intuit.

### Intuit QuickBooks<sup>®</sup> Accounting Pro and Premier Editions 2011 Reviewer's Guide

Intuit

### QuickBooks

Premier 2011

We are established & expanding V Industry-specific tools & reports

Make better decisions with business planning tools Includes all the features of Pro

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### Intuit QuickBooks Accounting Pro and Premier Editions

#### Introduction

Intuit QuickBooks<sup>®</sup> financial software enables small businesses to quickly and efficiently organize their finances. New and improved features help them save time, so they can focus more on their businesses.

#### QuickBooks Pro 2011

QuickBooks Pro helps businesses more effectively manage their finances and save time on backoffice tasks. Users can organize their business finances all in one place with a centralized view of customer, vendor and employee information. They can also save time on everyday tasks, such as cash flow management, invoicing, and paying bills. QuickBooks Pro makes accounting easy - from set up to learning to using.

#### **QuickBooks Premier 2011**

QuickBooks Premier provides specific industry reporting and more than 150 sales, financial and tax reports. QuickBooks Premier has all of the great features of QuickBooks Pro, plus deeper, more tailored reports based on industry. QuickBooks Premier includes customizable tools for tracking inventory, creating purchase orders, and setting pricing levels. It also offers automatic forecasting of future sales, expenses, and growth opportunities.

#### **Key New Features and Enhancements**

#### **Getting Started**

• Quick Start Center. Getting up and running is easier than ever. Users can import their business contacts into QuickBooks directly from their Outlook, Yahoo, or Gmail<sup>1</sup> address books in a few clicks. QuickBooks now also offers step-by-step coaching on key tasks, such as creating invoices, entering sales, or paying bills.

#### **Get Faster Access to Data**

- QuickBooks Search. Users can now quickly locate any account, report or invoice details within their QuickBooks repository with a simple keyword search.
- **Customer Snapshot.** QuickBooks offers a consolidated view of an individual customer's purchase history, average days to pay, and outstanding balance. This capability enables small business owners to make timely decisions on customer requests and identify top customers by revenue and payment consistency.
- **Customer/Vendor Transactions.** QuickBooks users now have the ability to complete their transactions faster than ever with at-a-glance views of important customer and vendor details. With instant access to customer payment history, estimates, and past orders with vendors on one screen, completing transactions is easy and fast.
- Balance Sheet by Class. Organizations who have several funds, departments, or locations can now track it all separately within a single, easy-to-access report in QuickBooks Premier.

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### Intuit QuickBooks Accounting Pro and Premier Editions

#### Make Everyday Tasks More Efficient

QuickBooks has several new and improved features to help businesses get paid.

- **Batch Invoicing.** Small businesses who often invoice multiple customers for the same service can streamline the process with Batch Invoicing. Users create one invoice, select the customers they wish to bill, and then Batch Invoicing automatically creates the full set of invoices.
- Yahoo, Gmail, Hotmail Integration<sup>1</sup>. QuickBooks<sup>2</sup> integrates with popular webmail services Yahoo, Gmail and Hotmail to make sending invoices, estimates, and other emails right from QuickBooks easy.
- **Collections Center.** Users can quickly identify overdue and almost due invoices, and then email collection notices from their Outlook, Yahoo, Gmail, or Hotmail<sup>1</sup> account.
- **Intuit PaymentNetwork.** Invoices will now offer customers the option to pay instantly online via the Intuit PaymentNetwork<sup>3</sup>.
- Paid Date Stamp. Invoice payment dates are marked on invoices this enables users to quickly determine when payments were received.

#### Get Essential QuickBooks Data On the Go

• QuickBooks Connect. Users can access their essential QuickBooks customer and transaction data online or on their mobile phones. They can create and manage invoices, pull customer information, check payment statuses, and get real-time answers to questions on the go. Data automatically and securely syncs with QuickBooks, so users will always have the most up-to-date information at their fingertips<sup>4</sup>.

#### **Media Contacts**

Monica Appelbe Intuit Inc. 650-944-5648 monica\_appelbe@intuit.com Whitney MacDonald Access Communications 415-844-6294 wmacdonald@accesspr.com

<sup>2</sup> QuickBooks Pro 2011 and all QuickBooks Premier 2011 versions.

<sup>3</sup> Requires merchant account through Intuit PaymentNetwork, provided by Intuit Payment Solutions. Application approval, an internet connection and a supported web browser required. Transaction fees apply. Terms, conditions, features, pricing, service and support options are subject to change without notice. Optional online payment acceptance through URL links on QuickBooks invoices requires QuickBooks financial software 2011 Pro, Premier, or Enterprise (for the PC) (sold separately). Not compatible with QuickBooks Online edition or QuickBooks for Mac. Subject to occasional downtimes.

<sup>4</sup> Sold separately; Internet access required. Phones sold separately. Data plan required. Apps currently only compatible with iPhone and Blackberry and require registration with corresponding online services. Mobile application will launch with iPhone and Blackberry: Tour 9600, Curve 8500, Curve 8900, Bold 9000, Bold 9700. Use of the QB Connect services are subject to additional Terms of Service. You must provide your own data/text plans.

### Intuit QuickBooks Accounting Pro and Premier Editions

#### System Requirements

- Minimum 2.0 GHz processor, 2.4 GHz recommended.
- Minimum 1 GB RAM for single user, 2 GB RAM recommended for multiple users.
- Minimum 2.5 GB available disk space (additional space required for data files).
- 250 MB disk space for Microsoft .NET 3.5 Runtime (provided on the QuickBooks CD).
- Minimum 1024x768screen resolution. 16-bit or higher color.
- 4x CD-ROM.
- All online features/services require Internet access.

#### **Integration with Other Software**

- Microsoft Word and Excel integration requires Word and Excel 2002, 2003, 2007 or 2010.
- Synchronization with Outlook requires QuickBooks Contact Sync for Outlook 2002, 2003, and 2007 (downloadable for free at: www.quickbooks.com/contact\_sync).
- Compatible with QuickBooks Point of Sale version 7.0 and later.
- Product registration required

#### **Client OS**

• Microsoft Windows XP (SP2 or later), Vista, 7.

#### Server OS

- Microsoft Windows XP (SP2 or later), Vista (w/ UAC on), 7 (w/ UAC on).
- Windows Server 2003, Windows Server 2008, Small Business Server 2008.

#### **QuickBooks Connect**

• Please see seperate QuckBooks Connect Reviewer's Guide for details.

#### **Getting Started**

#### Sample Company File

To help you get started immediately with your review, you may want to use the provided sample data for a simulated business named Rock Castle Construction.

Step 1: Save the provided sample file to your computer (remember the location), the file will have an extension of .QBM.

Step 2: Open the QuickBooks software.

- Step 3: Go to File, Open or Restore Company.
- Step 4: Select Restore a portable file. Click Next.
- Step 5: Browse to the location where you saved the sample data.
- Step 6: Select the file and click Open.

Step 7: Read the "Where do you want to restore the file content" window and click Next.

Step 8: Select the default location and name for the restored file, or browse to a location of your choice. Click *Save*.

**Step 9:** If prompted to Update Company File to New Version, place a checkmark in the "I understand that my company file will be updated in this new version of QuickBooks box." Click *Update Now*.

Step 10: If prompted, click Yes to Update Company dialog.

Step 11: Click OK to confirm you are using sample data.

QuickBooks will restore the sample data file. You are now ready to use the file and follow along with the guided instructions below demonstrating QuickBooks 2011 new and improved features.

#### **The Quick Start Center**

Enter Bills

products and services or bank accounts.

8

In just three easy steps, the new Quick Start Center guides QuickBooks users through common startup tasks.

Items 8

QuickBooks

2

Custome

🔭 Home You are using a sample company file Company Vendors **B** 2 Purchase Orders Enter Bills Against Receive Inventory Start your new company file nov Chart of Inventory Accounts Getting Started 1 -

Step 2: If you are just getting started, click on the Go to setup button in the top right corner and choose to add contacts,

Step 1: From the right side of the home page select the Quick Start Center.

