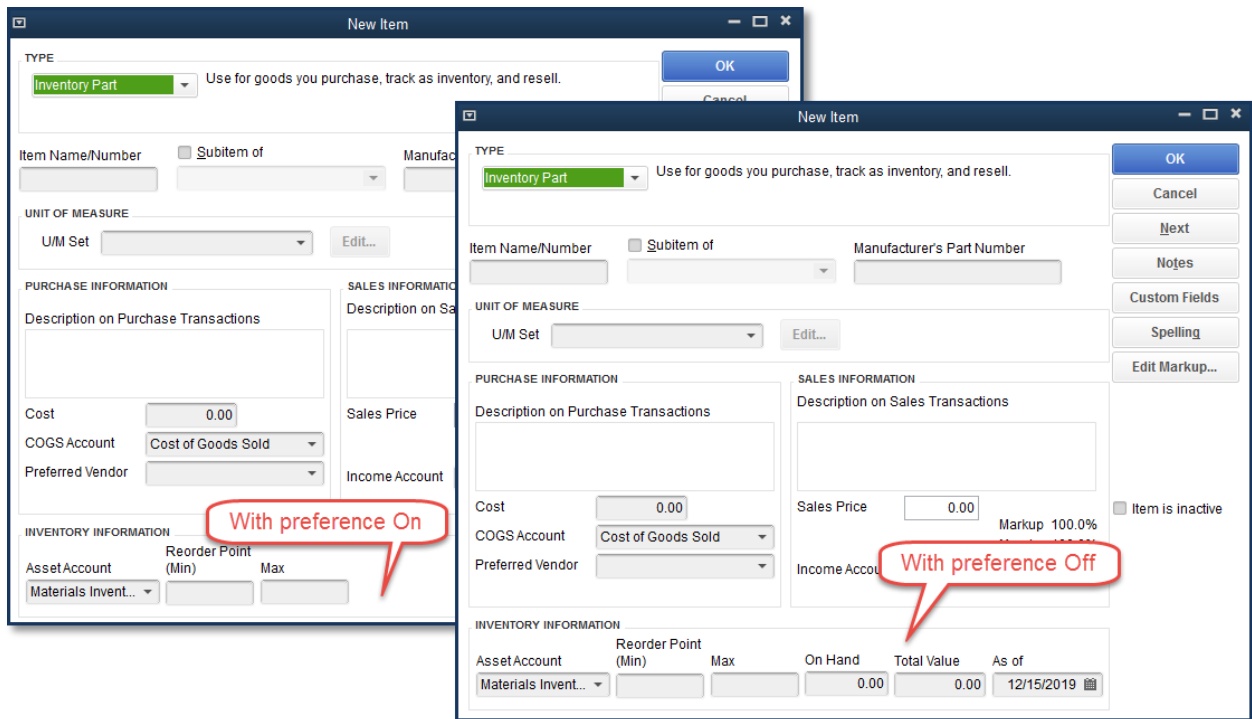
**How to access it:** Log into the file as the Admin user, from the menu bar, select **Edit, Preferences, Accounting** and on the **Company Preferences** tab, place a checkmark in the **Hide opening balance fields in Names and Items**.

**What this feature does:** The Admin user can set a preference to hide the Opening Balance field from displaying on new list records.

**How does this feature help you or your client work more efficiently?** The Opening Balance field created confusion for users who added a new item (product) and also entered an Opening Balance quantity, and value amount for the item. Later the user would create a vendor bill purchasing the same item for inventory stock, resulting in overstating the actual inventory on hand. Hide Open Balance field affects the Customer, Job, Vendor and Item lists.



**In Enterprise you can choose to Hide the opening balance fields on Customers, Jobs, Vendors and Items.**



**The preference to Hide Opening Balance field is particularly useful when new inventory items are created.**

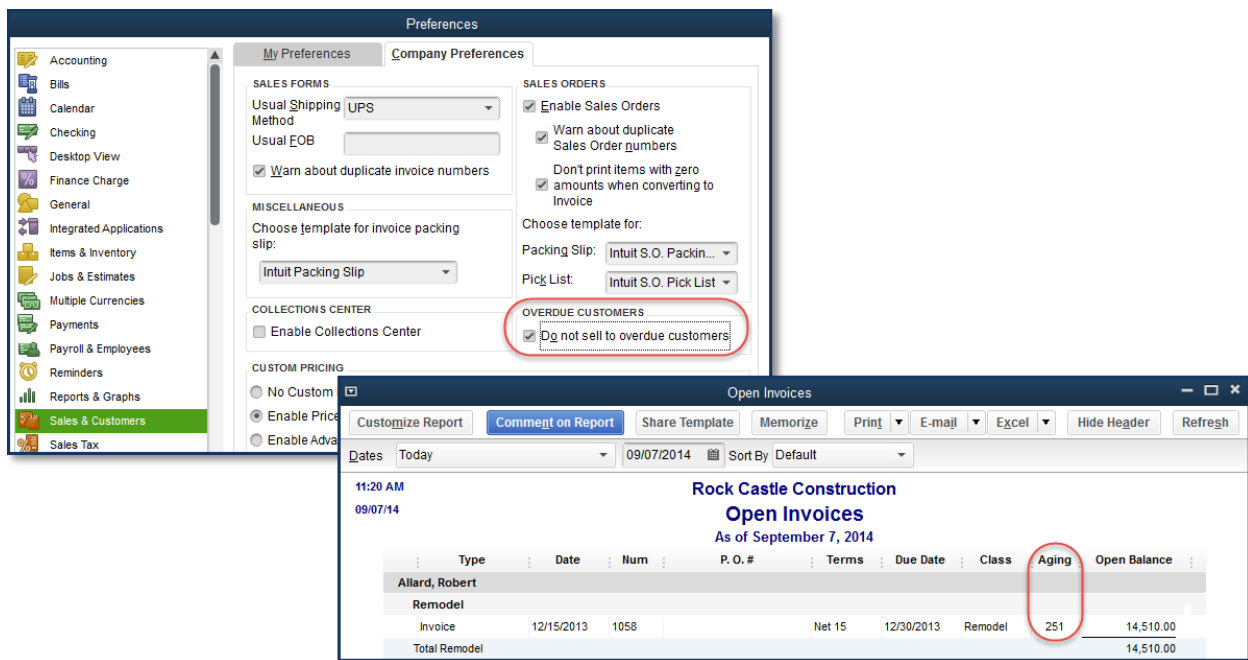
## New! Preference to Disallow Sales to Customers with Overdue Payments

Included with: QuickBooks Enterprise 15.0, all versions.

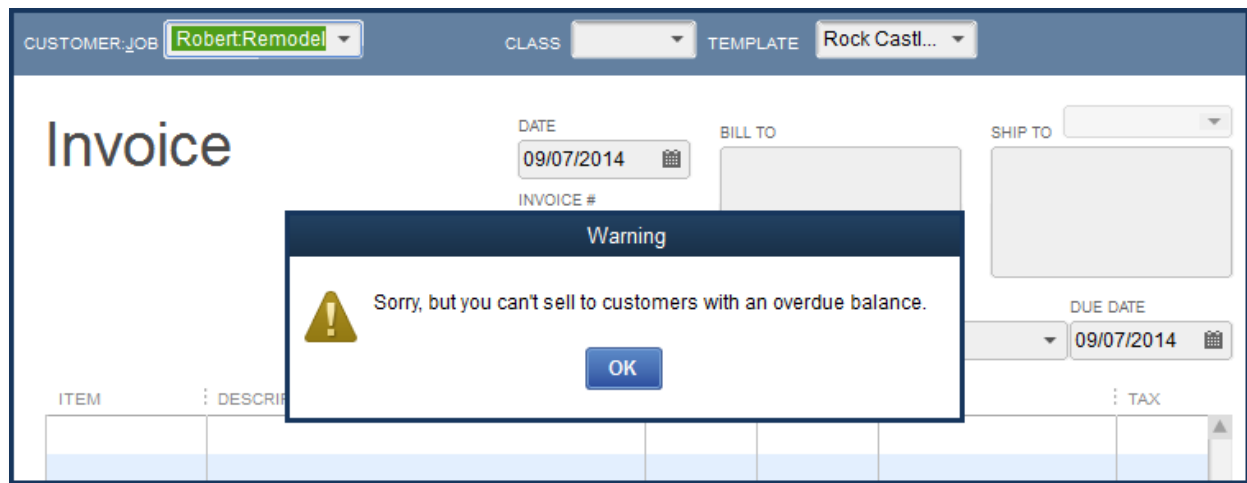
**How to access it:** Log into the file as the Admin user, from the menu bar, select **Edit, Preferences, Sales & Customers** and on the **Company Preferences** tab place a checkmark in the Overdue Customer panel next to Do not sell to overdue customers.

