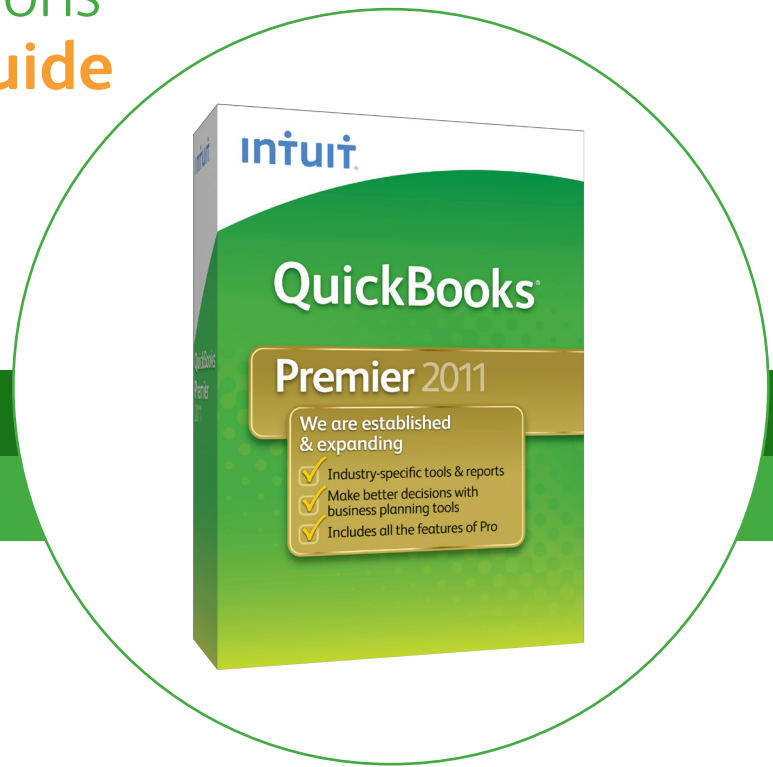


Intuit QuickBooks® Accounting
Pro and Premier Editions
2011 Reviewer's Guide



Intuit QuickBooks Accounting Pro and Premier Editions

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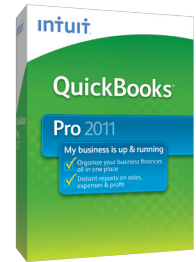
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Introduction

Intuit QuickBooks® 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.

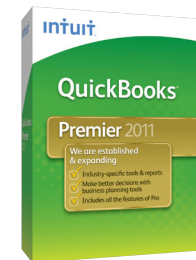
QuickBooks Pro 2011

QuickBooks Pro helps businesses more effectively manage their finances and save time on back-office 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 Gmail¹ 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.

¹ Works with Outlook 2003 and 2007 (sold separately); Yahoo, Gmail and Hotmail require internet connection

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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 Integration¹.** QuickBooks² 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 Hotmail¹ account.
- **Intuit PaymentNetwork.** Invoices will now offer customers the option to pay instantly online via the Intuit PaymentNetwork³.
- **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 fingertips⁴.

Media Contacts

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Access Communications
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wmacdonald@accesspr.com

² QuickBooks Pro 2011 and all QuickBooks Premier 2011 versions.

³ 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.

⁴ 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.

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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 1024x768 screen 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 separate QuickBooks Connect Reviewer's Guide for details.*

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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.

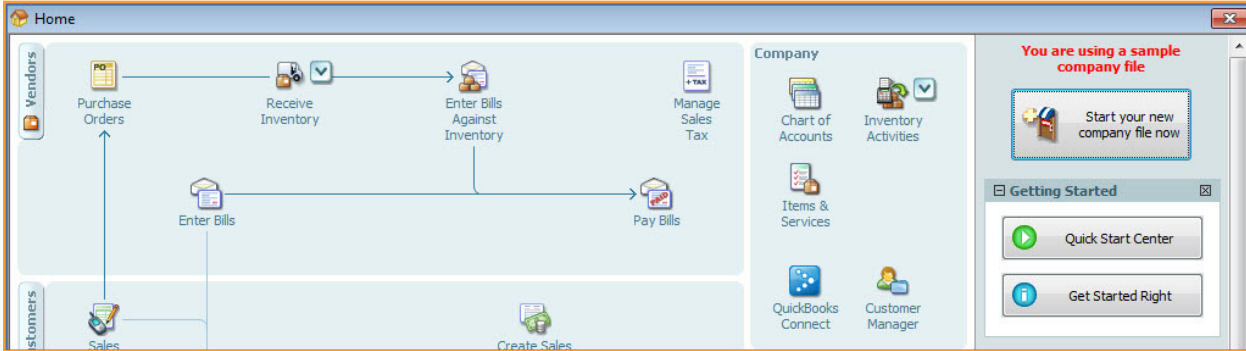
QuickBooks will restore the sample data file. You are now ready to use the file and follow along with the guided instructions below demonstrating QuickBooks 2011 new and improved features.

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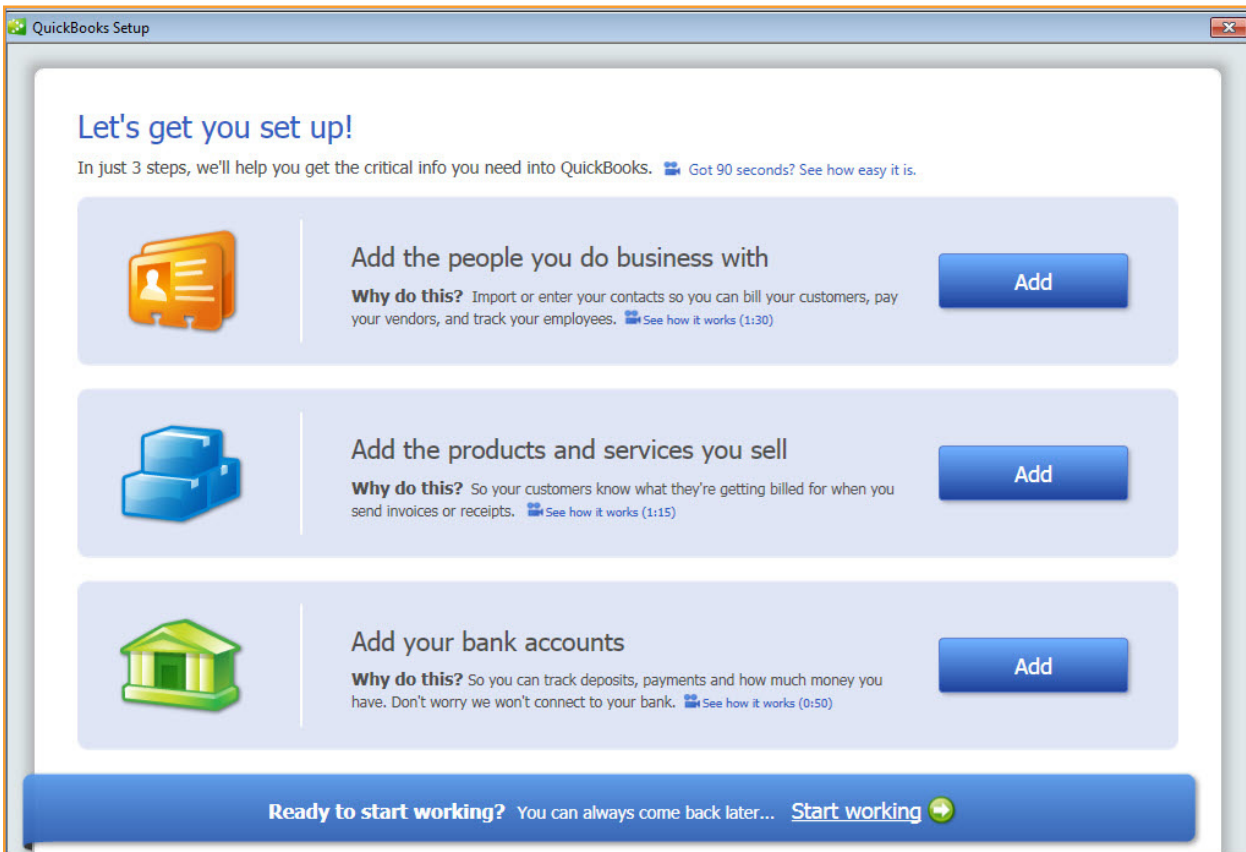
The Quick Start Center

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

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




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, products and services or bank accounts.



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



Add the people you do business with

Choose how to add
 2 Select who to add
 Review and finish

We found these contacts in your email. Tell us which ones you want to add by marking them as a customer, vendor, or employee. Skip those you don't want to add. How does this work?

Skip	Customer	Vendor	Employee	Name	Company Name	First Name	Last Name	Email	Phone	Alt Phone	Fax
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	ABC Supplier	ABC Supplier	John	Smith	info@abcsupplier.com	(555) 111-2222		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Sykes Repair	Sykes Repair	Harry	Sykes	info@sykesrepair.com	(555) 999-8888		
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								

Step 4: Review and finish the QuickBooks Setup.


Add the people you do business with

Choose how to add
 Select who to add
 3 Review and finish

2
 Contacts are ready to be added

0
 Contacts need to be fixed before they can be added

0 contacts are duplicated in Email Fix

0 contacts are duplicated from QuickBooks Fix

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

Continue

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

Ready to start working?