Ready to start working? Go to setup 💭 These common tasks are a good place to start QuickBooks Setup Let's get you set up! In just 3 steps, we'll help you get the critical info you need into QuickBooks. 🚆 Got 90 seconds? See how easy it is. Add the people you do business with Add Why do this? Import or enter your contacts so you can bill your customers, pay your vendors, and track your employees. 🚟 See how it works (1:30) Add the products and services you sell Add Why do this? So your customers know what they're getting billed for when you send invoices or receipts. See how it works (1:15) Add your bank accounts Add Why do this? So you can track deposits, payments and how much money you have. Don't worry we won't connect to your bank. See how it works (0:50) Ready to start working? You can always come back later... Start working

X

Quick Start Center

Get Started Right

Step 3: Choose who or what to add from the guided instructions.

|   | Ac                            | ld the               | e peo  | ple you o           | do business                               | with               |                    | Choose how to add           | 2 Select with to add | no        | Review and<br>finish |
|---|-------------------------------|----------------------|--|---------------------|---|--------------------|--------------------|-----------------------------|----------------------|-----------|----------------------|
|   |                               |                      |  |                     | which ones you wai<br>I. How does this wo |                    | marking th         | nem as a customer, v        | vendor,              |           |                      |
|   |                               |                      |  |                     |   |                    |                    |                             |                      |           |                      |
| kip   | Customer                      | Vendor               | Employee   | Name                | Company Name                              | First Name         | Last Name          | Email                       | Phone                | Alt Phone | Fax                  |
| 1. A.   | Customer<br>Select all        | Vendor<br>Select all | Employee<br>Select all   | Name                | Company Name                              | First Name         | Last Name          | Email                       | Phone                | Alt Phone | Fax                  |
|   | Contractor and a first sector |                      | and the second | Name<br>ABC Suppler | Company Name<br>ABC Suppler               | First Name<br>John | Last Name<br>Smith | Email info@abcsupplier.coom |                      |           | Fax                  |
| 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - | Select all                    | Select all           | Select all   |                     |   | T                  |                    | info@abcsupplier.coom       |                      |           | Fax                  |
| kip<br>Select all   | Select all                    | Select all           | Select all   | ABC Suppler         | ABC Suppler                               | John               | Smith              | info@abcsupplier.coom       | (555) 111-222:       |           | Fax                  |

Step 4: Review and finish the QuickBooks Setup.

| 😫 Qu | ickBooks Setup   | X   |
|------|--|-----|
| Γ    |  | Ĩ   |
|      | Add the people you do business with • Choose how • Select who • Select who • Select who • Select who • • • • • • • • • • • • • • • • • • •   |     |
|      | 2<br>Contacts are ready to be added<br>Contacts are duplicated in Email<br>0 contacts are duplicated from QuickBooks   | III |
|      | Do you want to enter opening balances now? If you have balances due from customers, or if you owe balances to vendors, you can enter those now. Or, you can do this later Enter opening balances |     |
|      | Cancel   |     |

## Intuit QuickBooks Accounting Pro and Premier Editions

Return to the Quick Start Center to begin working with your QuickBooks file.



#### Key Features in QuickBooks Pro and Premier Editions

#### **Get Faster Access to Data**

**QuickBooks Search.** The new QuickBooks Search tool efficiently sorts through your QuickBooks data and lists all occurrences of your search term. You can select Advanced Search to narrow the results of the information found to specific transaction types, date ranges and other filtering criteria.

Step 1: From the icon bar, select *Search* on the left. (Or use the Ctrl + F keys as a shortcut).

|      | Samp | le Rock C | astle C | onstruction | - QuickBooks | Premier Ad | countant Edit | ion 2011 |         |                |
|------|------|-----------|---------|-------------|--------------|------------|---------------|----------|---------|----------------|
| File | Edi  | t View    | Lists   | Favorites   | Accountant   | Company    | Customers     | Vendors  | Employe | es Banking     |
|      | 6    |           |         | <b>.</b>    | 1            | )          | <b>—</b>      | <b>-</b> |         | 8              |
| н    | ome  | Search    | Com     | pany Snaps  | hot Custome  | r Center V | endor Center  | Employee | Center  | Online Banking |

Step 2: If the search was not updated recently, click on Update search information.

| Search  | X |
|---|---|
| Search Q 🕐  |   |
| Advanced Search   |   |
| Search information was last updated on: 8/7/2010 10:21:00 PM      |   |
| Update search information to include the most recent transactions |   |
|   |   |

### Intuit QuickBooks Accounting Pro and Premier Editions

Step 3: From the *Edit, Preferences* menu, select the *Search* preference on the left side to enable automatic search updates. You can also indicate how often to automatically update searches.

| Prefe        | rences                           |                          |   |       |        | ×    |
|--------------|----------------------------------|--------------------------|---|-------|--------|------|
| 2            | Accounting ^                     | My Preferences           | Company Preferences                             |       | ОК     |      |
| 4            | Bills                            |                          |   |       | Cano   | el   |
| 2            | Checking                         |                          | ant to update your search information?          |       | Help   |      |
| 조원의          | Desktop View                     | Update <u>a</u> utomatic | ally  |       | i icit |      |
| % <b>.</b> , | Finance Charge                   | Update every 60          | mins 👻  |       | Defa   | ult  |
|              | General                          |                          |   | 61    |        |      |
| 1            | Integrated Applicatio            | Each update will take    | · few minutes.<br>slightly slower in this time. |       | Also S | ee:  |
| -            | Items & Inventory                | QUICKBOOKS May run:      | signay sower in ans ane.                        | -21   | Gener  | ral  |
| Ħ            | Jobs & Estimates                 | Update search inf        | formation                                       | 281   |        |      |
|              | Multiple Currencies              | Update may take few      |   |       |        |      |
| ₹%           | Payments                         | Search Results Per Pa    |   | 161   |        |      |
|              | Payroll & Employees              | Sedicit Results Per Pa   | age 10 💌  | 101   |        |      |
|              | Reminders                        |                          |   |       |        |      |
|              | Reports & Graphs                 |                          |   | 161   |        |      |
| 2            | Sales & Customers                |                          |   | 7.81  |        |      |
| 2            | Sales Tax                        |                          |   |       |        |      |
|              | Search                           |                          |   | 201   |        |      |
|              | Send Forms<br>Service Connection |                          |   |       |        |      |
|              |                                  |                          |   | - 21  |        |      |
|              | Spelling                         |                          |   | 201   |        |      |
|              | Tax: 1099                        |                          |   |       |        |      |
|              |                                  |                          |   | 21 31 | 331    | - 31 |

Step 4: In the search bar, enter your search criteria and use the *Enter* key to begin the search.

Step 5: If you would like to remove lists or transactions types from the search results, click on Show All Filters.

Step 6: Then click on Select All or Unselect All to include or remove specific lists or forms from the search results.

| Search  |
|---|
| 220 2   |
| Advanced Search   |
| 220 found in 5 records. Time taken : 0.09 seconds   |
| Invoice (1)   |
| Show All Filters(4) Select All Unselect All   |
| INVOICE<br>1093 To Lucchini's Pasta Place For \$220.00<br>Date: 12/12/2013 Due Date: 1/11/2014<br>Bill To: Lucchini's Pasta Place Bill Lucchini 221 Old Bayshore Rd Bayshore CA 94326<br>Open Receive Payment K Email |
| CHECK<br>220 To Bank of Anycity For \$2710.90<br>Date: 10/31/2012<br>Address: Bank of Anycity Carol Howe 1935 Main Street Middlefield, CA 94482   |
| DEPOSIT<br>To Checking For \$2200.00<br>Date: 10/22/2013<br>Memo: Deposit   |
| PAYMENT<br><b>10586 From Garage For \$2200.00</b><br>Payment Method: Check<br>Date: 12/12/2013  |
| PAYMENT<br>10034 From Patio For \$2200.00<br>Payment Method: Check<br>Date: 10/22/2013  |
| Search information was last updated on: 8/13/2010 5:18:00 PM <u>Update search information</u> to include the most recent transactions   |

Step 7: To select a specific date range for the search, click on *Advanced Search*.

After each change is made to the filters, QuickBooks automatically refreshes the results of the search. To see related activities applicable to a list or form, simply mouse over any of the listed results.

### Intuit QuickBooks Accounting Pro and Premier Editions

#### **Customer Snapshot**

Company Snapshot was first introduced in QuickBooks 2009, and was improved in QuickBooks 2010 with the addition of several customization features. This year, the feature has further been enhanced to provide a single screen view for critical customer activity. The new Customer tab in Company Snapshot includes five widgets:

- Customer Overview
- Recent Invoices
- Recent Payments
- Sales History
- Best Selling Items

Other enhancements include improved print capabilities and the ability to save widget graphics for inclusion in reports.

Step 1: Click on the *Company Snapshot* button at the top of the home page, and click on the tab marked *Customer*.