**What this feature does:** Provides a level of control for preventing QuickBooks users from completing a sales transaction (customer invoice, sales receipt) when the customer has an overdue balance.

**How does this feature help you or your client work more efficiently?** By helping management set controls that will prevent users from making sales to past due customers. Previous versions would give the user a warning about an overdue balance, but would not prevent the transaction from being saved.



**Enterprise preference to prevent users from saving new customer invoices and sales receipts for overdue customers.**



***With the preference selected, QuickBooks Enterprise will not allow a new sales transaction to be created.***

The limitation for creating or editing sales forms includes the “non-posting” Sales Order transaction type. Estimates are still allowed to be edited or created.

## **NEW! CUSTOMIZE TRANSACTIONS IN MORE WAYS**

Customize transactions in more ways than before in order to tailor your QuickBooks Enterprise experience to fit your needs. You now have the capability to total columns on sales and purchases, print footer fields only on the last page, and add on-screen cost columns to any sales transaction.

### **New! Total Columns on Forms**

**Included with:** QuickBooks Enterprise 15.0, all versions.

**How to access it:** When creating a new Subtotal Item type, from the menu bar, select **Lists, Item List**, and in the bottom left Item dropdown, select **New**. Select the **Subtotal** item type.

**What this feature does:** Toggles the use of a Subtotal item type to display a total row value for Amount, Quantity, Price or Cost (or all four) on sales and purchase transactions.

**How does this feature help you or your client work more efficiently?** For industries that need to see totals on purchase or sales forms, particularly those industries managing heavy inventory needs.

**TYPE**  
Subtotal Use to total all items above it on a form, up to the last subtotal. Useful for applying a percentage discount or surcharge to many items.

**Item Name/Number**  
Total Quantity

**Description**

**Columns to total** [Learn more](#)

- NAME
- Amount
- Quantity
- Price
- Cost

Item is inactive

Buttons: OK, Cancel, Next, Notes, Spelling

**Create multiple Subtotal type items in QuickBooks Enterprise for use with transactions.**

# Invoice

DATE: 12/10/2013  
INVOICE #: 1092

BILL TO: Heather Campbell, 98342 Sharondale Rd, Millbrae, CA 94030

SHIP TO: Ship To 1, Heather Campbell, 98342 Sharondale Rd, Millbrae, CA 94030

TERMS: Net 15, DUE DATE: 12/25/2013

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT	TAX
Floor Plans	Floor plans	20	150.00	3,000.00	Non
Installation	Installation labor	150	60.00	9,000.00	Non
Labor	General Labor	30	50.00	1,500.00	Non
Removal	Removal labor	10	40.00	400.00	Non
Total Quantity	Total Quantity	210			
Subtotal	Subtotal			13,900.00	

**New Subtotal item types are available for totaling of Quantity, Cost (new field), Price and Amount on transactions.**



For transactions that include both an Expenses tab and Items tab, the new subtotal item can only be added to the Items tab contents.

## New! Print Footer on Last Page Only

**Included with:** QuickBooks Enterprise 15.0, all versions.

**How to access it:** The footer setting is found on the Print tab of the Additional Customization settings in the Layout Designer. From the menu bar, select **Lists, Templates**. From the list of templates displayed, select the template and from the **Templates** drop-down list, select **Edit Template**. Click the **Additional Customization** button, and select the **Print Tab**.

**What this feature does:** Suppresses the entire footer, message, total, and any other fields, until the last page of the form. Setting is unique for each specific template.

**How does this feature help you or your client work more efficiently?** Hiding the total details until the last page creates a more professional, clean communication of details on forms that are provided to customers or vendors.

The screenshot shows the 'Additional Customization' dialog box for the 'Rock Castle Invoice' template. The 'Print' tab is selected, and the 'Only show Total on the last page' checkbox is checked and highlighted with a red circle. Other settings include 'Use Invoice printer settings from Printer Setup', 'Portrait' orientation, 'Number Of Copies' set to 1, and 'Paper Size' set to Letter (8 1/2 x 11 in).

*Setting is found in the Template Layout Designer when modifying forms.*

P.O. Number		Terms	Rep	Ship	Via	F.O.B.	Project
Sears CA		Nes 30	KR	12/15/2019			Lullstuen Sears #445
Quantity	Item Code	Description	U/M	Price Each	Amount		
1	1000-MC	Manual Cover 1000		2,250.00	2,250.00		
2	1000-LT	ULTIMATE 3000		5,625.00	11,250.00		
2	P000-LB	Pool Cover, Light Blue		1,875.00	3,750.00		
2	P000-DB	Pool Cover - Dark Blue		1,875.00	3,750.00		
1	BO-2x4-J	Beam, 1 1/2" x 4 Single J Beam	ea	225.00	225.00		
1	DRPE	PowerTrak, Drive Pedestal	ea	145.00	145.00		
2	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	136.00		
1	CODR	Cardless Drill	ea	225.00	225.00		
3	MSGT	Motor Sockets	ea	38.00	114.00		
4	RETO	T Style Mem. Tool	ea	132.00	528.00		
1	LEED-CL	Loading Edge, Clear	ea	8.00	8.00		
8	ROOD-4	Roading Roller #4	ea	15.00	120.00		
1	WINL-YE	Wine Nuts, Yellow	ea	6.00	6.00		
2	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	136.00		
2	DS-A-L	Drum, 4", Aluminum	ea	35.00	70.00		
1	REAO	Remover Hook, Manual Strip	ea	84.00	84.00		
3	DRPE	PowerTrak, Drive Pedestal	ea	145.00	435.00		
3	P000-AQ	Apex	ea	1,875.00	5,625.00		
3	P1U-1800	Rolls Pump 1800	ea	375.00	1,125.00		
4	P000-DB	Dark Blue	ea	1,875.00	7,500.00		
6	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	408.00		
5	CEPE	Center Pedestal	ea	375.00	1,875.00		
1	ANYS-BL	Anchor Pin, Black	ea	38.00	38.00		
1	SC-12	Screw, #12 Drill Flm, 1/2" L	ea	20.00	20.00		
1	SC-12x1.75-55	Screw, Truss 1/2" Dia, 5 1/2" L	ea	12.00	12.00		
2	P000-FG	Finesse Green	ea	2,250.00	4,500.00		
2	SC-12	Screw, #12 Drill Flm, 1/2" L	ea	20.00	40.00		
6	P000-LB	Light Blue	ea	1,875.00	11,250.00		
2	P000-FG	Finesse Green	ea	2,250.00	4,500.00		
2	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	136.00		
2	PUBP	Rolls Pump, Base Plate	ea	64.00	128.00		
2	PUNC	Rolls Pump, Hose Clamps	ea	34.00	68.00		
1	P1UK1	Pump, Key Hole Panel 20oz	ea	37.00	37.00		
2	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	136.00		
Total							