These common tasks are a good place to start [Go to setup](#)

Track money in

Charge customers for money they owe you (1:45)

- Create Invoices
- Enter Sales Receipts
- View Customers

Track money out

Track bills that are due and those you paid (1:45)

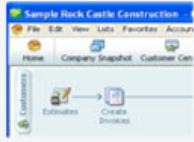
- Enter Bills
- Write Checks
- Check Register
- View Vendors

Get started on the right foot

- Get Started Right with help from an expert
- New user resource center
- Top mistakes to avoid
- Learning center tutorials

Get more out of QuickBooks

- Download transactions from your bank
- Run detailed business reports
- Back up your company data



See how to get around QuickBooks (4:30)

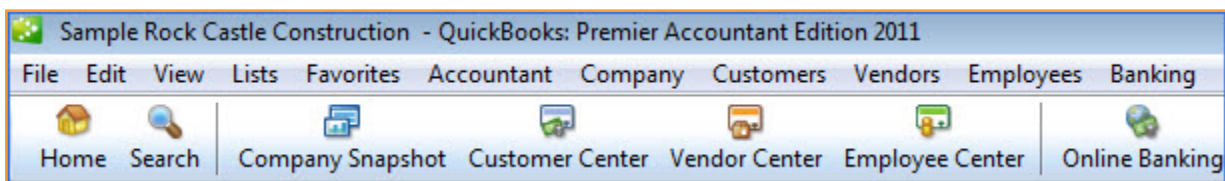
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Key Features in QuickBooks Pro and Premier Editions

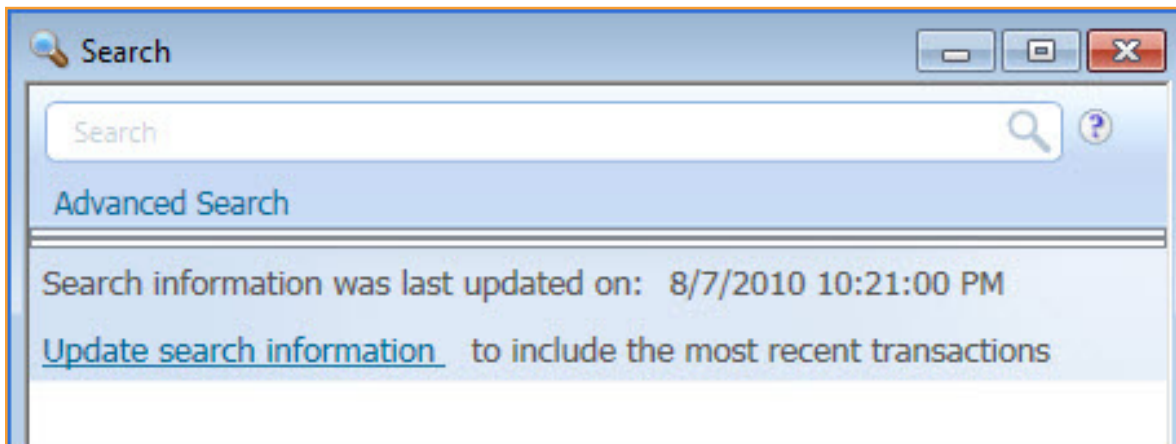
Get Faster Access to Data

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).

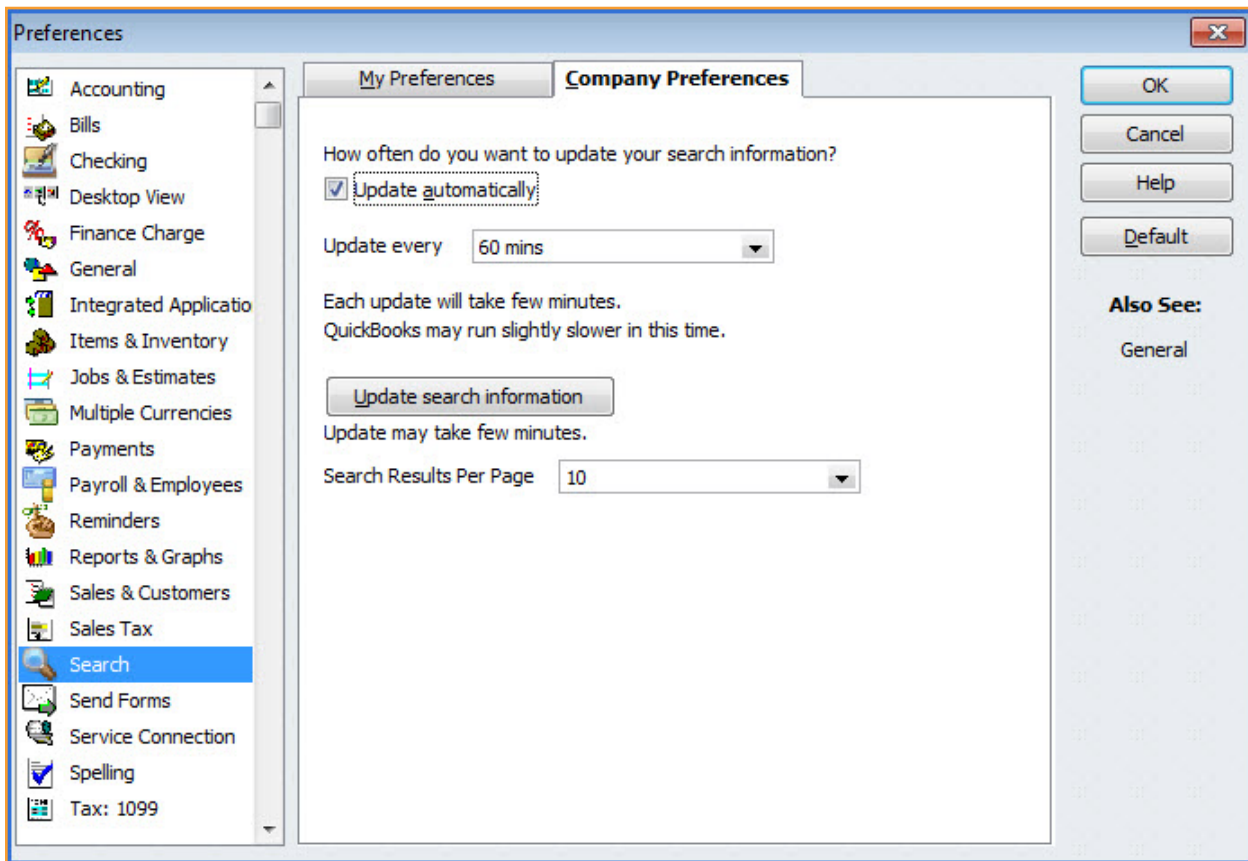


Step 2: If the search was not updated recently, click on **Update search information**.



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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.

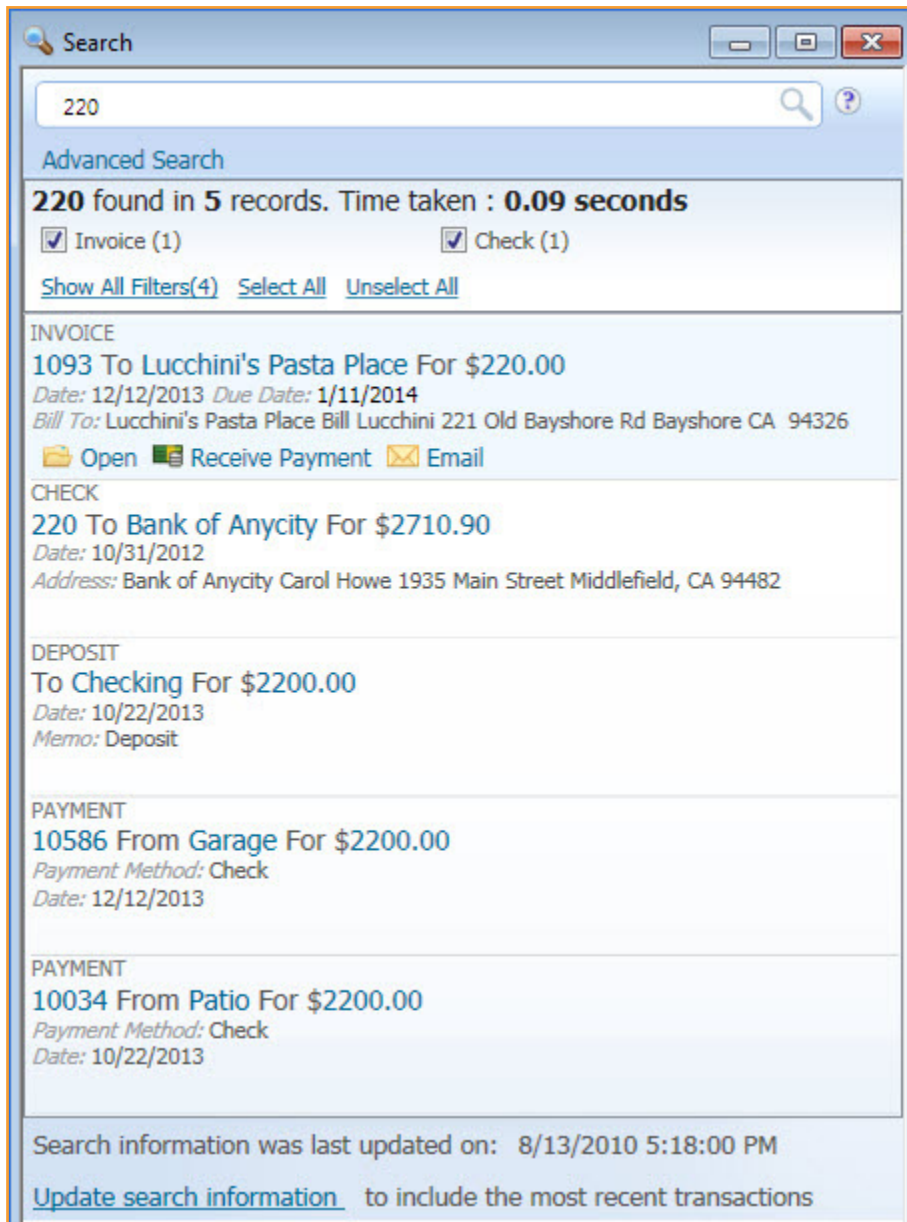


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Step 4: In the search bar, enter your search criteria and use the **Enter** key to begin the search.