Step 2: Select a customer from the *Customer* drop down list.

| dd Content > Restore Defau               |                     |             |                              |           |             | Search                    | (                |
|--|---------------------|-------------|------------------------------|-----------|-------------|---------------------------|------------------|
|  | t                   | Customer    | Abercrombie, Krist           |           | -           | How do I customize this p | age? 📄 Print 🕶   |
|  |                     |             | Allard, Robert               | 0         | ^           |                           |                  |
| bercrombie, Kristy                       | More Details        | Recent Invo | Babcock's Music Sh           | op        |             | Sales History             | ▼ ×              |
| 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1 | Carrente a          | Date 🔻      | Balak, Mike<br>Barley, Renee |           |             | \$ in 1000s               | arly 👻           |
| umber of years as a customer             | 11 Years            |             | Bauman, Mark                 |           |             | 20                        |                  |
| verage days to pay                       | 30.75               | 12/10/2013  |                              | 4,522.00  |             | 20                        |                  |
| pen Balance                              | 33,759.46           | 11/25/2013  | 1084                         | 3,111.28  |             |                           |                  |
| redit Limit                              |                     | 06/07/2013  | 1043                         | 1,292.78  |             | 15                        |                  |
|  |                     | 12/28/2012  | 1024                         | 5,019.08  |             |                           |                  |
|  |                     | 11/30/2012  | 980                          |           | 14,996.88   | 10                        |                  |
| ſ  | This year-to-date 🔻 | 12/15/2011  | 974                          | 11,129.30 | 11,129.30   |                           |                  |
| ales Summary                             | This year-to-date   |             |                              |           |             | 5                         |                  |
| otal sales                               | 9,710.55            |             |                              |           |             |                           |                  |
| otal Sales for same period last year     | 14,435.00           |             |                              |           |             | 0 2008 2009 2010 2011     | 2012 2013        |
| oral bales for balle period last year    | 1 1/ 100100         |             |                              |           |             |                           |                  |
|  |                     |             |                              |           | QuickReport | Prior Year(s) Current Yea | r                |
|  |                     | Recent Pays | ments                        |           |             | Best-Selling Items        |                  |
|  |                     | Date 🔻      | Check/Ref#                   | A         | mount       | Amount 🔻 Thi              | s year-to-date 🔻 |
|  |                     | 08/15/2013  | 129342                       |           | 1,292.78    |                           |                  |
|  |                     | 02/20/2013  | 8438                         |           | 5,019.08    |                           |                  |
|  |                     |             |                              |           |             |                           |                  |
|  |                     |             |                              |           |             |                           |                  |
|  |                     |             |                              |           |             | Plumbing Fixtures         |                  |
|  |                     |             |                              |           |             | Plumbing Fixtures         |                  |
|  |                     |             |                              |           |             | Plumbing Fixtures         |                  |
|  |                     |             |                              |           |             |                           |                  |

Step 3: Double-click on an invoice in the *Recent Invoices* widget to review invoice details.

**Step 4:** To print out contents of a widget, click the down arrow icon on the top right segment of the widget. You can preview content before printing.

| Recent Invoi | ces  |           |              | Sales His | story                |               |
|--------------|------|-----------|--------------|-----------|----------------------|---------------|
| Date 🔻       | Num  | Amount    | Open Balance | \$ in 100 | 10s                  | Yearly 🔻      |
| 12/10/2013   | 1091 | 4,522.00  | 4,522.00     | 20        | Print                |               |
| 11/25/2013   | 1084 | 3,111.28  | 3,111.28     |           | Print Preview        |               |
| 06/07/2013   | 1043 | 1,292.78  | 0.00         | 15        | Set Orientation      | -             |
| 12/28/2012   | 1024 | 5,019.08  | 0.00         |           | 141                  |               |
| 11/30/2012   | 980  | 14,996.88 | 14,996.88    | 10        |                      |               |
| 12/15/2011   | 974  | 11,129.30 | 11,129.30    |           |                      |               |
|              |      |           |              | 5         |                      |               |
|              |      |           |              | 0         |                      |               |
|              |      |           |              | Ū         | 2008 2009 2010 2     | 011 2012 2013 |
|              |      |           | QuickReport  | P         | Prior Year(s) Curren | nt Year       |

Step 5: In the *Overview Widget* click on the *More Details* link to open the Customer Center.

| Abercrombie, Kristy                   | More Details        |
|---------------------------------------|---------------------|
| Number of years as a customer         | 11 Years            |
| Average days to pay                   | 30.75               |
| Open Balance                          | 33,759.46           |
| Credit Limit                          |                     |
| Sales Summary                         | This year-to-date 🔻 |
| Total sales                           | 9,710.55            |
| Total Sales for same period last year | 14,435.00           |

### Intuit QuickBooks Accounting Pro and Premier Editions

#### **Customer/Vendor History**

This feature enables QuickBooks users to easily view customer or vendor history at a glance when creating a new transaction. It also helps you save time working with your customer and vendor activities without having to print separate reports.

Step 1: From the icon bar, select *Create Invoices* and select a Customer or Customer: Job.

Conveniently, on the right side of the customer invoice (or other sales form) you will find useful information, including contact information, open balances, average days to pay and other timely details for that specific Customer or Customer:Job. Click on any of the links listed to view recent transactions or to create a QuickReport.

| 📄 Create Inv  | oices                                      |                           |               |   |   |  | _ 0 🔀  |
|---|--|---------------------------|---------------|---|---|--|--|
| Drevious  | 🖙 Next 📮 Save                              | 🍪 Print 👻 🔀 Send 👻        | 🖾 Ship 💌 🖲    | 💐 Find 🛛 📝 Spelling   | 🛯 🗞 History 📃                               | Journal 🗹 Progress 🛛 📆   | Letters 💌 🦥  |
| Chiles, Karen:  |  | Class<br>Remodel          |               |   | Print Preview<br>the Invoice -<br>INVOICE # | Chiles, Karen:Kitchen  | Edit Customer  |
| BILL TO<br>BILL TO<br>Karen Chiles<br>345 Cherry L<br>Middlefield C | ane  |                           |               | 12/15/2013 III<br>SHIP TO Ship To<br>Brian K. Cook<br>345 Cherry Lane<br>Middlefield, CA 944                    |   | Summary Phone Email <u>kcchiles@sa</u> Open balance Active estimates Sales Orders to be invoiced Unbilled time and expenses: | 415-555-2248<br>mplename.com<br>4,399.33<br>2<br>0<br>3,030.00 |
| ITEM  | DESCRIPTION                                | QUANTITY                  | U/M RA        |   | Tax   | Recent Transactions  | QuickReport  |
| Appliance<br>Appliance  | Gas Rangetop<br>Double oven                |                           |               | Second | 0 Tax 🔺                                     | 12/15/13 <u>Invoice</u><br>12/11/13 <u>Invoice</u>   | 1,636.69<br>5.95   |
| Customer<br><u>M</u> essage   |  | ▼ Tax Sai                 | i bonningo    | 5%) 114.1<br>otal 1,636.6   |   | 11/25/13 <u>Payment</u><br>11/25/13 <u>Payment</u><br>11/25/13 <u>Invoice</u>  | 2,580.00<br>4,225.41<br>1,636.69                               |
|   | iled<br>e payment <u>Learn more</u><br>Men | Customer Ta <u>x</u> Code | e Tax 💌 Balar | ments Applied<br>Ince Due   | 0.00<br>1,636.69<br>Revert                  | Notes  | <u>Edit</u>  |

Step 2: From the icon bar, select *Enter Bills* and enter the vendor name.

Instantly, on the right side of the vendor bill (or other purchase form) you will find useful information, including the phone number for the vendor, open balances for bills, purchase orders or other purchase documents and a list of recent transactions. Simply click on any of the links listed to view individual transactions, lists or reports.