With the footer

P.O. Number		Terms	Rep	Ship	Via	F.O.B.	Project
Sears CA		Nes 30	KR	12/15/2019			Lullstuen Sears #445
Quantity	Item Code	Description	U/M	Price Each	Amount		
1	1000-MC	Manual Cover 1000		2,250.00	2,250.00		
2	1000-LT	ULTIMATE 3000		5,625.00	11,250.00		
2	P000-LB	Pool Cover, Light Blue		1,875.00	3,750.00		
2	P000-DB	Pool Cover - Dark Blue		1,875.00	3,750.00		
1	BO-2x4-J	Beam, 1 1/2" x 4 Single J Beam	ea	225.00	225.00		
1	DRPE	PowerTrak, Drive Pedestal	ea	145.00	145.00		
2	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	136.00		
1	CODR	Cardless Drill	ea	225.00	225.00		
3	MSGT	Motor Sockets	ea	38.00	114.00		
4	RETO	T Style Mem. Tool	ea	132.00	528.00		
1	LEED-CL	Loading Edge, Clear	ea	8.00	8.00		
8	ROOD-4	Roading Roller #4	ea	15.00	120.00		
1	WINL-YE	Wine Nuts, Yellow	ea	6.00	6.00		
2	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	136.00		
2	DS-A-L	Drum, 4", Aluminum	ea	35.00	70.00		
1	REAO	Remover Hook, Manual Strip	ea	84.00	84.00		
3	DRPE	PowerTrak, Drive Pedestal	ea	145.00	435.00		
3	P000-AQ	Apex	ea	1,875.00	5,625.00		
3	P1U-1800	Rolls Pump 1800	ea	375.00	1,125.00		
4	P000-DB	Dark Blue	ea	1,875.00	7,500.00		
6	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	408.00		
5	CEPE	Center Pedestal	ea	375.00	1,875.00		
1	ANYS-BL	Anchor Pin, Black	ea	38.00	38.00		
1	SC-12	Screw, #12 Drill Flm, 1/2" L	ea	20.00	20.00		
1	SC-12x1.75-55	Screw, Truss 1/2" Dia, 5 1/2" L	ea	12.00	12.00		
2	P000-FG	Finesse Green	ea	2,250.00	4,500.00		
2	SC-12	Screw, #12 Drill Flm, 1/2" L	ea	20.00	40.00		
6	P000-LB	Light Blue	ea	1,875.00	11,250.00		
2	P000-FG	Finesse Green	ea	2,250.00	4,500.00		
2	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	136.00		
2	PUBP	Rolls Pump, Base Plate	ea	64.00	128.00		
2	PUNC	Rolls Pump, Hose Clamps	ea	34.00	68.00		
1	P1UK1	Pump, Key Hole Panel 20oz	ea	37.00	37.00		
2	EILCO-12G	Elemental Card, 12 Ouzage	ea	68.00	136.00		

Without the footer

Each unique template can have its own preference for showing or not showing the footer on each page.

### New! Show Cost Column on Sales Forms as a Column

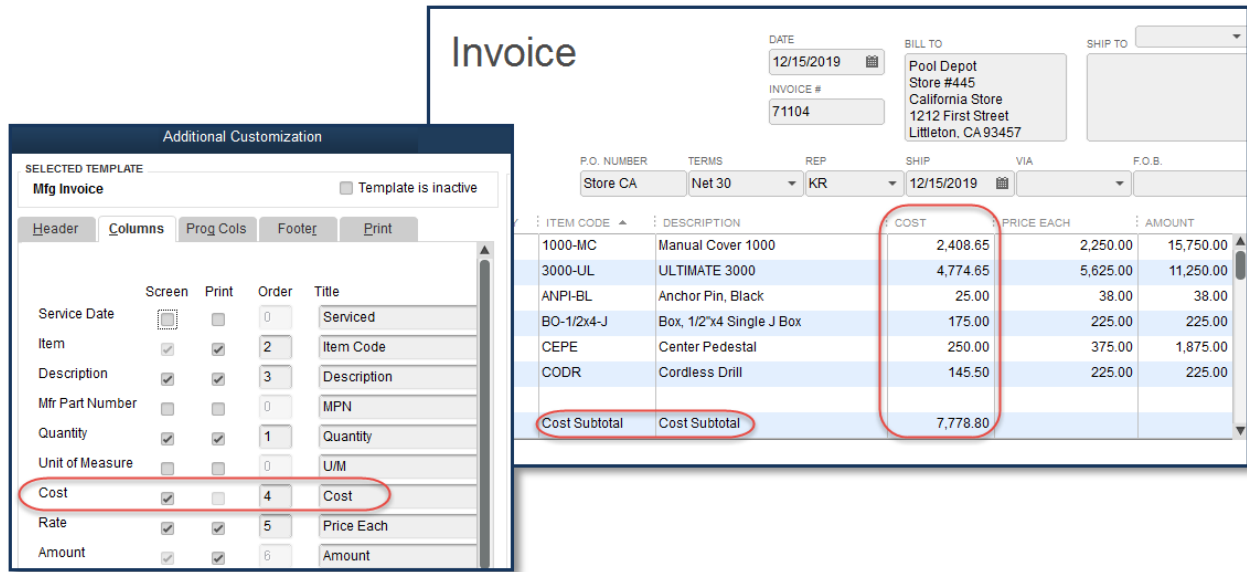
Included with: QuickBooks Enterprise 15.0, all versions.

**How to access it:** The Cost Column selection is found on the Columns tab of the Additional Customization settings in the Layout Designer. From the menu bar, select **Lists, Templates**. From the list of templates displayed, select the template and from the **Templates** drop-down list, select **Edit Template**. Click the **Additional Customization** button, and select the **Columns Tab**.

**What this feature does:** Adds a column that displays the cost of an item on sales forms. The cost field that displays is the result of the Quantity of items on the row times the value assigned as the default cost in the item record.

**How does this feature help you or your client work more efficiently?** When the cost of a line item is displayed on a sales form, the user creating the sales form can be more confident that the sales price is providing the expected profit margin.

The cost column is only available to view on the computer screen and cannot be printed. Additionally, you can add a total row for the cost column, using the instructions provided earlier in this document. However, the column details do not print.



*Include the item record default cost while displaying the sales form on a computer.*

## NEW! WORK MORE EFFICIENTLY

Optimize your QuickBooks Enterprise experience by working more efficiently. Now you have the ability to sort on columns, search within transactions, place shaded lines on transactions, improve shortage reporting, and enjoy stock status improvements.

### New! Sort on Columns in Transactions

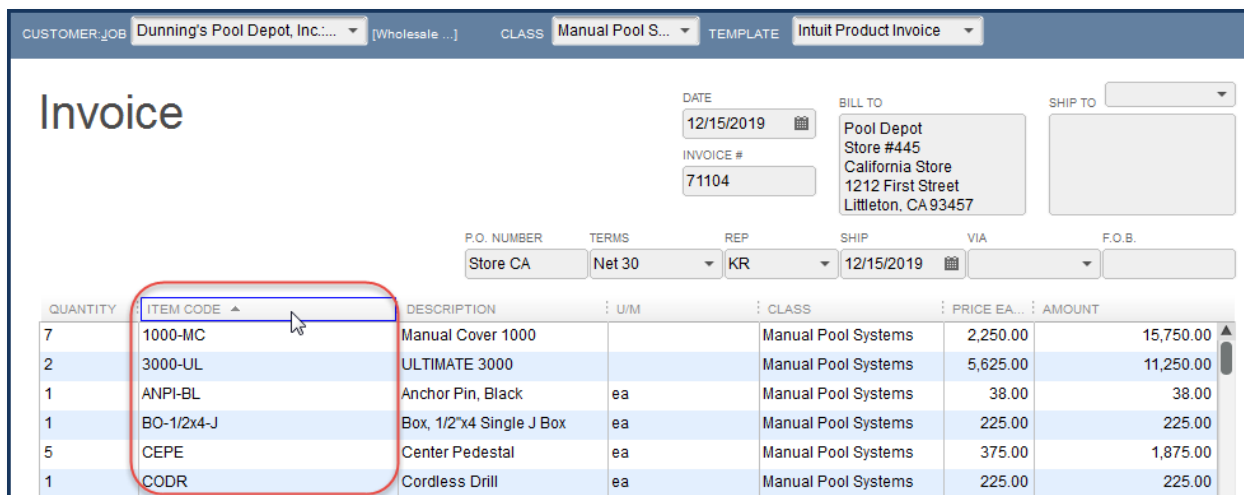
**Included with:** QuickBooks Enterprise 15.0, all versions.