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.



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.

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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.

The screenshot shows the 'Company Snapshot' window for a customer named 'Abercrombie, Kristy'. The window is divided into several sections:

- Customer Overview:** Displays 'Number of years as a customer' (11 Years), 'Average days to pay' (30.75), 'Open Balance' (33,759.46), and 'Credit Limit'.
- Sales Summary:** Shows 'Total sales' (9,710.55) and 'Total Sales for same period last year' (14,435.00) for 'This year-to-date'.
- Recent Invoices:** A table listing invoices with columns for Date, Invoice Number, and Amount.

Date	Invoice Number	Amount
12/10/2013	1091	4,522.00
11/25/2013	1084	3,111.28
06/07/2013	1043	1,292.78
12/28/2012	1024	5,019.08
11/30/2012	980	14,996.88
12/15/2011	974	11,129.30
- Recent Payments:** A table listing payments with columns for Date, Check/Ref#, and Amount.

Date	Check/Ref#	Amount
08/15/2013	129342	1,292.78
02/20/2013	8438	5,019.08
- Sales History:** A bar chart showing sales in thousands of dollars from 2008 to 2013. The chart compares 'Prior Year(s)' (orange) and 'Current Year' (red).

Year	Sales (\$ in 1000s)
2008	0
2009	0
2010	0
2011	11
2012	19
2013	10
- Best-Selling Items:** A horizontal bar chart showing the top-selling items for 'This year-to-date'.

Item	Amount
Plumbing Fixtures	High
Exterior	Medium
Framing	Low

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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.

The screenshot shows two side-by-side widgets. The left widget, titled 'Recent Invoices', contains a table with the following data:

Date	Num	Amount	Open Balance
12/10/2013	1091	4,522.00	4,522.00
11/25/2013	1084	3,111.28	3,111.28
06/07/2013	1043	1,292.78	0.00
12/28/2012	1024	5,019.08	0.00
11/30/2012	980	14,996.88	14,996.88
12/15/2011	974	11,129.30	11,129.30

The right widget, titled 'Sales History', shows a bar chart for the years 2008 through 2013. The y-axis is labeled '\$ in 1000s' and ranges from 0 to 20. The chart compares sales for 'Prior Year(s)' (lighter orange) and 'Current Year' (darker orange). A context menu is open over the chart with the following options: 'Print...', 'Print Preview...', and 'Set Orientation...'. The legend at the bottom indicates that the lighter orange bars represent 'Prior Year(s)' and the darker orange bars represent 'Current Year'.

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

The screenshot shows the Customer Center for 'Abercrombie, Kristy'. At the top, there is a 'More Details' link with a dropdown arrow. Below this, the following customer information is displayed:

- Number of years as a customer: 11 Years
- Average days to pay: 30.75
- Open Balance: 33,759.46
- Credit Limit: (blank)

Below the customer information is a 'Sales Summary' section with a dropdown menu set to 'This year-to-date'. The sales summary data is as follows:

- Total sales: 9,710.55
- Total Sales for same period last year: 14,435.00

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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.

The screenshot shows the 'Create Invoices' window in QuickBooks. The main area displays an invoice for 'Chiles, Karen:Kitchen'. The invoice includes a 'BILL TO' section with the customer's address, a 'SHIP TO' section with the ship-to name and address, and a table of items. The items table has columns for ITEM, DESCRIPTION, QUANTITY, U/M, RATE, AMOUNT, and Tax. The total amount is 1,636.69. The sidebar on the right provides a summary of the customer's account, including contact information, open balance, and a list of recent transactions with links to view them.

ITEM	DESCRIPTION	QUANTITY	U/M	RATE	AMOUNT	Tax
Appliance	Gas Rangetop			247.50	247.50	Tax
Appliance	Double oven			350.00	350.00	Tax
Customer Message						
	Tax			San Domingo (7.5%)	114.19	
					Total	1,636.69

Customer Summary:
 Phone: 415-555-2248
 Email: kcchiles@samplename.com
 Open balance: **4,399.33**
 Active estimates: [2](#)
 Sales Orders to be invoiced: [0](#)
 Unbilled time and expenses: 3,030.00

Recent Transactions:
 12/15/13 [Invoice](#) 1,636.69
 12/11/13 [Invoice](#) 5.95
 11/25/13 [Payment](#) 2,580.00
 11/25/13 [Payment](#) 4,225.41
 11/25/13 [Invoice](#) 1,636.69

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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 Next Save Find History Journal Attach

Bill Credit Bill Received

Bill

Vendor: **Berland Kitchen & Bath** Date: 12/15/2013

Address: Berland Kitchen & Bath
608 Main St
Bayshore CA 94326 Ref. No.: 8059

Amount Due: 585.00

Terms: Net 30 Discount Date: Bill Due: 01/14/2014

Expenses: \$0.00 Items: \$585.00

Item	Description	Qty	U/M	Cost	Amount	Customer:Job	Bill...	Class
Plumbing Fixtures	Plumbing fixtures	60		9.75	585.00	Abercrombie, Kristy...	<input type="checkbox"/>	Remodel

Select PO Receive All Show PO Time

Clear Splits Recalculate Save & Close Save & New Revert

Berland Kitchen & Bath [Edit Vendor](#)

Summary

Phone: 415-555-8462
Open balance: 585.00
POs to be received: 0

Recent Transactions [QuickReport](#)

12/15/13	Bill	585.00
12/05/13	Bill Pmt -Check	1,938.00
11/01/13	Check	0.00
10/30/13	Bill - Paid	2,017.00
09/26/13	Bill Pmt -Check	2,540.00

Notes [Edit](#)

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 Premier 2011, users can also create a Balance Sheet by Class.

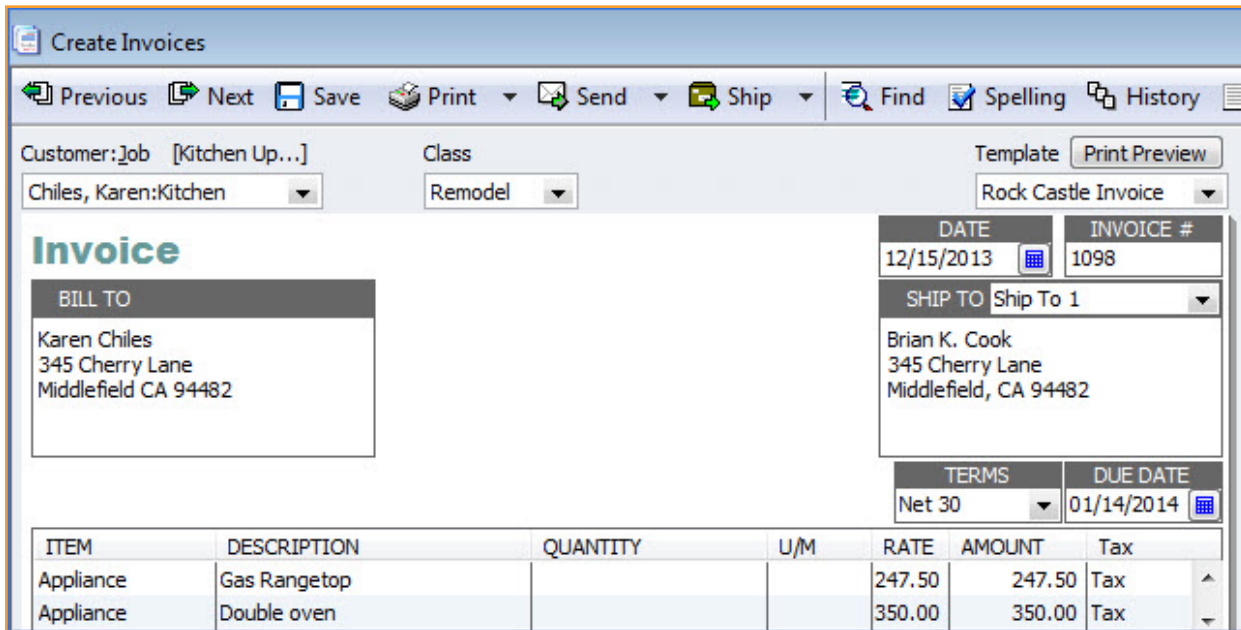
Step 1: To enable class tracking, select **Edit, Preferences** and choose the **Accounting** preference on the left. Click to select the **Company Preferences** tab.