| Enter Bills                               |                                  |               |                  |   |            |   | [  |   |
|---|----------------------------------|---------------|------------------|---|------------|---|--|---|
| 🛿 Previous 🛛 🗭 Ne                         | ext 🕞 Save   🛃                   | Find C Histor | y 🔄 Journal      | 🖉 Attach                                |            |   |  |   |
| ◉ Bill                                    |                                  |               |                  | Bill Received                           | d          |   | Berland Kitchen & Ba   | th  |
|   |                                  | Bill          |                  |   |            |   |  | Edit Vendor   |
| Vendor Berland Kito                       | then & Bath                      | -             | Date             | 12/15/2013 🔳                            |            |   | Summary  |   |
|   |                                  |               |                  | 8059                                    |            |   | Phone  | 415-555-8463  |
| Address Berland Kit                       | itchen & Bath                    |               | Ref. No.         | 8029                                    | -          |   | Open balance   | 585.00  |
| Bayshore                                  |                                  |               | Amount Due       | 585.00                                  |            |   | POs to be received   | Q   |
| Terms <u>Net 30</u>                       | Discount                         | : Date        | Bill Due         | 01/14/2014                              |            |   | Recent Transactions  |   |
|   |                                  |               |                  |   |            |   |  | OuickRepor  |
| Expenses                                  | \$0.00 Ite <u>m</u> s            | \$585.        | 00               |   |            |   | 12/15/13 Bill  | CONTRACTOR AND                |
| Expenses<br>Item                          | \$0.00 Ite <u>m</u> s            |               | DO<br>Cost Amoun | t Customer:Job                          | Bill Class |   | 12/15/13 <u>Bill</u><br>12/05/13 <u>Bill Pmt -Check</u>  | 585.0   |
| -   | -                                |               | Cost Amoun       | t Customer:Job<br>0 Abercrombie, Kristy | Bill Class |   | 12/05/13 <u>Bill Pmt -Check</u><br>11/01/13 <u>Check</u>   | 585.00<br>1,938.00<br>0.00  |
| Item                                      | Description                      | Qty U/M (     | Cost Amoun       |   |            |   | 12/05/13 <u>Bill Pmt -Check</u><br>11/01/13 <u>Check</u><br>10/30/13 <u>Bill</u> - Paid                                    | 585.00<br>1,938.00<br>0.00<br>2,017.00                            |
| Item                                      | Description                      | Qty U/M (     | Cost Amoun       |   |            | - | 12/05/13 <u>Bill Pmt -Check</u><br>11/01/13 <u>Check</u>   | 585.00<br>1,938.00<br>0.00<br>2,017.00                            |
| Item                                      | Description                      | Qty U/M (     | Cost Amoun       |   |            |   | 12/05/13 <u>Bill Pmt -Check</u><br>11/01/13 <u>Check</u><br>10/30/13 <u>Bill</u> - Paid                                    | 585.00<br>1,938.00<br>0.00<br>2,017.00<br>2,540.00                |
| Item                                      | Description                      | Qty U/M (     | Cost Amoun       |   |            | • | 12/05/13 <u>Bill Pmt -Check</u><br>11/01/13 <u>Check</u><br>10/30/13 <u>Bill</u> - Paid<br>09/26/13 <u>Bill Pmt -Check</u> | 585.00<br>1,938.00<br>0.00<br>2,017.00<br>2,540.00                |
| Item<br>Plumbing Fixtures                 | Description                      | Qty U/M (     | Cost Amoun       |   |            |   | 12/05/13 <u>Bill Pmt -Check</u><br>11/01/13 <u>Check</u><br>10/30/13 <u>Bill</u> - Paid<br>09/26/13 <u>Bill Pmt -Check</u> | QuickReport<br>585.00<br>1,938.00<br>2,017.00<br>2,540.00<br>Edit |
| Item<br>Plumbing Fixtures<br>Select PO Re | Description<br>Plumbing fixtures | Qty U/M (     | Cost Amoun       | 0 Abercrombie, Kristy                   | Remodel    |   | 12/05/13 <u>Bill Pmt -Check</u><br>11/01/13 <u>Check</u><br>10/30/13 <u>Bill</u> - Paid<br>09/26/13 <u>Bill Pmt -Check</u> | 585.00<br>1,938.00<br>0.00<br>2,017.00<br>2,540.00                |

#### **Balance Sheet by Class**

Small businesses in many industries have used QuickBooks to track profitability by class (i.e. location, fund or department) in their QuickBooks files. Now, with QuickBooks 2011, users can also create a Balance Sheet by Class.

Step 1: To enable class tracking, select *Edit*, *Preferences* and choose the *Accounting* preference on the left. Click to select the *Company Preferences* tab.

Step 2: Place a checkmark in the Use Class Tracking box. Additionally, you can select Prompt to Assign Classes.

Step 3: Create your class list, from *Lists, Class List*.

Step 4: Assign a class to each individual transaction line.

| 🔄 Create Invoices   |              |                  |          |          |                   |  |                            |      |
|---|--------------|------------------|----------|----------|-------------------|--|----------------------------|------|
| 🕲 Previous  🕼   | Next 厈 Save  | 🎯 Print 💌        | Send 🔻   | 🕞 Ship 💌 | 🕄 Find            | 📝 Spelling                             | ዊ <sub>ስ</sub> Histo       | ry 📃 |
| Customer: <u>J</u> ob [Kito<br>Chiles, Karen:Kitche<br>Invoice<br>BILL TO<br>Karen Chiles |              | Class<br>Remodel |          |          | 12/15/<br>SHIP    | Rock Castle                            | INVOICE :<br>098           | -    |
| 345 Cherry Lane<br>Middlefield CA 944   | 82           |                  |          |          | 345 Ch<br>Middler | nerry Lane<br>field, CA 94482<br>TERMS | 2<br>DUE DATE<br>1/14/2014 |      |
| ITEM  | DESCRIPTION  |                  | QUANTITY | U/M      | RATE              | AMOUNT                                 | Tax                        |      |
| Appliance   | Gas Rangetop |                  |          |          | 247.50            | 247.50                                 | Tax                        | *    |
| Appliance   | Double oven  |                  |          |          | 350.00            | 350.00                                 | Tax                        | -    |

Step 5: From the *Reports* menu, select *Company & Financial*, and then select *Balance Sheet by Class*.

| 1odify Report Memorize Print E-         | mail 🔻 Export Hide H           | Header Refresh   |                 |                |            |
|---|--------------------------------|------------------|-----------------|----------------|------------|
| ates This Fiscal Year-to-date 🔹 As of 1 | 2/15/2013 🔳 Colum <u>n</u> s ( | Class            | Sort By Default | •              |            |
| 6:59 AM                                 | Rock Cas                       | tle Construction | n               |                |            |
| 12/15/13                                | Balance S                      | Sheet by Clas    | SS              |                |            |
| Accrual Basis                           |                                | cember 15, 2013  |                 |                |            |
|   | New Construction               | Remodel +        | Overhead +      | Unclassified + | TOTAL +    |
| ASSETS                                  |                                |                  |                 |                |            |
| Current Assets                          |                                |                  |                 |                |            |
| Checking/Savings                        |                                |                  |                 |                |            |
| 10100 · Checking                        | 130,454.62                     | 225,843.97       | -301,018.42     | -15,944.35     | 39,335.82  |
| 10300 · Savings                         | 0.00                           | 0.00             | 16,110.19       | 1,800.00       | 17,910.19  |
| 10400 · Petty Cash                      | 0.00                           | 0.00             | 500.00          | 0.00           | 500.00     |
| Total Checking/Savings                  | 130,454.62                     | 225,843.97       | -284,408.23     | -14,144.35     | 57,746.01  |
| Accounts Receivable                     |                                |                  |                 |                |            |
| 11000 · Accounts Receivable             | 72,276.42                      | 83,995.79        | 0.00            | 0.00           | 156,272.21 |
| Total Accounts Receivable               | 72,276.42                      | 83,995.79        | 0.00            | 0.00           | 156,272.21 |
| Other Current Assets                    |                                |                  |                 |                |            |
| 12000 · Undeposited Funds               | 0.00                           | 2,440.00         | 0.00            | 0.00           | 2,440.00   |
| 12100 · Inventory Asset                 | 10,678.73                      | 10,930.10        | 7,679.39        | 108.00         | 29,396.22  |
| 12800 · Employee Advances               | 0.00                           | 0.00             | 770.00          | 62.00          | 832.00     |
| 13100 · Pre-paid Insurance              | 0.00                           | 0.00             | 4,050.00        | 0.00           | 4,050.00   |
| 13400 · Retainage Receivable            | 3,147.52                       | 555.50           | 0.00            | 0.00           | 3,703.02   |
| Total Other Current Assets              | 13,826.25                      | 13,925.60        | 12,499.39       | 170.00         | 40,421.24  |
| Total Current Assets                    | 216.557.29                     | 323,765,36       | -271.908.84     | -13.974.35     | 254,439.46 |

#### Make Everyday Tasks More Efficient

**Batch Invoicing.** Small businesses in many different industries use some form of multiple invoicing (i.e. batch invoicing), especially when the charges to a customer are repetitive. With QuickBooks 2011, users can create multiple invoices to customers simultaneously in just a few simple steps. The customer billing groups created can be saved for future use and edited to reflect changes in pricing.

Step 1: From the *Customers* menu, select *Create Batch Invoices*.

Step 2: Click the drop down arrow on *Billing Group*, and select one of the existing groups or choose *Add New*.

Step 3: Select the Customer or Job in the Search Results frame and click the *Add* button to include the selected name(s) in the Billing Group.