**How to access it:** From a displayed transaction (nearly all types are included), click with your mouse on the column header to sort the values - ascending or descending.

**What this feature does:** User can choose to sort any column ascending or descending on selected transactions (nearly all transaction types included). The new sort order that is saved will be printed on the form.

**How does this feature help you or your client work more efficiently?** The newly sorted data on a transaction can be saved and printed with the new sort order. Searching lengthy documents is made easier when columns of data can be sorted for review.

For transactions that have both the items and expenses tab, only the items tab columns can be sorted.



*With your mouse click on any column header to sort the data and print the document with the new sort order.*

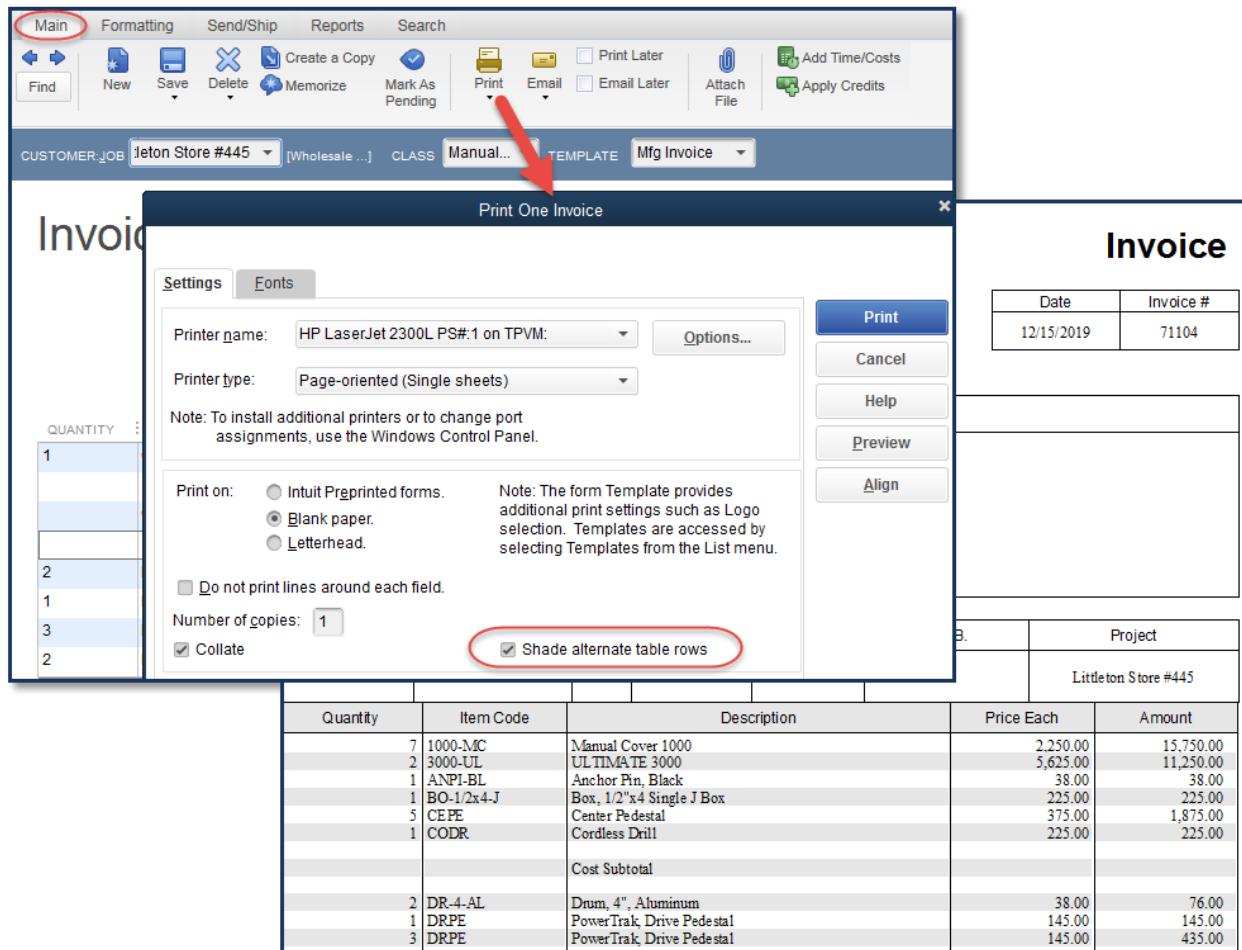
### New! Shaded Lines on Printed Forms or Reports

**Included with:** QuickBooks Enterprise 15.0, all versions.

**How to access it:** From a displayed transaction or report, on the **Main** ribbon, click **Print**, and on the Print settings window, place a checkmark in the **Shade alternate table rows**.

**What this feature does:** Prints shading on alternate rows of the displayed form or report.

**How does this feature help you or your client work more efficiently?** Shading rows on printed documents or reports can make it easier to read lengthy documents. Printed physical inventory counts and warehouse picking is made easier and more accurate with shaded lines on the printout.



*For a displayed transaction form or report, choose to shade the alternate table rows in the printed copy.*

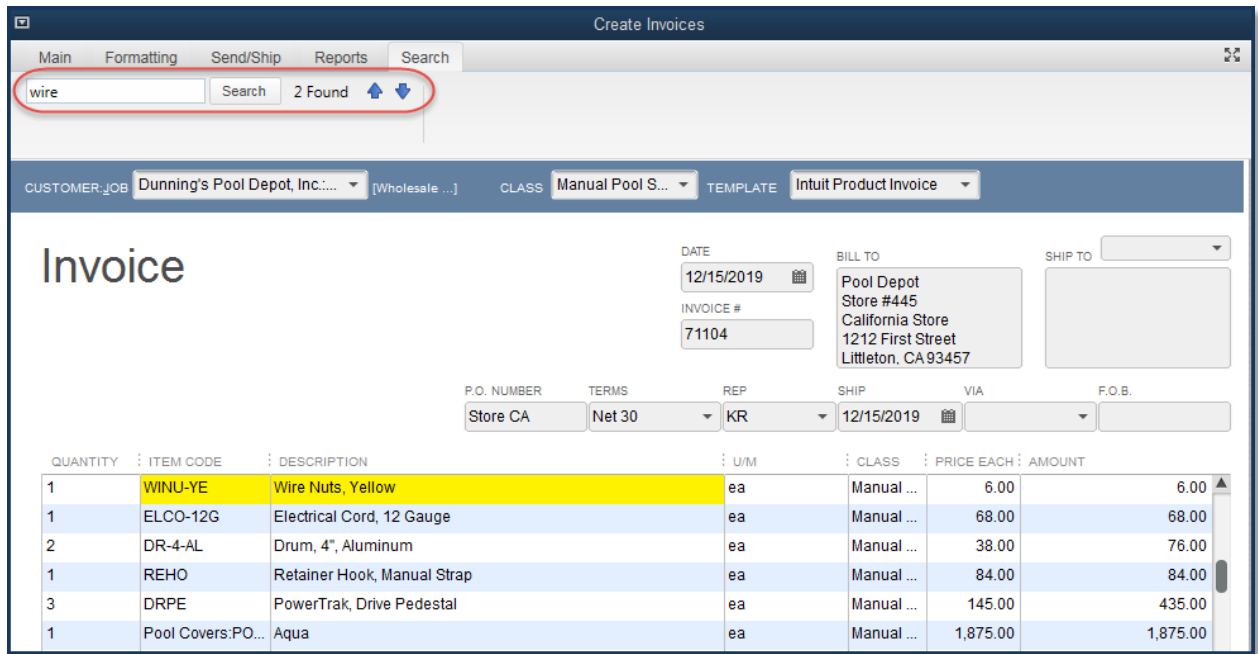
## New! Search Within Transactions

**Included with:** QuickBooks Enterprise 15.0, all versions.

**How to access it:** While displaying a lengthy transaction including invoices, sales orders, sales receipts, estimates, item receipts, bills or purchase orders, select the **Search** tab and type text or numeric value into the search box.