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

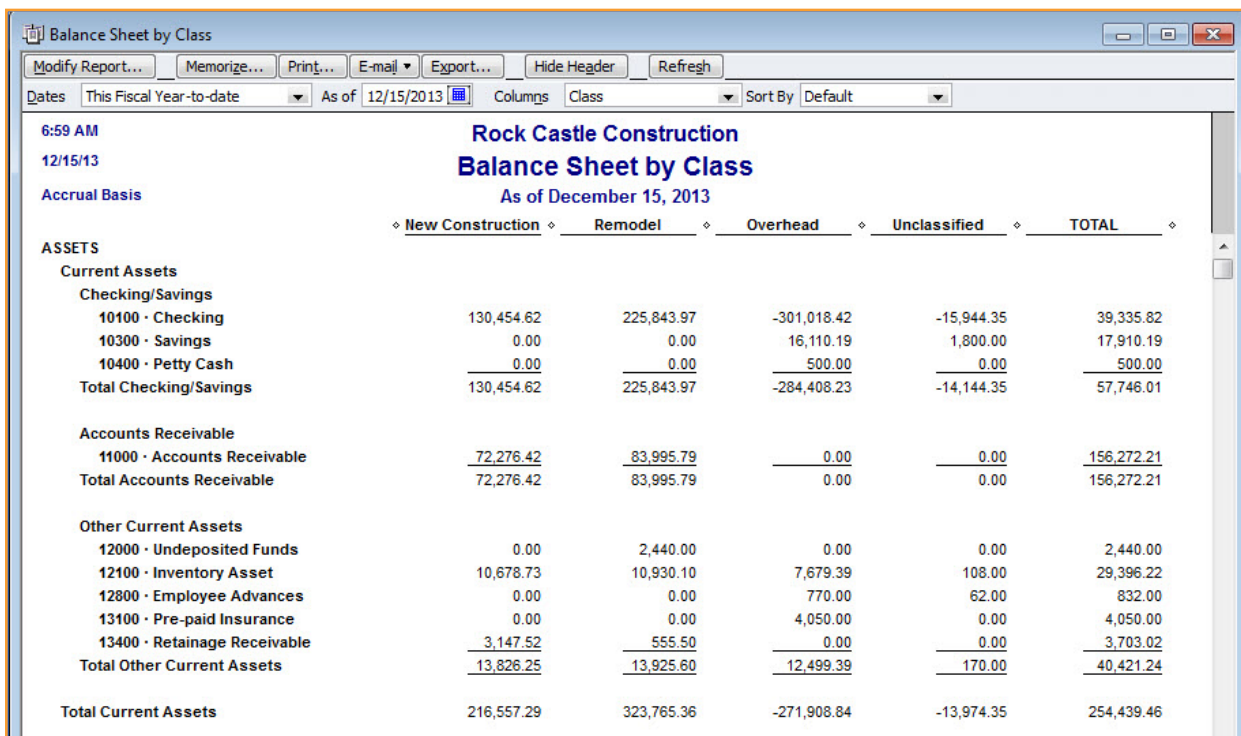
Step 3: Create your class list, from **Lists, Class List**.

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

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



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Make Everyday Tasks More Efficient

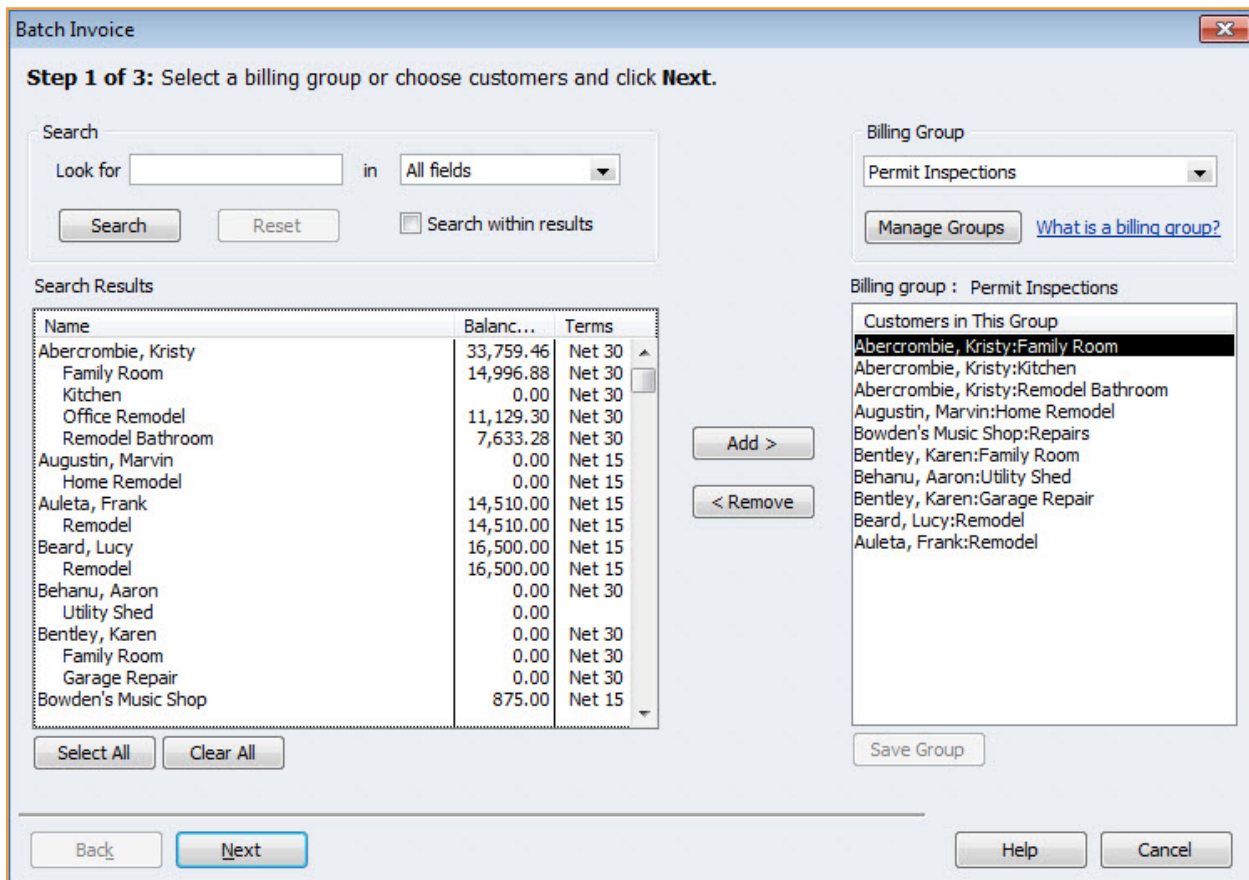
Batch Invoicing. Small businesses in many different industries use some form of multiple invoicing (i.e. batch invoicing), especially when the charges to a customer are repetitive. With QuickBooks 2011, users can create multiple invoices to customers simultaneously in just a few simple steps. The customer 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.

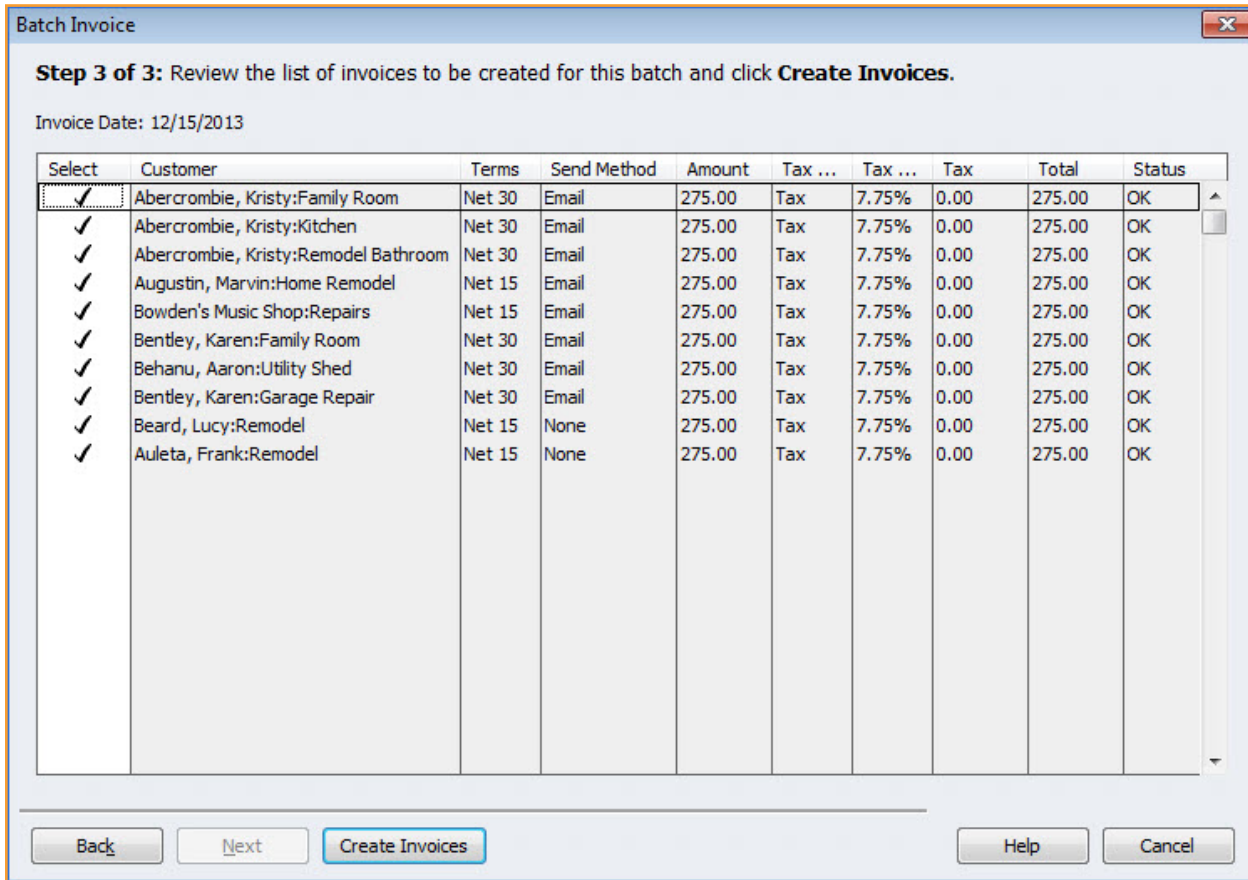
Step 4: Click **Save Group** or click **Next** to automatically save your work.