Step 4: Click Save Group or click Next to automatically save your work.

| Search<br>Look for in<br>Search Reset  | All fields   | Billing Group<br>Permit Inspections   |
|--|--|---|
| Search Results          Name         Abercrombie, Kristy         Family Room         Kitchen         Office Remodel         Remodel Bathroom         Augustin, Marvin         Home Remodel         Auleta, Frank         Remodel         Beard, Lucy         Remodel         Behanu, Aaron         Utility Shed         Bentley, Karen         Family Room         Garage Repair         Bowden's Music Shop | Balanc         Terms           33,759.46         Net 30           14,996.88         Net 30           0.00         Net 30           11,129.30         Net 30           7,633.28         Net 30           0.00         Net 15           0.00         Net 15           14,510.00         Net 15           16,500.00         Net 15           16,500.00         Net 15           16,500.00         Net 15           16,500.00         Net 30           0.00         Net 15 | Add > Add > Add > Add > Billing group : Permit Inspections Customers in This Group Abercrombie, Kristy:Family Room Abercrombie, Kristy:Remodel Bathroom Augustin, Marvin:Home Remodel Bowden's Music Shop:Repairs Bentley, Karen:Family Room Behanu, Aaron:Utility Shed Bentley, Karen:Garage Repair Beard, Lucy:Remodel Auleta, Frank:Remodel Save Group |

Step 5: Select the appropriate *item(s)* to be included on the invoice for each of the Customers or Jobs included in the Billing Group.

## Intuit QuickBooks Accounting Pro and Premier Editions

Step 6: Complete the additional columns of detail, or accept the default values.

#### Step 7: Click Next.

| QUANTITY U/M RATE AMOUNT Tax  |                         | DECONTROL                        |          |     |             |               | -   |
|---|-------------------------|----------------------------------|----------|-----|-------------|---------------|-----|
|   | TEM<br>ermit Inspection | DESCRIPTION<br>Permit Inspection | QUANTITY | U/M | RATE 275.00 | AMOUNT 275.00 | Tax |
| Image: section of the section of t | ermit inspection        | Permit Inspection                | 1        |     | 2/5.00      | 2/5.00        | NOT |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         | _                                |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   |                         |                                  |          |     |             |               |     |
|   | stomer Thank you f      | for your 👻                       |          |     |             |               |     |
|   | ssage business.         | or your                          |          |     |             |               |     |
|   |                         |                                  |          |     | Total       | 275.00        |     |

Step 8: You can *Select* or *De-select* the invoices to be created here.

## Intuit QuickBooks Accounting Pro and Premier Editions

Step 9: Click the *Create Invoices* button.

| Abercrombie, Kristy:Family Room         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Abercrombie, Kristy:Kitchen         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Abercrombie, Kristy:Remodel Bathroom         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Augustin, Marvin:Home Remodel         Net 15         Email         275.00         Tax         7.75%         0.00         275.00         OK           Bowden's Music Shop:Repairs         Net 15         Email         275.00         Tax         7.75%         0.00         275.00         OK           Bentley, Karen:Family Room         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Behanu, Aaron:Utility Shed         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Beard, Lucy:Remodel         Net 15         None         275.00         Tax         7.75%         0.00         275.00         OK           Auleta, Frank:Remodel         Net 15   | lect | Customer                             | Terms  | Send Method | Amount | Tax | Tax   | Tax  | Total  | Status |
|--|------|--------------------------------------|--------|-------------|--------|-----|-------|------|--------|--------|
| Image: Abserve on the second background of the second background background background background background backgr        | 1    | Abercrombie, Kristy:Family Room      | Net 30 | Email       | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
| Image: Augustin, Marvin:Home Remodel         Net 15         Email         275.00         Tax         7.75%         0.00         275.00         OK           Image: Source of So  | 1    | Abercrombie, Kristy:Kitchen          | Net 30 | Email       | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
| Image: Second stress of the stress | 1    | Abercrombie, Kristy:Remodel Bathroom | Net 30 | Email       | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
| ✓         Bentley, Karen:Family Room         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           ✓         Behanu, Aaron:Utility Shed         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           ✓         Bentley, Karen:Garage Repair         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           ✓         Bentley, Karen:Garage Repair         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           ✓         Beard, Lucy:Remodel         Net 15         None         275.00         Tax         7.75%         0.00         275.00         OK  | 1    | Augustin, Marvin:Home Remodel        | Net 15 | Email       | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
| Image: Second system         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Image: Second system         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Image: Second system         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Image: Second system         Net 15         None         275.00         Tax         7.75%         0.00         275.00         OK   | 1    | Bowden's Music Shop:Repairs          | Net 15 | Email       | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
| Image: Sentley, Karen:Garage Repair         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Image: Sentley, Karen:Garage Repair         Net 30         Email         275.00         Tax         7.75%         0.00         275.00         OK           Image: Sentley, Karen:Garage Repair         Net 15         None         275.00         Tax         7.75%         0.00         275.00         OK  | 1    | Bentley, Karen:Family Room           | Net 30 | Email       | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
| ✓ Beard, Lucy:Remodel Net 15 None 275.00 Tax 7.75% 0.00 275.00 OK  | 1    | Behanu, Aaron:Utility Shed           | Net 30 | Email       | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
|  | 1    | Bentley, Karen:Garage Repair         | Net 30 | Email       | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
| Auleta, Frank:Remodel         Net 15         None         275.00         Tax         7.75%         0.00         275.00         OK  | 1    | Beard, Lucy:Remodel                  | Net 15 | None        | 275.00 | Tax | 7.75% | 0.00 | 275.00 | OK     |
|  | •    | nucley i fanki kendek                |        |             | 275.00 |     |       |      |        |        |

Step 10: Click the *Print* or *Email* buttons to complete those activities.

| Batch I    | nvoice Summary                                    |  | ×               |
|------------|---|--|-----------------|
| You<br>Pre | r invoices are created. Th<br>ferred Send Method. | ey're marked for print or email based on<br>low do I enter or change the Send Meth | each customer's |
| 2          | marked for print                                  | Print  |                 |
| 8          | marked for email                                  | Email  |                 |
| 0          | unmarked (you can ser                             | nd these later)  |                 |
|            |   |  | Close           |

## Intuit QuickBooks Accounting Pro and Premier Editions

**Webmail Integration.** QuickBooks users now have additional options for transmitting documents (such as invoices) to their customers. Send reports and forms with webmail services, such as Hotmail, Yahoo, and Gmail, in addition to Outlook. Once configured, forms and reports are automatically sent using the selected default webmail service.

| File | Edit | View Lists                    | Favorites Ad | ccountant  | Company  | Customers     | Vendors  |
|------|------|-------------------------------|--------------|------------|----------|---------------|----------|
| Ho   |      | Undo<br>Revert                | Ctrl+Z       | Customer ( | Center \ | /endor Center | Employee |
|      |      | Cut                           | Ctrl+X       |            |          |               |          |
|      |      | Сору                          | Ctrl+C       |            |          |               |          |
|      |      | Paste                         | Ctrl+V       |            |          |               |          |
|      |      | Use Register                  | Ctrl+R       |            |          |               |          |
|      |      | Use Calculator                |              |            |          |               |          |
|      |      | Find<br>Search<br>Preferences | Ctrl+F       |            |          |               |          |

Step 1: From the top menu bar, click on *Edit, Preferences*.

Step 2: In the *Preferences* dialog box, select *Send Forms*, and click on the *My Preferences* tab.

| Preferences  |   |  | ×                         |
|--|---|--|---------------------------|
| 🛍 Accounting   | My Preferences  | Company Preferences                                | ОК                        |
| i Bills<br>Checking<br>핵원 Desktop View<br>% Finance Charge<br>General<br>Integrated Applicatio       | Auto-check the "To be<br>Preferred Send Metho<br>Send e-mail using:<br><u>Web Mail</u><br><u>Q</u> utlook | e e-mailed" checkbox if customer's<br>d is e-mail. | Cancel<br>Help<br>Default |
| <ul> <li>Items &amp; Inventory</li> <li>Jobs &amp; Estimates</li> <li>Multiple Currencies</li> </ul> | E-Mail Ids  | Select Default                                     | General                   |
| Payments<br>Payroll & Employees<br>Eminders  |   |  |                           |
| <ul> <li>Sales &amp; Customers</li> <li>Sales Tax</li> <li>Search</li> </ul>                         |   |  | -                         |
| Send Forms<br>Service Connection<br>Spelling<br>Tax: 1099  | Add   | <u>E</u> dit Dele <u>t</u> e                       |                           |

Step 3: Select *Webmail* from the list under *Send e-mail using*, click on the *Add* button, and select your email provider (Gmail, Yahoo, Hotmail).