**What this feature does:** Text or numeric values typed into the search field in a displayed estimate, sales order, invoice, sales receipt, item receipt, vendor bill or purchase order will look for a match in the Item and Description fields for the displayed transaction. Values that match the search box contents are highlighted in yellow.

**How does this feature help you or your client work more efficiently?** Saves time when scanning a lengthy transaction for a specific item.



Scanning lengthy documents takes less time with the new Search tab on selected transactions.

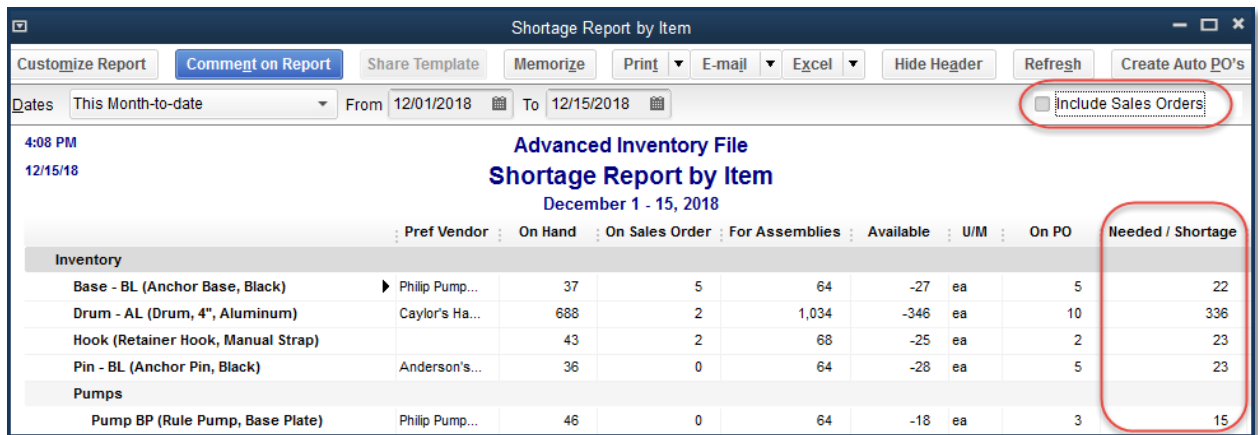
### New! Shortage Reports for Assemblies

Included with: QuickBooks Enterprise 15.0, all versions.

**How to access it:** From the menu bar, select **Reports, Inventory, Assembly Shortage by Item, Assembly Shortage by Vendor** or **Assembly Shortage by Site**. The Build Assembly window includes a link to the Shortage Report, filtered for the items on the selected Build Assembly.

**What this feature does:** Report on missing items needed to build assemblies and subassemblies.

**How does this feature help you or your client work more efficiently?** Users can quickly report on missing items in assemblies and subassemblies. The report now includes the ability to include (or exclude) Sales Order quantities from the shortage report results.



Shortage report can include or exclude quantity on sales orders.

**Build Assembly**  
 PENDING NON-POSTING

ASSEMBLY ITEM INFO

	All Sites	San Jose War...
Quantity on Hand:	-26 ea	2 ea
Quantity on Sales Order:	0 ea	0 ea
Quantity Reserved for Other Assemblies:	0 ea	5 ea
Quantity Available:	-26 ea	-3 ea
Build Point	150 ea	0 ea

Components Needed to Build 1000-MC

ITEM	DESCRIPTION	TYPE	PE...	U/M	P...	SL...	BIN	QTY ON HAND	QTY NEEDED	SER...
Labor	Direct Labor per build	Service	0.0	hour					0.125	
Util									5	
Gre									5	
Pu									5	
Gr									250	

Quantity on hand: 10.75 ea

Buttons: Remove Pending Status, Show Shortage, Build & Close, Build & New, Revert

*Access shortage reports filtered specifically for the displayed Build Assembly.*

### Improved! Stock Status Reports

**Included with:** QuickBooks Enterprise 15.0, all versions.

**How to access it:** From the menu bar, select **Reports, Inventory, Inventory Stock Status by Item**.

**What this feature does:** New checkbox **Full Assemblies** includes in the report details: components needed for subassemblies on pending builds.

**How does this feature help you or your client work more efficiently?** With a click of a button add all the components you need for subassemblies on pending builds to the stock status report details. Previous versions of the Stock Status report did not factor in components needed for subassemblies on pending builds.

Inventory Stock Status by Item

Customize Report Comment on Report Share Template Memorize Print E-mail Excel Hide Header Refresh Create Auto PO

Dates This Month-to-date From 12/01/2018 To 12/15/2018 Use avail qty to reorder Hide zero QOH  Full Assemblies

4:22 PM  
12/15/18

Advanced Inventory File  
Inventory Stock Status by Item  
December 1 - 15, 2018

Inventory	Pref Vendor	Reorder Pt (Min)	Max	On Hand	On Sales Order	For Assemblies	Available
AN spring (Anchor Spring)	Anderson's...	100		1,800	0	850	950
Anchor-12x1 (Anchor, 12x1 RedCap)	Fran's Fas...	100		785	35	500	250
Anchor adhesive (Adhesive, Anchor)	Caylor's Ha...	50		46	0	17	29
Base - BL (Anchor Base, Black)	Philip Pump...	100		37	5	64	-32
Connectors - UR (UR- Connectors)	Anderson's...	100		447	4	296	147
Cord - 12G (Electrical Cord, 12 Gauge)	Perry Cuttin...	50		20	6	23	-9
Drill (0034-121 Cordless Drill)	Anderson's...	10		23	0	0	23
Drum - AL (Drum, 4", Aluminum)	Caylor's Ha...	100		688	2	1,034	-348
Edge - CL (Leading Edge, Clear)	Perry Cuttin...			381	12	220	149
Grommet 4 (Grommet, #4 Brass)	Anderson's...	100		1,100	60	850	190
Hex tool (T Style Hex Tool)	Philip Pump...	50		69	4	81	-16

**Get more meaningful stock status information by including items needed for Full Assemblies (including subassemblies).**

## NEW! ADVANCED REPORTING

**Included with:** QuickBooks Enterprise 15.0, all versions with an active Full Service Plan<sup>3</sup>.

**How to access it:** From the file menu, select **Reports, Advanced Reporting**.

**What this feature does:** Advanced Reporting<sup>4</sup> provides access to all of the QuickBooks data, using an easy to understand user interface for building custom reports.