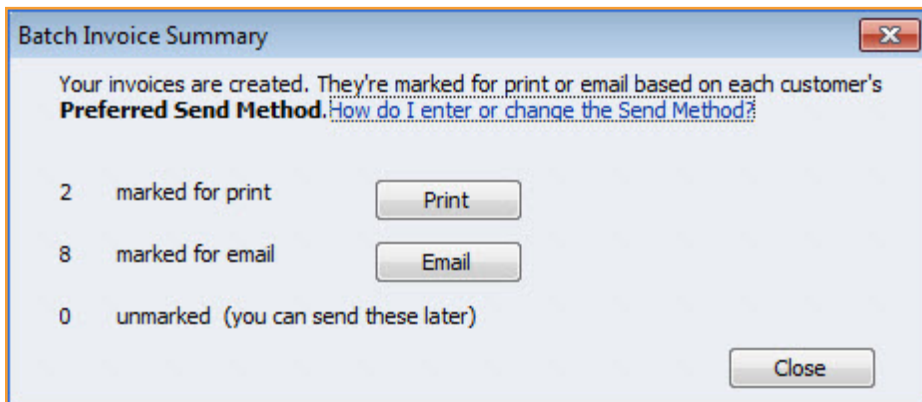
Step 5: Select the appropriate **item(s)** to be included on the invoice for each of the Customers or Jobs included in the Billing Group.

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Step 9: Click the **Create Invoices** button.



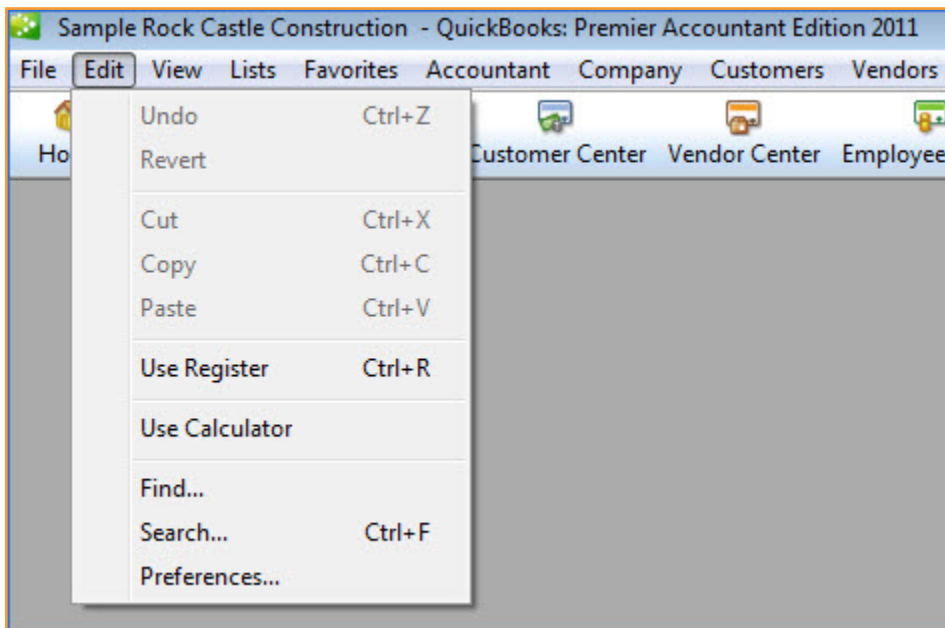
Step 10: Click the **Print** or **Email** buttons to complete those activities.



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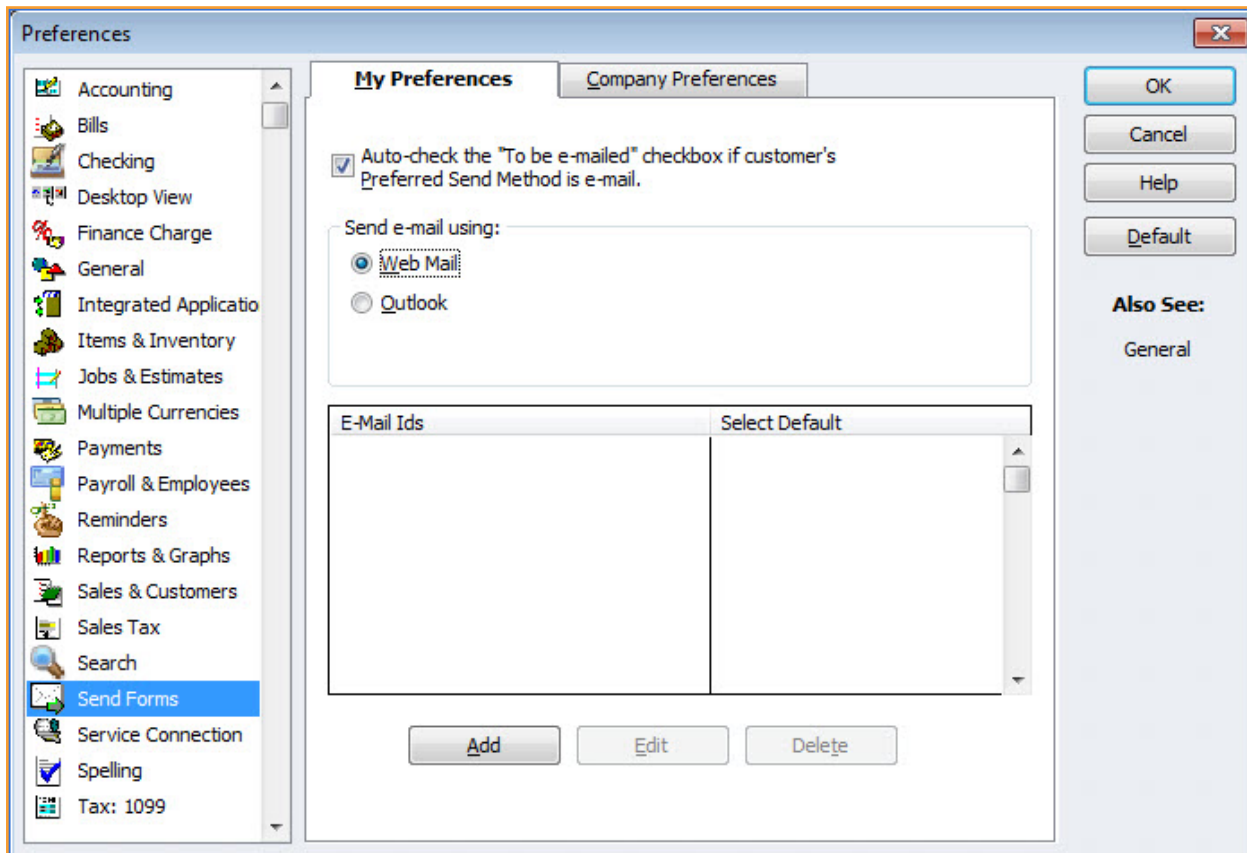
Webmail Integration. QuickBooks users now have additional options for transmitting documents (such as invoices) to their customers. Send reports and forms with webmail services, such as Hotmail, Yahoo, and Gmail, in addition to Outlook. Once configured, forms and reports are automatically sent using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

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



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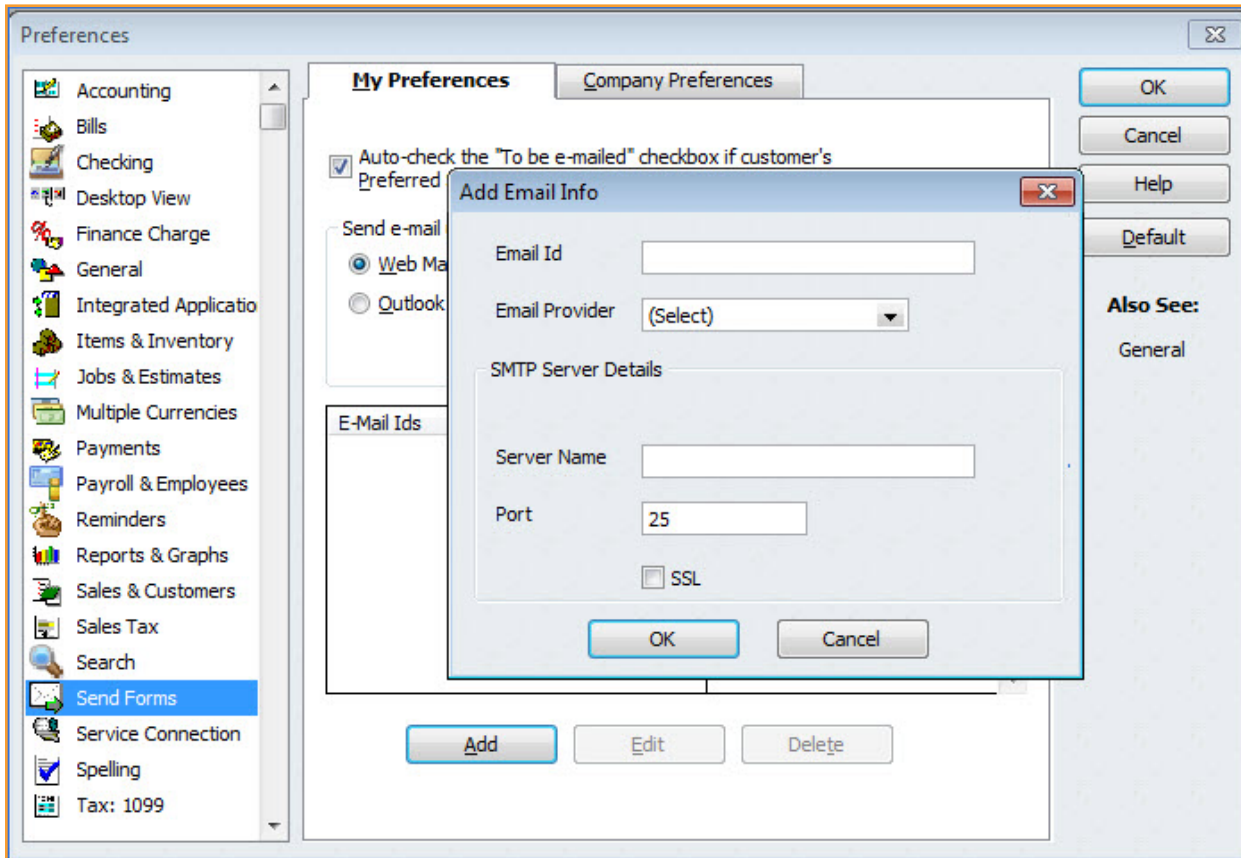
Step 2: In the **Preferences** dialog box, select **Send Forms**, and click on the **My Preferences** tab.