## Intuit QuickBooks Accounting Pro and Premier Editions

Step 4: Complete the Add Email Info details.

| Preferences           |  | 23        |
|-----------------------|--|-----------|
| 🛍 Accounting          | My Preferences   | ОК        |
| 🤹 Bills               |  | Cancel    |
| 🗾 Checking            | Auto-check the "To be e-mailed" checkbox if customer's Preferred   |           |
| ≊র্থীর Desktop View   | Add Email Info   | Help      |
| %, Finance Charge     | Send e-mail  | Default   |
| 💁 General             | Meb Ma     Email Id     Email Id |           |
| Integrated Applicatio | Outlook Email Provider (Select) ▼  | Also See: |
| 🚕 Items & Inventory   |  | General   |
| 🛃 Jobs & Estimates    | SMTP Server Details  |           |
| Hultiple Currencies   | E-Mail Ids   |           |
| Payments              | Server Name  | 5.5       |
| Payroll & Employees   |  |           |
| 🚳 Reminders           | Port 25  |           |
| 🛄 Reports & Graphs    |  |           |
| Sales & Customers     | SSL SSL  |           |
| 😴 Sales Tax           | OK Cancel  | 1 . D . D |
| 🔍 Search              |  |           |
| 🥁 Send Forms          |  |           |
| Service Connection    | Add Edit Delete  | 5 5 5     |
| V Spelling            |  |           |
| Tax: 1099             |  |           |
|                       |  |           |

## Intuit QuickBooks Accounting Pro and Premier Editions

**Collections Center.** To help business owners take charge of collecting receivables, QuickBooks 2011 includes a new Collections Center. The Collections Center is a tool that automates the collections process – minimizing the time that business owners need to spend identifying customers who are overdue on their payments, and contacting them for collections.

Step 1: From the icon bar select the *Customer Center* (or click on the Customer Center button on the top left side of the home page).

Step 2: Click on the Collections Center icon on the top bar of the Customer Center.

| <b>6</b> 9 | Sampl | e Rock C | astle C | onstruction | - QuickBooks          | Premier Ac  | countant Edit | tion 2011 |                |               |          |        |
|------------|-------|----------|---------|-------------|-----------------------|-------------|---------------|-----------|----------------|---------------|----------|--------|
| File       | Edit  | View     | Lists   | Favorites   | Accountant            | Company     | Customers     | Vendors   | Employees      | Banking       | Reports  | Online |
| 1          |       |          |         | <b>.</b>    | 1                     | ]           | <b>—</b>      | <b>e</b>  |                | 8             |          | A      |
| Ho         | ome   | Search   | Com     | pany Snapsl | hot Custome           | r Center Ve | endor Center  | Employee  | Center Or      | nline Banking | g Doc    | Center |
| 1          | New   | Custom   | er & Jo | ob 🔹 🍢 I    | New <u>T</u> ransacti | ions 🔹 🚔    | Print •       | Excel •   | ₩or <u>d</u> • | Collec        | tions Ce | nter   |

Collections Center - - × Almost Due **Customers with Almost Due Invoices** Select and Send Email Customer Name Balance V Days Overdue Contact Notes/Warnings 2 Canha, Frank:Remodel 13,900.00 650-555-3423 Invoice #1092 13,900.00 -10 Robinson, Hazel:Robinson Medical Group 12,420.98 415-555-3925 Invoice #1097 12,420.98 0 Meyer-Lopez, Irene:Dental office 8,618.64 415-555-8900 Invoice #1079 8,618.64 -5 Chiles, Karen:2nd story addition 5,418.00 415-555-2248 Invoice #1081 5,418.00 -10 Himateja Madala:Remodel Kitchen 4,223.00 415-555-3613 Invoice #1077 4,223.00 -3 Hunter, Celeste:Kitchen 2,320.00 415-555-4411 Invoice #1082 2,320.00 -10 Chiles, Karen:Kitchen 1,636.69 415-555-2248

Step 3: Click on the Almost Due tab to show a list of customers with almost due invoices.

Step 4: Click on the Select and Send Email icon.

| Collections Cente | er             |                 |              |         |                       |
|-------------------|----------------|-----------------|--------------|---------|-----------------------|
| Overdue           | Almost Due     |                 |              |         |                       |
| \varTheta Custom  | ers with Almos | st Due Invoices |              |         | Select and Send Email |
| Customer Nan      | ne             | Balance ¥       | Days Overdue | Contact | Notes/Warnings        |

**Step 5:** Click on the checkboxes in the Customer Name column to select the customers you want to email. Edit the text of the email message.

Step 6: Click the Back button to cancel out of email send.

| Send Mass Email - Almost Due        |           |              |     |                     |  |
|-------------------------------------|-----------|--------------|-----|---------------------|--|
| Customer Name                       | Balance ¥ | Days Overdue | То  | ):                  | [Appropriate customer's email address will be use                                |
| Canha, Frank:Remodel                | 13,900.00 |              | Fro | om:                 | rockcastle@samplename.com  |
| ✓ Invoice #1092                     | 13,900.00 | -10          | Cc  | :                   |  |
| Robinson, Hazel:Robinson Medical Gr | 12,420.98 |              | Вс  | c:                  |  |
| ✓ Invoice #1097                     | 12,420.98 | 0            | Su  | bject:              | Payment Reminder from Rock Castle Construction                                   |
| Meyer-Lopez, Irene:Dental office    | 8,618.64  |              |     | Ve'd lik<br>vhich w | e to bring your attention to the attached invoice<br>ill shortly become overdue. |
| ✓ Invoice #1079                     | 8,618.64  | -5           |     | Ve wou<br>he due    | ld request that you make payment on or before date.                              |
| Chiles, Karen:2nd story addition    | 5,418.00  |              | Р   | lease c             | ontact us if you have any questions.   |
| V Invoice #1081                     | 5,418.00  | -10          |     | incerel             |  |
| Himateja Madala:Remodel Kitchen     | 4,223.00  |              |     | lock Ca<br>50-555   | stle Construction<br>i-1234  |
| V Invoice #1077                     | 4,223.00  | -3           |     |                     |  |
| Hunter, Celeste:Kitchen             | 2,320.00  |              |     |                     |  |
| Invoice #1082                       | 2,320.00  | -10          |     |                     |  |
| Chiles, Karen:Kitchen               | 1,636.69  |              | 0   | Your In             | voice will be attached to the message as a PDF file]                             |
| Invoice #1080                       | 1,636.69  | -10          |     |                     | Back Send  |

## Intuit QuickBooks Accounting Pro and Premier Editions

**Intuit PaymentNetwork.** Intuit PaymentNetwork<sup>4</sup> (IPN) helps users get paid fast<sup>5</sup> by giving their customers the option to pay their invoices instantly. Invoices created in QuickBooks 2011 offer customers the option to pay their invoices via Intuit PaymentNetwork by clicking on a link in the invoice. Payments received through the Intuit PaymentNetwork can automatically or manually be downloaded into users' QuickBooks files.

Step 1: Go to https://paymentnetwork.intuit.com/ to add the bank account information for the business that will be credited with online customer payments. Or, from the *Edit, Preferences* menu, select *Payments* on the left and click the *Company Preferences* tab. Click the *Learn More* link.

| Intuit PaymentNetwork - /                            | Add Bank +     |  |
|--|----------------|--|
| What kind of bank ac                                 | count?         | Retrieve numbers from a paper check.   |
| Business Checking 👻                                  |                | выялизи 030  |
|  |                | DATE   |
| Bank Name  |                | PAY TO THE S   |
|  |                |  |
|  |                | ron  |
| Routing Number                                       |                | 1234.56780: 123=4.56=7* 0301   |
|  |                | Routing Account  |
|  |                | Routing Account  |
| Account Number                                       |                | Routing Account  |
| Account Number                                       |                | Note: You can change bank account info or  |
| Account Number                                       |                |  |
|  | ount Holder De | Note: You can change bank account info or add another account at any time.   |
| Add Bank Acc   | ount Holder De | Note: You can change bank account info or add another account at any time.   |
|  |                | Note: You can change bank account info or add another account at any time.   |
| Add Bank Acc   |                | Note: You can change bank account info or<br>add another account at any time.  |
| Add Bank Acc   |                | Note: You can change bank account info or<br>add another account at any time.<br>tails<br>Millions of people trust Intuit with their tax ar<br>financial data and the company processes ov   |
| Add Bank Acc<br>All fields are require               | d.             | Note: You can change bank account info or<br>add another account at any time.<br>tails<br>Millions of people trust Intuit with their tax an<br>financial data and the company processes ov<br>116 million transactions per year. Intuit know<br>how to handle your financial information and |
| Add Bank Acc<br>All fields are require<br>First Name | d.             | Note: You can change bank account info or<br>add another account at any time.<br>tails<br>Millions of people trust Intuit with their tax ar<br>financial data and the company processes ov<br>116 million transactions per year. Intuit know   |
| Add Bank Acc<br>All fields are require               | d.             | Note: You can change bank account info or<br>add another account at any time.<br>tails<br>Millions of people trust Intuit with their tax an<br>financial data and the company processes ov<br>116 million transactions per year. Intuit know<br>how to handle your financial information and |
| Add Bank Acc<br>All fields are require<br>First Name | d.             | Note: You can change bank account info or<br>add another account at any time.<br>tails<br>Millions of people trust Intuit with their tax an<br>financial data and the company processes ov<br>116 million transactions per year. Intuit know<br>how to handle your financial information and |