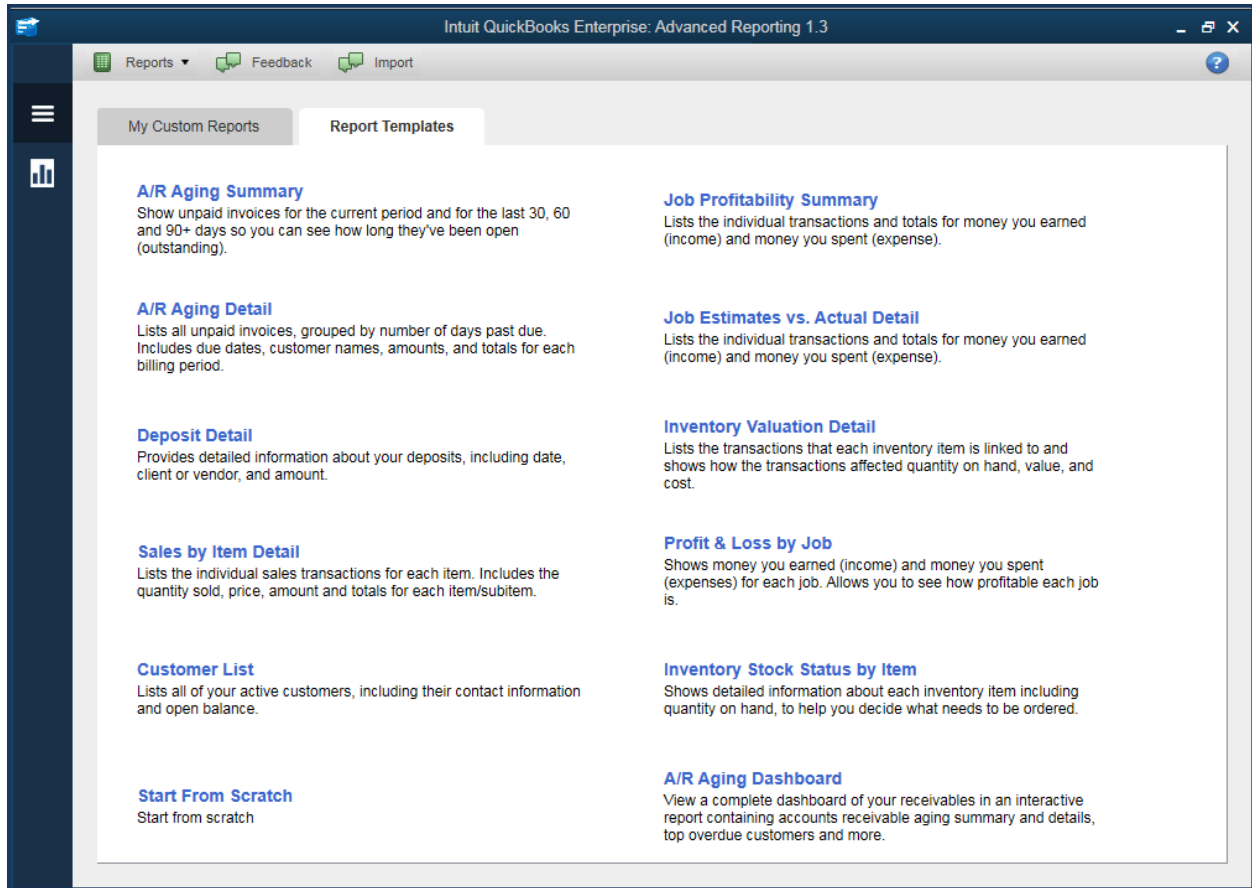
**How does this feature help you or your client work more efficiently?** Each business is unique; with the Advanced Reporting tool users can create reports that have the “right for me” content.

[Advanced Reporting creates its own database outside of QuickBooks, referred to as “warehousing” the data.](#)

<sup>3</sup> The Full Service Plan (FSP) is good for 12 months from QuickBooks Enterprise purchase date or Full Service Plan renewal date. You have the option to add Intuit Data Protect for free as an active FSP member. Service begins as of the date activated and continues through to the expiration date of your FSP plan. Active Full Service Plan members receive new versions of our products when and if released within 12 months of QuickBooks Enterprise purchase date or Full Service Plan renewal date. Online access to training is included with each Full Service Plan annual membership. Terms, conditions, pricing, features, service and support options are subject to change without notice. See terms and conditions at [qbes.com/terms](http://qbes.com/terms).

<sup>4</sup> Requires QuickBooks Enterprise 2014 or 2015 with an active Full Service Plan and an Internet connection. You'll automatically receive any new versions of our product that are released, when and if available, along with updates to your current version.





***Advanced Reporting lets you access your data in ways not previously possible.***

Advanced Reporting is a tool that offers so much for those who are knowledgeable about database structure and working with objects and tables.

The screenshot displays the 'Advanced Reporting 1.3' interface. On the left, a 'List Box' contains various account categories such as 'Income Accounts', 'Expense Accounts', and 'Item Type'. The 'Item Type' category is selected. In the center, the 'Transaction Date' section shows filters for Year (2016, 2017, 2018), Quarter (2018), Month, and Date. On the right, a table lists 'Item Type', 'ItemFullName', and 'Pref Vendor' for various hardware items like 'Cabinets:Cabinet Pulls' and 'Door:Interior'. A red callout box on the left states: 'QuickBooks Report does not offer any ability to change fields that are displayed'. Another red callout box on the right states: 'Same report in Advanced Reporting provides the talented report writer with endless options'.

**Access the QuickBooks data “your way” using the Advanced Reporting tool.**

## WHAT'S NEW AND IMPROVED IN QUICKBOOKS FOR MAC FOR 2015

QuickBooks for Mac users and the accounting professionals who support them will be delighted to see this year's new features and enhancements. And while the functionality is increased and user efficiency is improved in the new version, the overall user interface remains uniquely "Mac".

### NEW! BATCH IMPORT

**Included with:** QuickBooks for Mac 2015.

**How to access it:** From the menu bar, select **File, Import, Transactions**.

**What this feature does:** Save time by batch-importing invoices and credit memos, payments and sales receipts, deposits and checks, bill and bill credits, credit card charges and credits.

**How does this feature help you or your client work more efficiently?** No need to manually enter transactions you can easily import them all in one spreadsheet directly into QuickBooks.

AR Account	Customer/Job	Date	Sales Tax	Number	Class	Item	Description
Accounts Receivable	Campbell, Heather:Remodel	12/15/2015	East Bayshore	1004	Installation	Remodal	
Accounts Receivable	Duncan, Dave:Utility Shed	12/15/2015	East Bayshore	1005	Installation	Remodal	
Accounts Receivable	Fisher, Jennifer:Garage Roof	12/15/2015	East Bayshore	1006	Installation	Remodal	
Accounts Receivable	Fomin, Slava:Utility Shed	12/15/2015	East Bayshore	1007	Installation	Remodal	
Accounts Receivable	Freeman, Kirby:Remodel Bathroom	12/15/2015	East Bayshore	1008	Installation	Remodal	
Accounts Receivable	Jacobsen, Doug:Kitchen	12/15/2015	East Bayshore	1009	Installation	Remodal	
Accounts Receivable	Kanitz, Marion:Bay Window	12/15/2015	East Bayshore	1010	Installation	Remodal	
Accounts Receivable	Luke, Noelani:Kitchen	12/15/2015	East Bayshore	1022	Installation	Remodal	
Accounts Receivable	Morgenthaler, Jenny:Room Addition	12/15/2015	East Bayshore	1023	Installation	Remodal	
Accounts Receivable	Natiello, Ernesto:Kitchen	12/15/2015	East Bayshore	1024	Installation	Remodal	
Accounts Receivable	Nguyen, Tuan:Garage	12/15/2015	East Bayshore	1025	Installation	Remodal	
Accounts Receivable	Overfield, David:Utility Shed	12/15/2015	East Bayshore	1026	Installation	Remodal	
Accounts Receivable	Prentice, Adelaide:Bay Window	12/15/2015	East Bayshore	1027	Installation	Remodal	
Accounts Receivable	Prentice, Adelaide:Guest Villa	12/15/2015	East Bayshore	1028	Installation	Remodal	
Accounts Receivable	Preteill Real Estate:75 Sunset Rd.	12/15/2015	East Bayshore	1029	Installation	Remodal	
Accounts Receivable	Rahn, Jennifer:Remodel	12/15/2015	East Bayshore	1030	Installation	Remodal	
Accounts Receivable	Teschner, Anton:Sun Room	12/15/2015	East Bayshore	1031	Installation	Remodal	
Accounts Receivable	Vasquez, Anabel:Basement Remodel	12/15/2015	East Bayshore	1022	Installation	Remodal	

*Use this import tool for after-the-fact data entry, saves time!*

### NEW! EXPENSE TRACKER

**Included with:** QuickBooks for Mac 2015.

**How to access it:** From the menu bar, select **Company, Transaction Center**

**What this feature does:** See all expense related transactions in one place with the new Expense Tracker.

**How does this feature help you or your client work more efficiently?** Get an instant overview of what's on order, what you owe, and what you've paid. Avoid late fees or paying bills too early by

staying on top of bills and expenses. Get real time data; no report running necessary. Take immediate action on unpaid bills. Batch print or email transactions directly from the Expense Tracker list and filter by transaction or vendor.