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).

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Step 4: Complete the **Add Email Info** details.

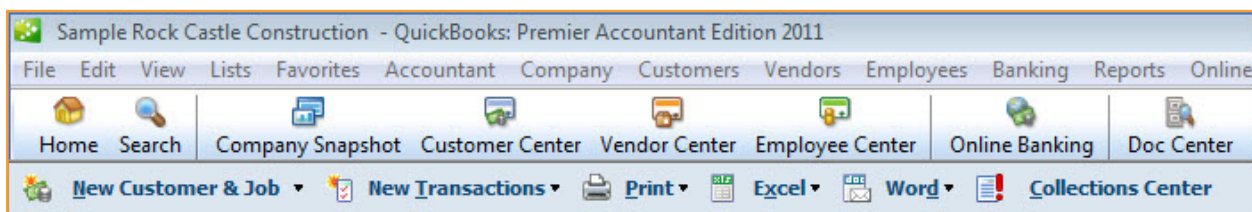


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Collections Center. To help business owners take charge of collecting receivables, QuickBooks 2011 includes a new Collections Center. The Collections Center is a tool that automates the collections process – minimizing the time that business owners 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.



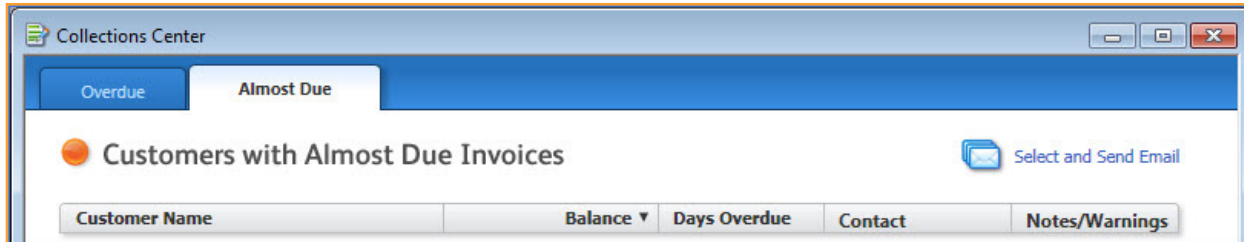
Step 3: Click on the **Almost Due** tab to show a list of customers with almost due invoices.

The screenshot shows the Collections Center window with the "Almost Due" tab selected. The title bar reads "Collections Center". Below the tab are two buttons: "Overdue" and "Almost Due". The main content area is titled "Customers with Almost Due Invoices" and includes a "Select and Send Email" button. A table lists the following data:

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

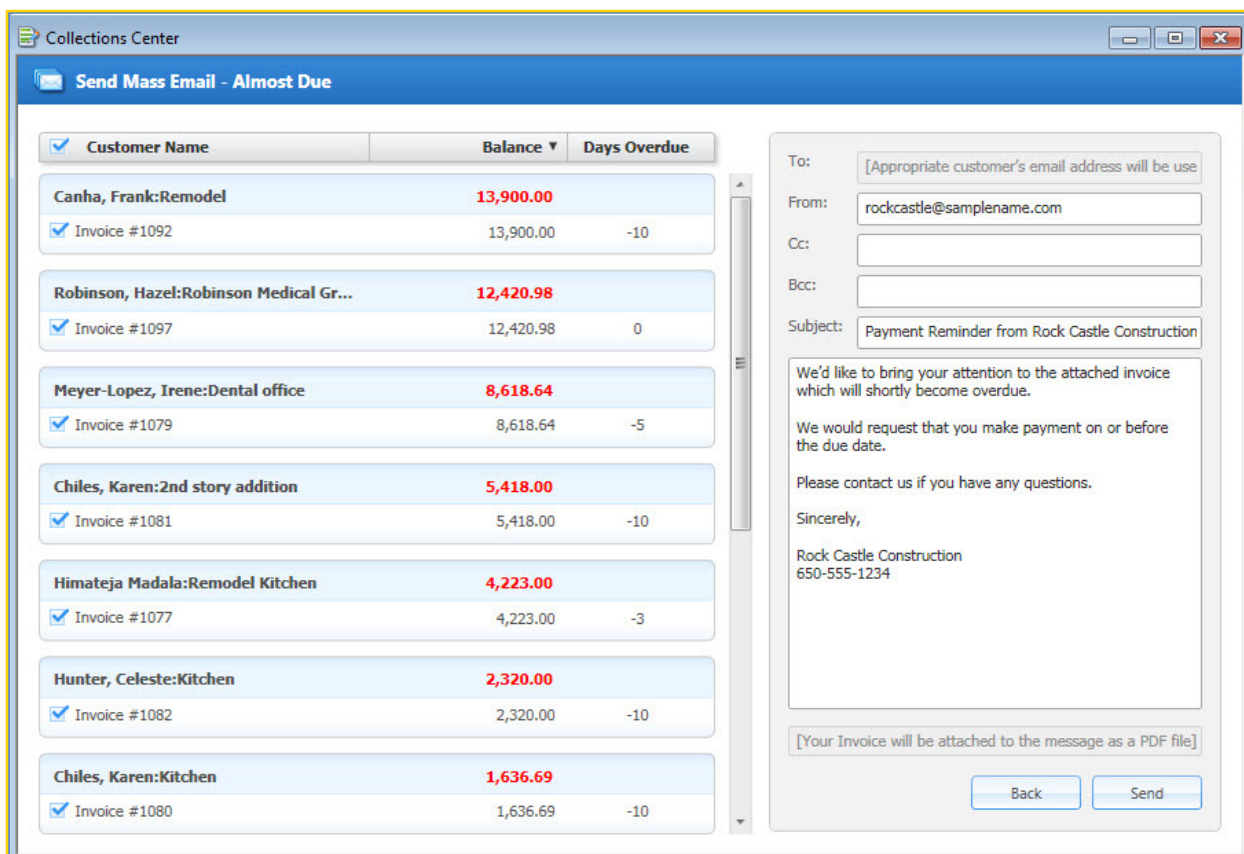
Intuit QuickBooks Accounting Pro and Premier Editions

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



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.



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Intuit PaymentNetwork. Intuit PaymentNetwork⁴ (IPN) helps users get paid fast⁵ 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.

What kind of bank account?
 Business Checking ▾

Bank Name

Routing Number

Account Number

Retrieve numbers from a paper check.

9-876543 0301
 DATE _____ \$ _____
 PAY TO THE ORDER OF _____
 YOUR FINANCIAL INSTITUTION ANYTOWN, USA DOLLARS
 FOR _____
 ⑆ 23456780 ⑆ 2345678 0301
 Routing Account

Note: You can change bank account info or add another account at any time.

Add Bank Account Holder Details
 All fields are required.