4 Requires merchant account through intuit PaymentNetWork, provided by Linuit Payment Solutions. Application approval, an internet connection and a supported web browser required. Transaction fees apply. Terms, conditions, features, pricing, service and support options are subject to change without notice. Optional online payment acceptance through URL links on QuickBooks invoices requires QuickBooks financial software 2011 Pro, Premier, or Enterprise (for the PC) (sold separately). Not compatible with QuickBooks Online edition or QuickBooks for Mac. Subject to occasional downtimes

5 Transactions under \$5,000 are usually deposited into your U.S. bank account within the next day. For transactions that are over \$5,000 are usually funded in 2-3 days depending on your financial institution and your Demand Deposit Account. Clearance time for funds may vary depending on your Demand Deposit Account

# Intuit QuickBooks Accounting Pro and Premier Editions

Step 2: After signing up for the service, from the *Edit, Preferences* menu, select *Payments* on the left and click the *Company Preferences* tab. Place a checkmark in the *Include electronic payment link on invoices* box and enter the email associated with the IPN account. This will allow customers to pay the invoices through the Intuit PaymentNetwork.



Step 3: To enable automatic download into the QuickBooks file of customer payments processed through IPN click *Online Solutions, Set Up Intuit Sync Manager.* Follow the steps as directed.

## Intuit QuickBooks Accounting Pro and Premier Editions

**Step 4:** Log into your Intuit PaymentNetwork account and browse to the link *Export Payments to QuickBooks* (on the left side). Follow the instructions to link your QuickBooks file with your IPN account.



**Step 5:** Create your customer's invoice, from the *Customers, Create Invoices* menu. Select the Send drop-down menu from the active invoice displayed and choose the Email Invoice option. The customer will receive the invoice as a PDF attachment, with a link to pay online with a business Automated Clearing House (ACH) check.

**Step 6:** The QuickBooks user will be notified by email that the payment has been processed and credited to the bank account.

# Intuit QuickBooks Accounting Pro and Premier Editions

Step 7: Transaction history processed through Intuit PaymentNetwork is easily accessible by logging into your IPN account.

| าา่านา่า  |  | Sign Out   Feedba                   | ack   Help   Support   Blog |
|---|--|-------------------------------------|-----------------------------|
| PaymentNetwork                                  |  |                                     |                             |
| ly Recent Activity                              | Welcome<br>Complete your open requests or review y | our recent PaymentNetwork payments. |                             |
| ly Activity<br>ly Profile<br>ly Bank Accounts   | Open Requests Requ                                 | est Payment                         | Last 5 Requests             |
| y Ecommerce Buttons                             | Type Date Detail                                   | Amount                              | Action                      |
| Request Payment Send Payment Export Payments to | Recent Payments                                    | nd Payment                          | Last 5 Payments 💌           |
| <u>QuickBooks</u>                               | Type Status Date Deta                              | il /                                | Amount Action               |
|   | Completed 06-Aug-2010 Tran                         | sfer to ACS, Inc.                   | \$250.00 VIA QB View        |

Paid Date Stamp. Customer invoices that have been paid now reflect the date in the Paid Stamp details.

Step 1: Complete a *Customer*, *Receive Payment* form.

**Step 2**: Open to view the invoice that was paid, and the Paid Stamp now includes the date entered on the Receive Payment form.



### Intuit QuickBooks Accounting **Pro and Premier Editions**

Advanced Inventory (Enterprise). With Advanced Inventory, QuickBooks Enterprise Solutions users can now better track and manage their inventories stored in multiple locations. More specifically, users can:

- Keep track of how much inventory (number of units and related dollar value) is stored in each of their inventory sites.
- Set site-specific reorder points so they know when to replenish inventory at each site location.
- Assign items to a specific inventory site at the time of purchase or define the location at the time the items are received into inventory.
- Sell items from multiple locations on the same sales form.
- Transfer items between inventory locations.
- Build assemblies using parts from different inventory locations.
- Run site-specific inventory valuation reports.

Ŧ

Step 1: Select *Edit, Preferences, Items and Inventory*, and then click on the *Company Preferences* tab. Place a check mark in the Advanced Inventory is enabled box. You may also select other settings about working with Advanced Inventory.

| references            |                        |  |                                 |                       |
|-----------------------|------------------------|--|---------------------------------|-----------------------|
| 🛍 Accounting 🔥        | My Preferences         | <u>Company Preferences</u>                               | ]                               | ОК                    |
| 🖕 Bills               | Purchase Orders and Ir | nventory   |                                 | Cancel                |
| 🛃 Checking            | Inventory and pure     | hase orders are active.                                  |                                 |                       |
| 린희 Desktop View       | Advanced Inventor      | v is enabled. How do I                                   | use Advanced Inventory?         | Help                  |
| Finance Charge        |                        | ,<br>licate inventory transfer numbe                     | ers.                            | <u>D</u> efault       |
| 💁 General             |                        |  |                                 |                       |
| Integrated Applicatio |                        | te purchase order <u>n</u> umbers.                       |                                 | Also See              |
| 🛞 Items & Inventory   |                        | tity Available for my inventory                          | a constant constant             | General               |
| 🖌 Jobs & Estimates    | Quantity reserve       | ed for Pending <u>B</u> uilds 🛛 🛛 Q                      | uantity on Sales <u>O</u> rders |                       |
| B Multiple Currencies |                        | inventory to sell (across all sit                        | es)                             | Sales and<br>Customer |
| Payments              | Also warn per in       | ven <u>t</u> ory site.<br>I want to sell exceeds 🛛 🔘 Qua | The online of                   |                       |
| Payroll & Employees   | when the quantity i    |  | antity On Hand                  |                       |
| a Reminders           |                        | C Que  | anaty Available                 |                       |
| n Reports & Graphs    | Unit of Measure        |  |                                 |                       |
| Sales & Customers     | Enable                 |  |                                 |                       |
| Sales Tax             |                        |  |                                 |                       |
| Search                |                        |  |                                 |                       |
| Send Forms            |                        |  |                                 |                       |
| Service Connection    |                        |  |                                 |                       |
| V Spelling            |                        |  |                                 |                       |
| Tax: 1099             |                        |  |                                 |                       |

### Intuit QuickBooks Accounting Pro and Premier Editions

Step 3: To create your inventory locations, select *Lists, Inventory Site List* and enter your site locations. You may also define a default location.

| Name       | Description |
|------------|-------------|
| Drop Ship  | TBD         |
| Truck 1    |             |
| Truck 2    |             |
| >Warehouse |             |
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |

Step 4: When purchasing or receiving inventory, assign the inventory location on each transaction line in the Site column.

| Previous     Next     Save     Address     Philip Pump Manufacturing     Philip Pump Manufacturing     Address     Philip Pump Manufacturing     Terms     Net 15     Discount Date     Dete     Out     Discount Date     Out     Discount Date     Discount Date |                    |
|--|--------------------|
| Bill       Vendor     Philip Pump Manufacturing     Date     12/31/2013       Address     Philip Pump Manufacturing     Ref. No.     9809       1234 Seacliff Ct.     Amount Due     35.00       Middlefield, Ca 94063     Bill Due     01/15/2015       Terms     Net 15     Discount Date  |                    |
| Vendor       Philip Pump Manufacturing       Date       12/31/2013       Summary         Address       Philip Pump Manufacturing<br>1234 Seadiff Ct.<br>Middlefield, Ca 94063       Date       12/31/2013       Philip Pump Manufacturing<br>1234 Seadiff Ct.<br>Middlefield, Ca 94063       Ref. No.       9809         Terms       Net 15       Discount Date       01/15/2015       Philip  | uring              |
| Address     Philip Pump Manufacturing<br>1234 Seachiff Ct.<br>Middlefield, Ca 94063     Ref. No.     9809     Open balance       Bill Due     01/15/2015     Bill     Pos to be received   | <u>Edit Vendor</u> |
| Address     Frinip Found Manufacturing<br>1234 Seach TCt.<br>Middlefield, Ca 94063     Den balance     Open balance       Terms     Net 15     Discount Date     01/15/2015     Image: Control of the second se   | 650-555-1400       |
| 1234 Seadiff Ct.     Middlefield, Ca 94063     Amount Due     35.00     POs to be received       Bill Due     01/15/2015     01/15/2015     01/15/2015   | 10,179.30          |
| Terms Net 15   Discount Date   | 2                  |
| Recent Transactions  | QuickReport        |
| Expenses \$0.00 Items \$35.00 12/31/13 Bill  | 35.00              |
| Item Description Qty U/M Cost Amount Site Customer: Job B PO No. 12/25/13 Bill   | 35.00              |
| Pumps:PUKH         Rule Pump, Key Hole         1         35.00         35.00         Warehouse         3         12/20/13 Bill Pmt -Check  | 2,400.00           |
| Panel Rivet 11/14/13 Bill 11/10/13 Bill  | 1,255.00<br>350.00 |
|  |                    |
| Notes  | Edit               |
|  |                    |
| Select PO Clear Qtys Show PO Time  |                    |
| Clear Splits         Recalculate         Save & Close         Save & New         Revert  |                    |