**Transaction Center**

UNBILLED: PURCHASE ORDERS \$ 19,729

UNPAID: CREDIT CARD CHARGES -\$ 4,523

OPEN BILLS: \$ 26,637

OVERDUE: \$ 0

PAID: PAID LAST 30 DAYS \$ 81,732

Type	Name	Number	Date	Due Date	Amount	Open Balance
Bill	Cal Gas & Electric	12/03	12/15/18	12/30/19	122.68	122.68
Bill	Timberloft Lumber	12849	11/20/18	12/20/19	1,960.00	19.60
Bill	Perry Windows & D...		12/2/18	1/1/20	50.00	50.00
Bill	Cal Telephone		11/25/18	12/25/19	91.94	91.94
Bill	Sloan Roofing		12/12/18	1/11/20	1,047.00	1,047.00
Bill	Wheeler's Tile Etc.	7893	11/29/18	12/29/19	1,250.00	1,250.00
Bill	Patton Hardware Su...		12/12/18	1/11/20	810.00	810.00
Bill	Perry Windows & D...		12/11/18	1/10/20	130.00	130.00
Bill	Washuta & Son Pain...		12/12/18	1/11/20	600.00	600.00
Bill	Timberloft Lumber		12/1/18	12/31/19	80.50	80.50
Bill	Patton Hardware Su...		12/1/18	12/31/19	210.00	210.00
Bill	Hopkins Constructi...		12/5/18	12/20/19	550.00	550.00
Bill	Thomas Kitchen & Bath	8059	12/15/18	1/14/20	585.00	585.00
Bill	Hopkins Constructi...		12/8/18	12/23/19	150.00	150.00
Bill	Perry Windows & D...		12/4/18	1/3/20	2,400.00	2,400.00
Bill	Daigle Lighting		12/2/18	1/1/20	52.00	52.00
Bill	Vu Contracting		12/15/18	12/30/19	1,250.00	1,250.00
Bill	Lew Plumbing		12/11/18	12/26/19	1,200.00	1,200.00
Bill	Timberloft Lumber		12/6/18	1/5/20	115.00	115.00
Bill	C.U. Electric		12/12/18	1/11/20	250.00	250.00
Bill	Perry Windows & D...		10/25/18	11/24/19	1,800.00	1,800.00
Bill	Hamlin Metal		12/11/18	1/10/20	670.00	670.00
Bill	C.U. Electric		11/30/18	12/30/19	500.00	500.00
Bill	Daigle Lighting		11/10/18	12/10/19	1,539.00	1,539.00
Bill	Sergeant Insurance		12/15/18	1/14/20	4,050.00	4,050.00
Bill	Lew Plumbing	20001	12/12/18	12/27/19	175.00	130.00

*Stay informed of all of the company's expense transactions in one window.*

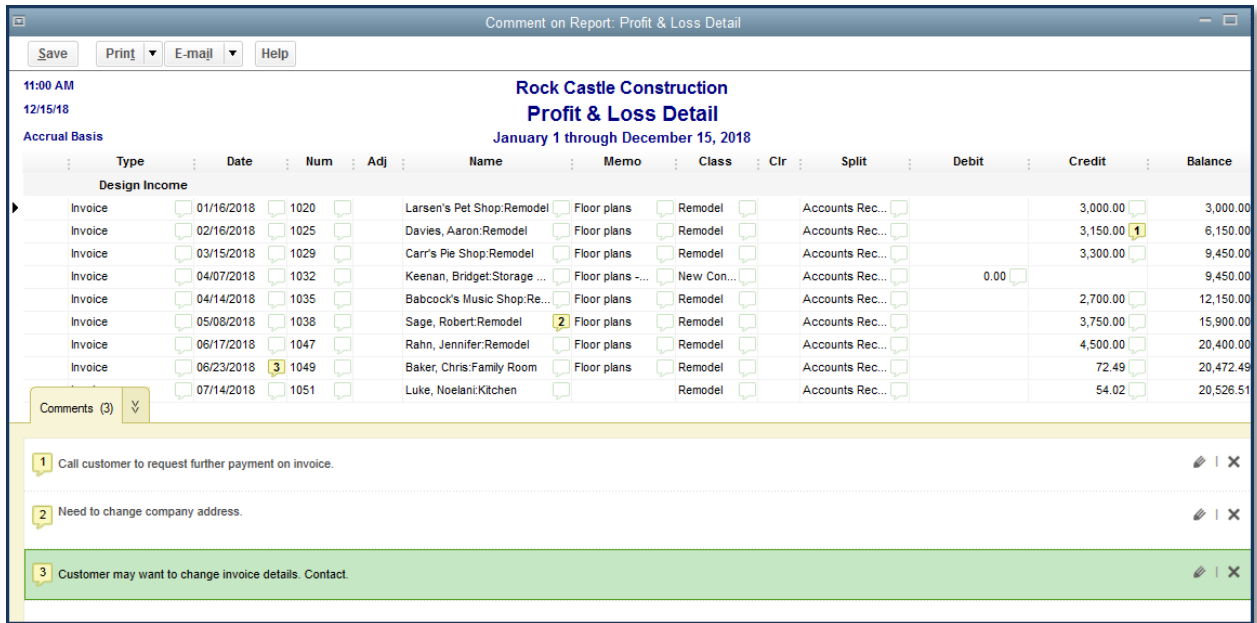
## NEW! COMMENTS ON REPORTS

**Included with:** QuickBooks for Mac 2015.

**How to access it:** From a displayed report.

**What this feature does:** Make reports easier to interpret using the new Comment fields to capture report questions or general comments. This feature provides the accounting professional with the ease of communicating and sharing insights with your client. Annotated reports can be saved, printed and emailed.

**How does this feature help you or your client work more efficiently?** Comments on Reports provide an easy method for both the client and the accounting professional to communicate about information in a report. No more lengthy emails with questions and attached reports, instead the comments are stored on the saved report that can be emailed.



*Comments can be saved with reports and later emailed between clients and accountant.*

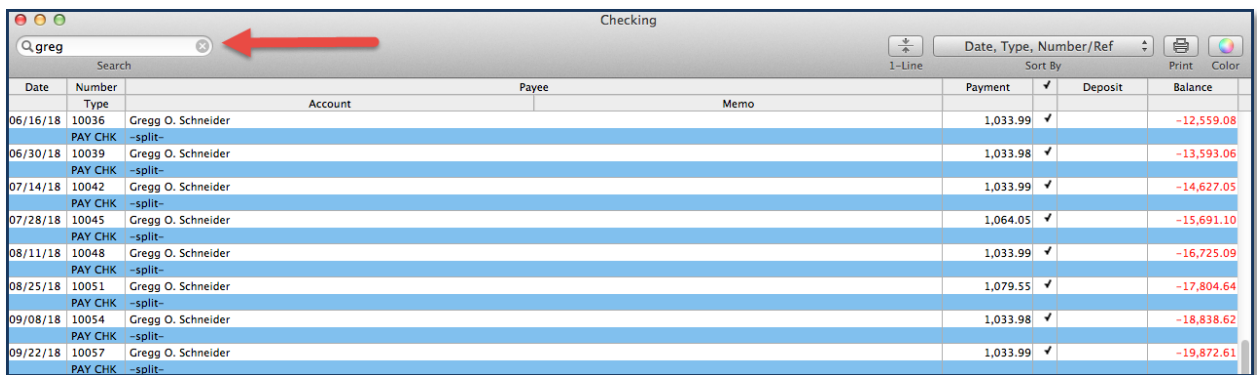
## NEW! SEARCHABLE AND SORTABLE REGISTERS

Included with: QuickBooks for Mac 2015.

**How to access it:** While displaying a Register, enter a value in the upper left **Search** box.

**What this feature does:** Automatically sorts the Register by any alpha or numerical value entered in the Search box.

**How does this feature help you or your client work more efficiently?** Quickly find and view transactions using search terms.