First Name **Last Name**

Company Name

Phone Number
 () -

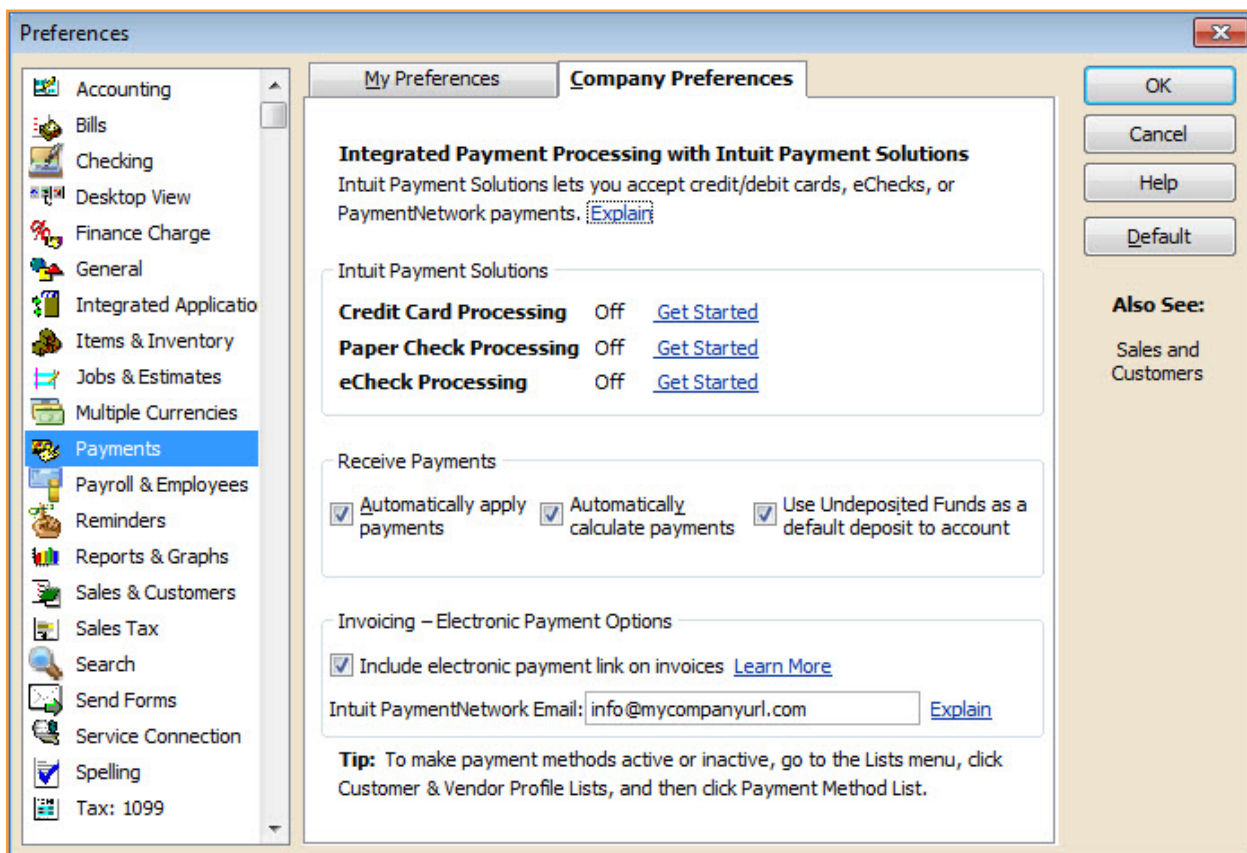
Millions of people trust Intuit with their tax and financial data and the company processes over 116 million transactions per year. Intuit knows how to handle your financial information and we work hard to protect it.

⁴ 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

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.

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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.

The screenshot shows the Intuit PaymentNetwork dashboard. At the top is a blue header with the 'PaymentNetwork' logo. On the left is a navigation menu with links: 'My Recent Activity', 'My Payments', 'My Activity', 'My Profile', 'My Bank Accounts', and 'My Ecommerce Buttons'. Below the menu are two orange buttons: 'Request Payment' and 'Send Payment'. Underneath these is a link for 'Export Payments to QuickBooks'. At the bottom left is a 'Tell A Friend' section. The main content area is titled 'Welcome' and 'Export payments you receive to QuickBooks'. It features two columns of instructions. The left column is for 'QuickBooks 2009 or later...' and includes a 'Set up Intuit Sync Manager' section with a 5-step list and a 'Done with Sync Manager setup' button. The right column is for 'QuickBooks 2008 or earlier...' and includes an 'Export Intuit Billing Solutions transactions to QuickBooks using IIF' section with an 'Export IIF' button.

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.

The screenshot shows the Intuit PaymentNetwork dashboard. At the top left is the Intuit logo, and at the top right are links for Sign Out, Feedback, Help, Support, and Blog. Below the Intuit logo is a blue bar with the PaymentNetwork logo. On the left side, there is a navigation menu with links for My Recent Activity, My Payments, My Activity, My Profile, My Bank Accounts, and My Ecommerce Buttons. Below the menu are two orange buttons: Request Payment and Send Payment, and a link for Export Payments to QuickBooks. The main content area is divided into two sections: 'Open Requests' and 'Recent Payments'. The 'Open Requests' section has a 'Request Payment' button and a dropdown menu for 'Last 5 Requests'. Below it is a table with columns for Type, Date, Detail, Amount, and Action. The 'Recent Payments' section has a 'Send Payment' button and a dropdown menu for 'Last 5 Payments'. Below it is a table with columns for Type, Status, Date, Detail, Amount, and Action. A single payment record is shown in the 'Recent Payments' table.

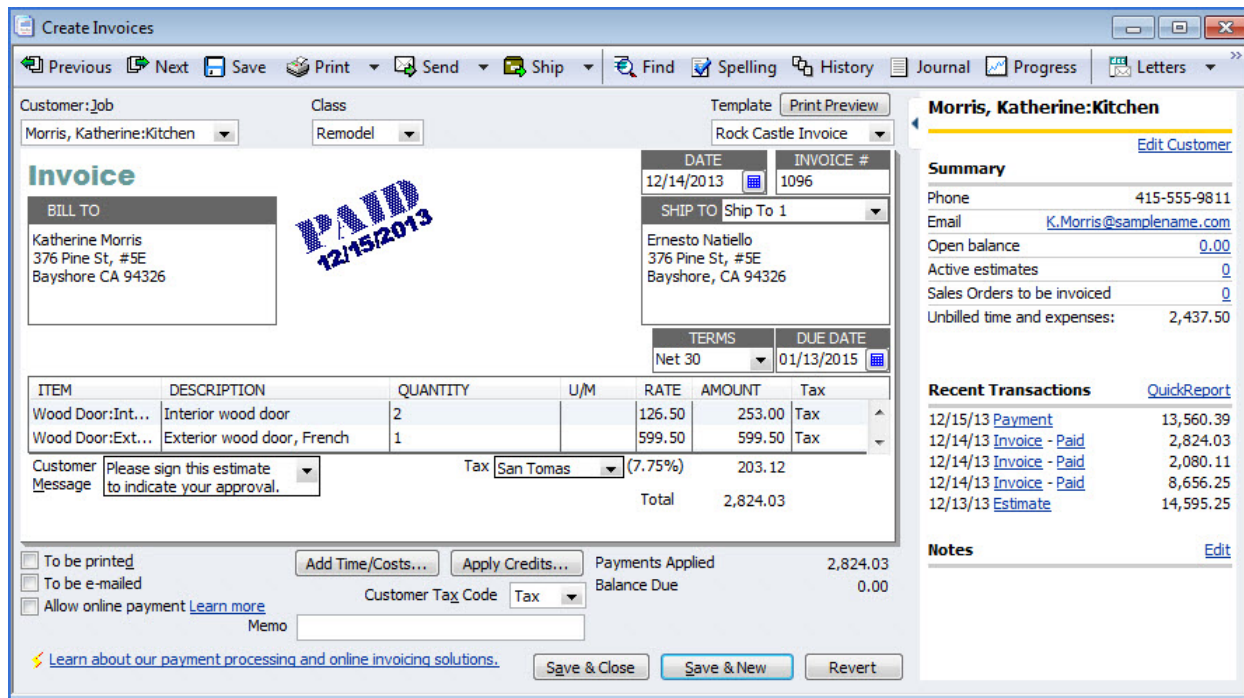
Type	Date	Detail	Amount	Action	
↔	Completed	06-Aug-2010	Transfer to A C S, Inc.	\$250.00	VIA QB View

Intuit QuickBooks Accounting Pro and Premier Editions

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.



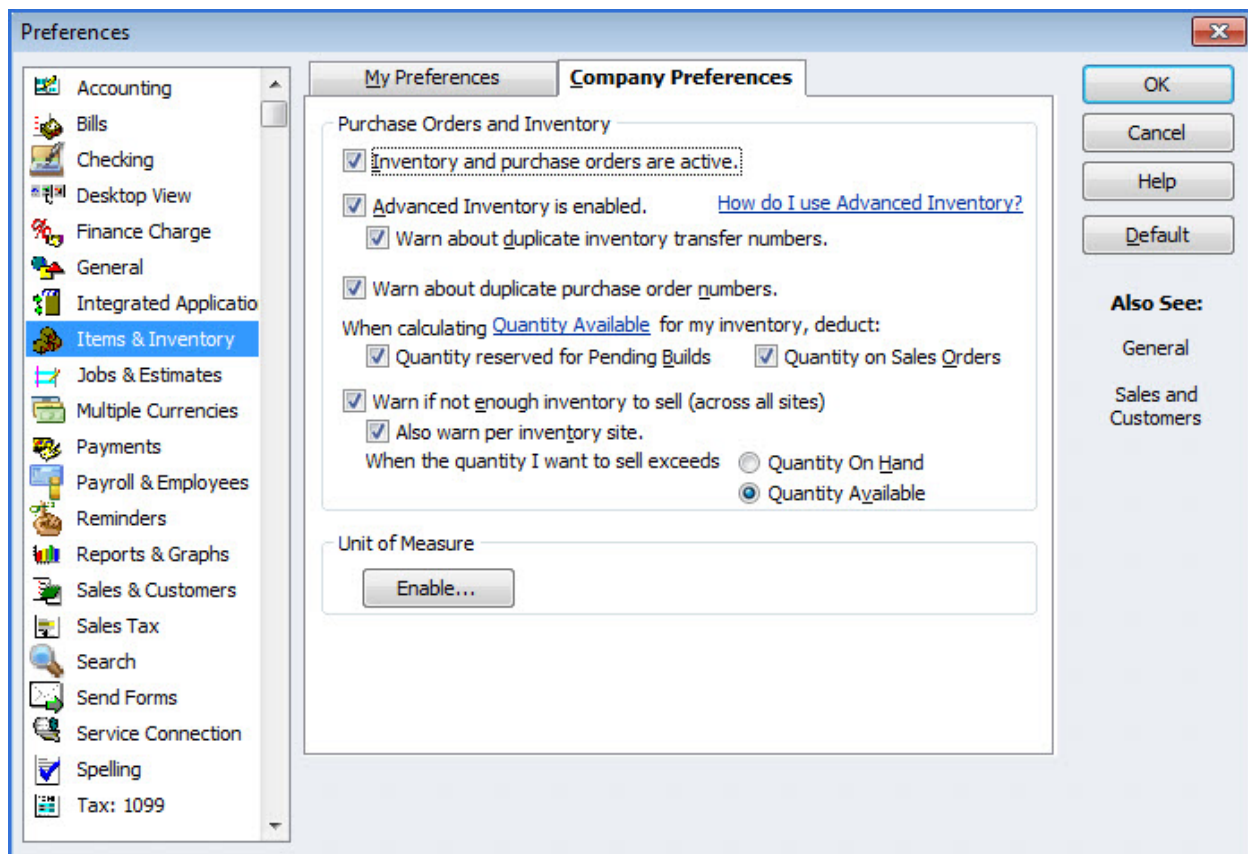
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Advanced Inventory (Enterprise). With Advanced Inventory, QuickBooks Enterprise Solutions users can now better track and manage their inventories stored in multiple locations. More specifically, users can:

- 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.