# Intuit QuickBooks Accounting Pro and Premier Editions

Step 5: To move quantity from one inventory location to another, select *Vendors, Inventory Activities*, and then select *Transfer Quantity*.

| 😱 Transfer Inventory  |                              |                            |
|-----------------------|------------------------------|----------------------------|
| Previous 🕞 Next 📮     | ) Save 🗳 Print 🔻 🕄 Find      | Journal                    |
| Date 12/15/2013       | Reference No. 158<br>to Truc | k 1 💌                      |
| Item                  | Qty On Hand: Warehouse       | Qty to Transfer            |
| ANSP                  | 500                          | 125 🔺                      |
| CODR                  | 8                            | 1                          |
| Pool Covers:POCO-DB 🔻 | 2                            | 2 🖂                        |
| Memo                  |                              | <b>-</b> _                 |
|                       | Save & Close                 | e <u>S</u> ave & New Clear |

# Intuit QuickBooks Accounting Pro and Premier Editions

Step 6: To select multiple items to transfer at one time, click on the button *Add Multiple Items* on the Transfer Inventory dialog.

| Add N  | Iultiple Items                    |             |                   |           |                |                       |        | ж |
|--------|-----------------------------------|-------------|-------------------|-----------|----------------|-----------------------|--------|---|
| Find a | nd select the inventory items you | want to tra | nsfer. Items will | be added  | to the end of  | the list.             |        |   |
| Eind   |                                   | in All fi   | elds              | - (       | <u>S</u> earch | Reset                 |        |   |
| 1      | Item                              | Desc        | ription           |           |                | Qty On Hand: Warehous | e      |   |
|        | CEPE                              | Cente       | er Pedestal       |           |                |                       | 3      | * |
| 1      | CODR                              | Cord        | ess Drill         |           |                |                       | 8      |   |
|        | DE-R12                            | Inf D       | eckmount, R1/2    | Baldor Mo | tor            |                       | 20     |   |
|        | DR-4-AL                           | Drum        | , 4", Aluminum    |           |                |                       | 688    | - |
|        | DRPE                              | Powe        | rTrak, Drive Ped  | lestal    |                |                       | 4      |   |
|        | ELCO-12G                          | Elect       | ical Cord, 12 Ga  | uge       |                |                       | 20     |   |
|        | GR-#4-BR                          | Grom        | met, #4 Brass     |           |                |                       | 600    |   |
|        | HETO                              | T Sty       | le Hex Tool       |           |                |                       | 65     |   |
|        | LEED-CL                           | Leadi       | ng Edge, Clear    |           |                |                       | 381    |   |
|        | MOST                              | Moto        | Stickers          |           |                |                       | 11     |   |
|        | Pool Covers                       |             |                   |           |                |                       | 0      |   |
|        | Pool Covers:POCO-AQ               | Aqua        |                   |           |                |                       | 2      |   |
| 1      | Pool Covers:POCO-DB               | Dark        | Blue              |           |                |                       | 2      | - |
| s      | elect All Clear All               | Include ir  | nactive           |           | A              | 3 Items Se            | lected |   |

# Intuit QuickBooks Accounting Pro and Premier Editions

**Step 7:** When transferring inventory, in the Qty to Transfer column select the link to display the Current Availability for a specific item.

| Current Availa  | Pool Covers:PO           | CO-DB                                  | U,  | M ea   | •     |           |                |
|---|--------------------------|--|-----|--|-------|-----------|----------------|
| Description<br>Inventory Site                               | Dark Blue                | Qty On Hand                            |     |  |       | All Sites |                |
| Drop Ship   |                          | 0                                      | _ ( | Quantity on Hand   |       | 2         |                |
| Truck 1<br>Truck 2  |                          | 0                                      | L ( | Quantity on Sales Orders   |       | 5         |                |
| Warehouse   |                          | 0                                      | (   | Quantity Reserved for Assemb   | olies | 0         |                |
|   |                          |  |     | Quantity Available   |       | -3        |                |
|   |                          |  | c   | Quantity on Purchase Orders<br>Quantity on Pending Builds                |       | 23        |                |
| Hide <u>D</u> etails <<<br>how Details for [<br>P.O. Number | Purchase Orders          | •                                      | •   | Vendor Name  | Site  | Quantity  | U/M            |
| 31<br>31<br>36  | 11/05/2013<br>11/05/2013 | 12/05/2013<br>12/05/2013<br>11/21/2013 | F   | Prentice Pool Materials<br>Prentice Pool Materials<br>ipps Pool Supplies | Jue   | 10<br>10  | ea<br>ea<br>ea |
| Show De <u>t</u> ails fo                                    | or the Selected Si       | te only.                               | I   |  | 1     |           | Close          |

# Intuit QuickBooks Accounting Pro and Premier Editions

Step 8: If you would like to see a report of how much inventory you have on site, select *Reports, Inventory, Quantity on Hand by Site* from the menu bar.

| 🗐 Quantity on Hand by  | / Site        |                |                     |                |
|------------------------|---------------|----------------|---------------------|----------------|
| Modify Report          | emorize Print | E-mail • Expor | t Hide He           | ader Refresh   |
| Dates This Month-to-da | te 🔹 12/1     | 5/2013 🔳 Inv   | entory Site All inv | entory sites 👻 |
| 2:56 PM                | Manufacturin  | g Sample       | File                |                |
| 12/15/13               | Quantity on   | Hand by        | Site                |                |
|                        |               | 1 - 15, 2013   |                     |                |
|                        | ♦ Warehouse ♦ | Truck 1 +      | TOTAL +             |                |
| Inventory              |               | 3              |                     | *              |
| AN-12x1                | 785           | 0.00           | 785                 |                |
| ANAD                   | 11            | 0.00           | 11                  |                |
| ANBA-BL                | 37            | 0.00           | 37                  |                |
| ANPI-BL                | 36            | 0.00           | 36                  |                |
| ANSP                   | 375           | 125            | 500                 |                |
| BO-1/2x4-J             | 18            | 0.00           | 18                  |                |
| CEPE                   | 3             | 0.00           | 3                   |                |
| CODR                   | 7             | 1              | 8                   |                |
| DE-R12                 | 20            | 0.00           | 20                  |                |
| DR-4-AL                | 688           | 0.00           | 688                 |                |
| DRPE                   | 4             | 0.00           | 4                   |                |

### Intuit QuickBooks Accounting Pro and Premier Editions

#### Summary

This product tour was designed to illustrate the timesaving techniques QuickBooks 2011 has to offer users. Regardless of which activity is most crucial to running a small business, QuickBooks 2011 enables small business owners to spend more time focusing on their operations. New and improved features allow users to get faster access to data, make everyday tasks more efficient, and access QuickBooks data on the move. (Please see the Quickbooks Connect Reviewer's Guide for details.)

#### Pricing

| QuickBooks Pro (single)       | \$229.95 |
|-------------------------------|----------|
| QuickBooks Pro- 2 user        | \$459.95 |
| QuickBooks Pro- 3 user        | \$649.95 |
| QuickBooks Pro Add-a-Seat     | \$229.95 |
| QuickBooks Premier (single)   | \$399.95 |
| QuickBooks Premier- 2 User    | \$749.95 |
| QuickBooks Premier- 3 user    | \$999.95 |
| QuickBooks Premier Add-a-Seat | \$359.95 |

#### Availability

Intuit QuickBooks Financial Software Pro and Premier Editions (including industry-specific versions) is expected to be available for purchase directly from Intuit on September 27, 2010 by calling 888-2-INTUIT or visiting www.quickbooks.com. QuickBooks Pro and Premier will be available on October 10 at leading retailers including Amazon.com, Best Buy, BJ's, Costco, Fry's Electronics, Office Depot, OfficeMax, Sam's Club, Staples and Wal-Mart.

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#### Thank you

Thank you for taking the time to review Intuit's latest versions of QuickBooks Pro and QuickBooks Premier. Your suggestions and feedback are vital to the success of QuickBooks. Please feel free to send your comments to the media contacts listed above.