*Sort registers by value typed in Search box*

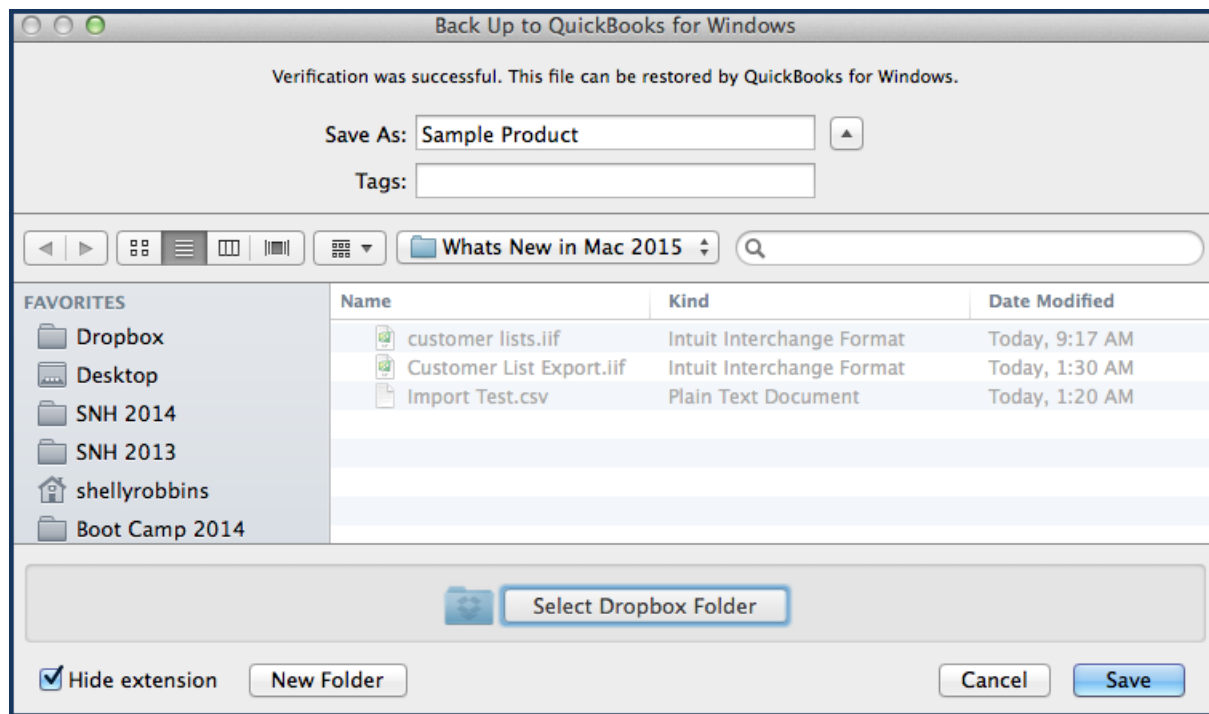
## NEW! SAVE FILE FOR ACCOUNTANT

Included with: QuickBooks for Mac 2015.

**How to access it:** From the menu bar, select **File, Save File for Accountant**.

**What this feature does:** Creates a backup (.QBB file extension) that can be restored by QuickBooks for Windows software.

**How does this feature help you or your client work more efficiently?** The process to send files to your accountant has been simplified. No more lost time or frustration from sending files that cannot be opened on Windows.



*No more frustration for clients needing to send you a copy of their Mac file*

## IMPROVED! ATTACHMENTS

**Included with:** QuickBooks for Mac 2015.

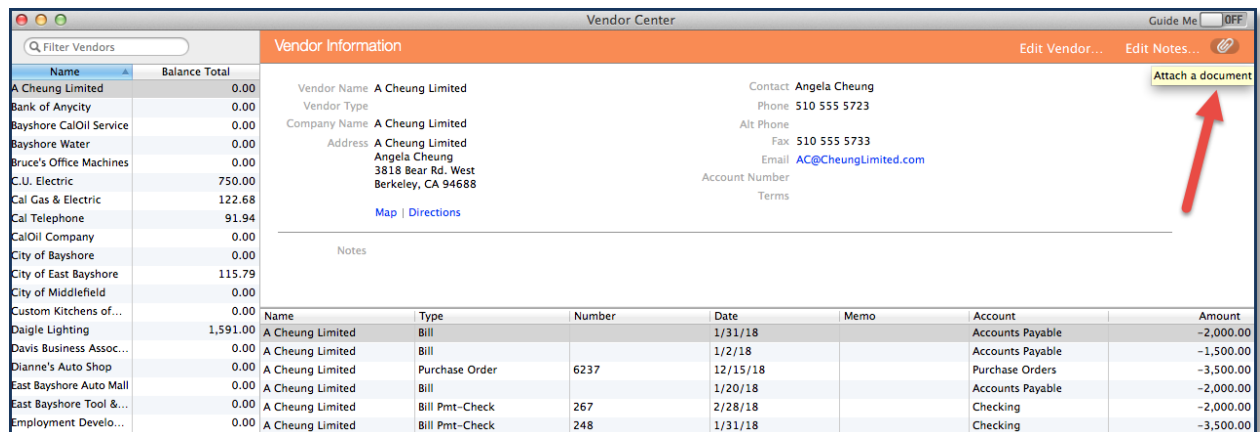
**How to access it:** From a displayed transaction, or from a selected name on any list; select **Attachment**.

**What this feature does:** Organize paperwork by attaching it to transactions and lists in QuickBooks for Mac.

**How does this feature help you or your client work more efficiently?** Get better organized Include supporting documents where you need them. You can now attach any relevant files to:

- Chart of Accounts (statements, loan documents...)
- Items List (pictures, receipts, item maintenance records...)
- My Company Preference (contracts, agreements...)
- Vendors (contracts, agreements...)

- Employees and Other Names (pictures, contracts, employee evaluations, letters)
- Vehicles (pictures, contracts, insurance...)
- Sales Reps (performance records, 1099's...)
- Make Deposits (deposit slips, other banking records...)
- Reconcile (bank statements, reconciliation procedures, bank notices...)



*Keep related documents handy with the improved Attachment feature*

## IMPROVED! BUDGETS

**Included with:** QuickBooks for Mac 2015.

**How to access it:** From the menu bar, select **Company, Set Up Budget**.

**What this feature does:** Easily create budgets. The interface for creating budgets has been improved. Create budgets by fiscal year and gain business insights as you evaluate how you are doing against your plan.

**How does this feature help you or your client work more efficiently?** Easily run reports and compare your actual performance to your goals. Using Budgets enables you to better manage your finances: it lets you focus on priorities and provides early warning on potential issues.

Account	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot.
64800 — Tools and Machinery	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	0.00	1,320
40130 — Labor Income	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	0.00	93,500
60110 — Fuel	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	1,100
62199 — Less Employee Portion...													
40510 — Mileage Income													
63300 — Printing and Reproduction	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	0.00	2,750
64200 — Repairs													
62410 — Finance Charge													
40100 — Construction Income													
63000 — Office Supplies	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	0.00	550
54500 — Subcontractors	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	1,200.00	1,200.00	1,200.00	111,000
62720 — Payroll Taxes													
54599 — Less Discounts Taken													
62120 — Liability Insurance	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	0.00	3,850
62400 — Interest Expense													
60130 — Repairs and Maintenance	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	0.00	750
65130 — Water													
62100 — Insurance													
70100 — Other Income													

*Planning is necessary for success; now you can create a budget by fiscal year in QuickBooks for Mac*

## OTHER IMPROVEMENTS

### Improved! Deposits Look Up Window

Quickly access your deposit history with the improved and easy to use deposits window. Saves time in looking up deposit and customer history.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Amount
Pretell Real Estate:155 Wilks Blvd.	Undeposited Funds		8602	Check	1,200.00
Teschner, Anton:Sun Room	Undeposited Funds		306	Check	3,500.00

*New Deposit window replaces multiple reports when researching details*



### ***QuickMath***

More easily complete simple math within all calculable fields.

### ***Custom Date Formats***

Now supports display and entry of dates in formats defined by Mac OS X system preferences.

### ***Customize e-Mails***

Customize the subject line and edit the reply to email address when you send an email within QuickBooks.

### ***Sales Tax Liability Drill-Down***

Double click any column on a Sales Tax Liability report to create a Sales Tax Liability QuickZoom report.