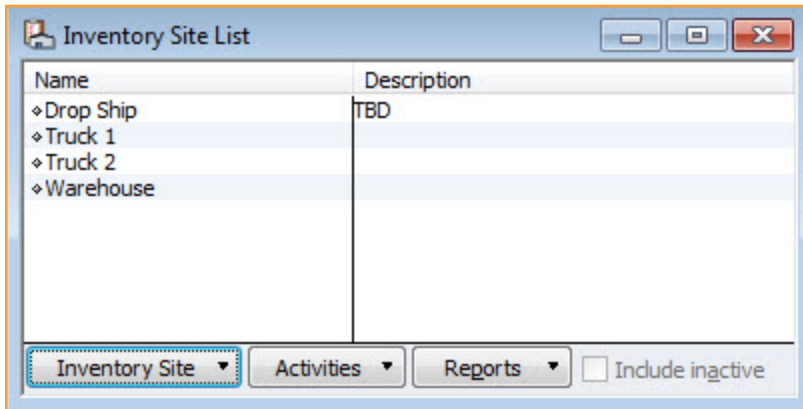
Step 1: Select **Edit, Preferences, Items and Inventory**, and then click on the **Company Preferences** tab. Place a check mark in the **Advanced Inventory is enabled** box. You may also select other settings about working with Advanced Inventory.

Step 2: You may click the link **How do I use Advanced Inventory?** for additional setup details.

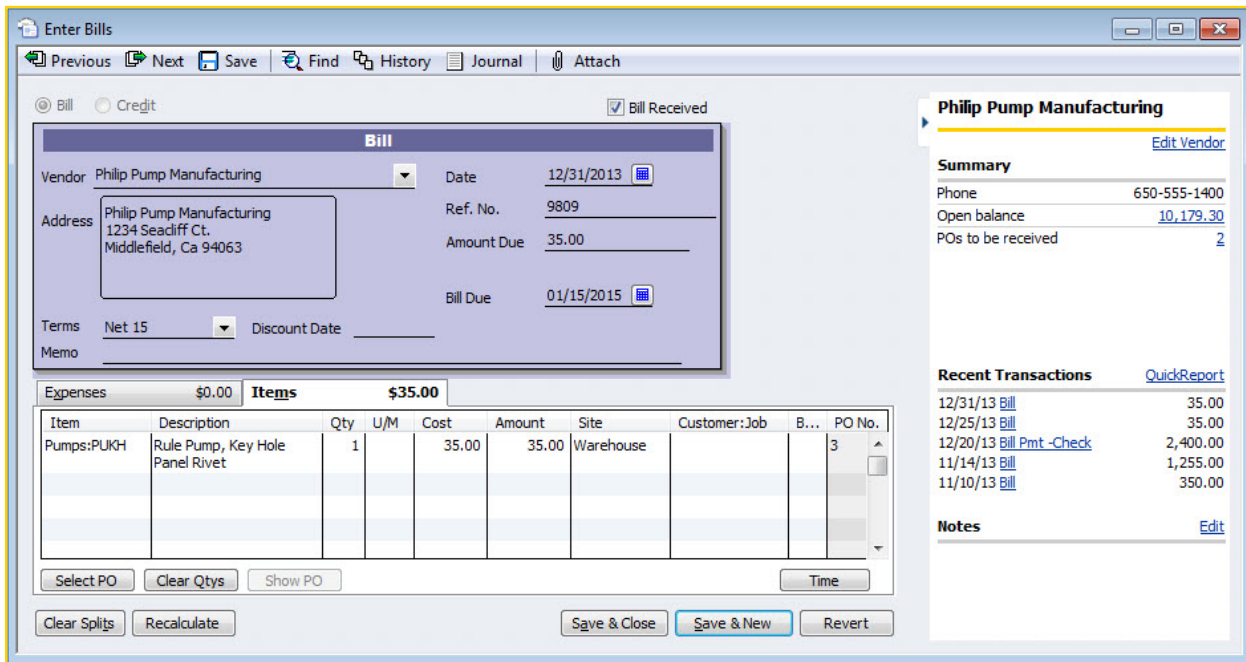


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Step 3: To create your inventory locations, select **Lists, Inventory Site List** and enter your site locations. You may also define a default location.



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



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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

Transfer from: Warehouse to: Truck 1

Add Multiple Items...

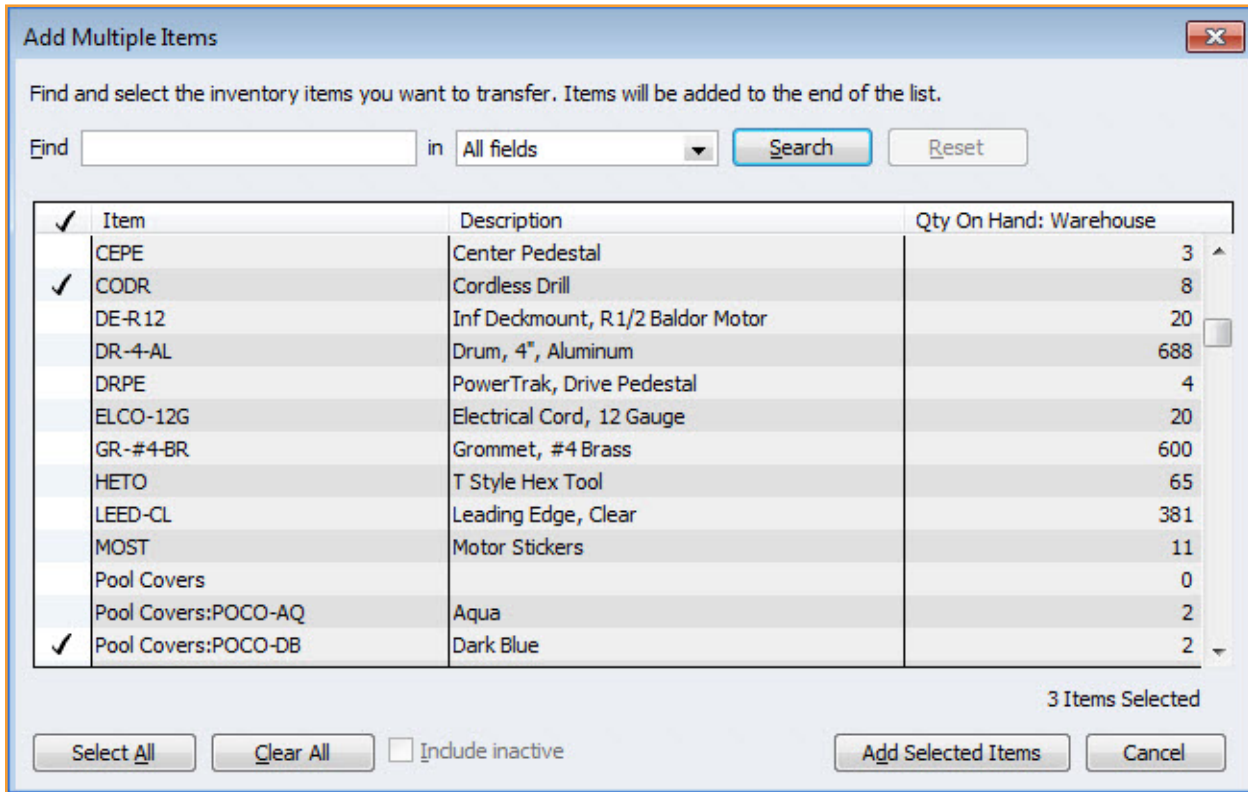
Item	Qty On Hand: Warehouse	Qty to Transfer
ANSP	500	125
CODR	8	1
Pool Covers:POCO-DB	2	2

Memo:

Save & Close Save & 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.



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

Current Availability

Item Name: Pool Covers:POCO-DB U/M: ea
 Description: Dark Blue

Inventory Site	Qty On Hand		All Sites
Drop Ship	0	Quantity on Hand	2
Truck 1	0	Quantity on Sales Orders	5
Truck 2	0	Quantity Reserved for Assemblies	0
Warehouse	2	Quantity Available	-3

Incoming

Quantity on Purchase Orders	23
Quantity on Pending Builds	---

Hide Details <<

Show Details for: Purchase Orders

P.O. Number	Date	Expected Date	Vendor Name	Site	Quantity	U/M
31	11/05/2013	12/05/2013	Prentice Pool Materials		10	ea
31	11/05/2013	12/05/2013	Prentice Pool Materials		10	ea
36	11/21/2013	11/21/2013	Lipps Pool Supplies		3	ea

Show Details for the Selected Site only. Close

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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.

2:56 PM
12/15/13

Manufacturing Sample File
Quantity on Hand by Site
December 1 - 15, 2013

Inventory	Warehouse	Truck 1	TOTAL
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.