# Intuit QuickBooks Accounting Pro and Premier Editions

## Product Overview

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¹ Excel integration requires Excel 2003, 2007 or 2010 (32 bit or 64 bit). Applications purchased separately
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 2012

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 2012

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

Get New Insights

• **Calendar View.** Access to an organized, calendar view of appointments, to dos, and key business tasks (such as invoicing customers and paying bills) takes just one click. The Calendar automatically updates content based on new transactions entered into QuickBooks so small businesses can stay on top of important deadlines. Calendar entries also save permanently so users can check backlogs.

• **Excel Integration Refresh.** Exporting reports to Excel is now easier than ever with the option to save worksheet formatting. When users rerun their reports for new time periods and export them to Excel, any formatting updates to the saved worksheets will be applied to new reports.²

• **Contributed Reports.** Tapping into the power of the QuickBooks community, the Contributed Reports feature in the Report Center includes a library of more than 1,000 (and growing) industry-specific templates contributed by users. Small businesses can search custom reports by industry, rating and popularity, or create and share their own templates. With a simple click, users can populate their reports of choice with their existing business data.

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² Excel integration requires Excel 2003, 2007 or 2010 (32 bit or 64 bit). Applications purchased separately.
Get More Organized

- **Lead Center.** Users can now track leads in one place, making follow up easy. When leads convert to customers, users can move their contact information into the Customer Center with one click.

- **Document Center.** As a central repository to store and manage documents, the Document Center makes finding contracts, proposals, receipts and other important documents for reference or to prepare for tax time fast. Small business owners can also now attach and store documents locally, at no cost. Users can import documents by simply dragging and dropping them into the Document Center and attach stored documents to transactions easily.

- **Inventory Center.** QuickBooks Premier 2012 centralizes inventory data in a control panel for fast access to and easy management of inventory tasks, items and reports.

Get Time Back and Save Steps

- **Batch Timesheets.** Small businesses with multiple employees or vendors who work the same hours can save time on payroll by creating their timesheets all at once.

- **Batch Invoicing for Time and Expenses.** QuickBooks Premier 2012 users who invoice customers for time and expenses can create multiple customers invoices all at once.

- **One-Click Transactions.** To streamline the transaction process, users can now process transactions with one click.

Recommended System Configuration

- Windows XP (SP3), Vista (SP1 inc 64-bit), 7 (inc 64-bit).
- At least 2.0 GHz processor, 2.4 GHz recommended.
- 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 4.0 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 via IE 7, IE 8, IE 9.
- Product registration required.

Integration with Other Software

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.” Click Update Now.

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

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

Step 12: Close any open dialogs that may display.

QuickBooks will restore the sample data file. You are now ready to use the file and follow along with the guided instructions below testing QuickBooks 2012’s new and improved features.
New Express Start Setup. In just three easy screens, you can create a new QuickBooks data file for your business and begin managing your finances with Express Start. Answer some basic questions and let QuickBooks do the rest. You can modify your choices later.

Step 1: Select File, New Company.

Step 2: QuickBooks Setup dialog opens. To see a demo, click on the Watch how easy it is link.

Step 3: Click the Express Start button.
Step 4: Type *Best Builders, Inc.* in the Company Name field. This name will be displayed on invoices and reports.

Step 5: Type *Construction General Contractor* for this example. Or click the *Help me choose* link for more details.

Step 6: From the Company Type drop-down menu choose *S Corporation*. Or click the *Help me choose* link for more details.

Step 7: Enter Tax ID #. Use *12-3456789* for this example. Click *Continue*.
Step 8: Enter your business contact information.

Step 9: Click *Create Company File*. The QuickBooks Setup dialog opens.

Step 10: Click the *Add* button in the “Add the people you do business with” pane.
Step 11: Click the radial button for *Paste from Excel or Enter Manually*. Click *Continue*.

Step 12: In row 1, select the radial button for *Customer* and type a customer’s contact information. Click *Continue*.

Step 13: Review your contact import. Click *Continue* to add the contact(s) to QuickBooks.

Step 14: Click *Start Working* in the lower right corner to open the Quick Start Center.

Step 15: Click any of the links provided to learn more about working in QuickBooks.

Step 16: Click the *Customer Center* on the icon bar to review your imported contacts.
Key Features in QuickBooks Pro and Premier Editions

Get New Insights

Calendar View. The integrated calendar feature lets you easily view timely information, including invoice and billing dates and other scheduled tasks. Improved To Do List captures your most relevant dates and displays them in the Calendar View. Past due transactions are automatically flagged, providing more visibility into overdue bill payments and unpaid invoices.

Use the sample data provided for reviewing the new Calendar features.

Step 1: With QuickBooks open, select File, Open Previous Company and select Rock_Castle_Sample_product-based business.qbw.

Step 2: Click OK to the message that you are using sample data.

Step 3: Click on Calendar on the icon bar to display.
Step 4: Review the flagged Past Due tasks on the right. Click the tab on the panel on the right to collapse or expand the Past Due detail.

Step 5: Click in the date box and notice the detail below the calendar changes to match the date selected.

Step 6: Click the blue arrow lower right corner of the calendar to expand or collapse the detail.

Step 7: Double-click a listed item to open the transaction. Click on the Calendar on the icon bar to return to the previous view.

Step 8: Click on the icons at the top of the calendar for Today, Daily, Weekly or Monthly View.

Step 9: In the Show drop-down menu, select Invoice or any other type of transaction to filter what information is shown.

Step 10: Click the icon on the lower right to Add To Do.

Step 11: Assign a Type and Priority.

Step 12: Type a Due date of 12/13/2013 and select a time.

Step 13: Enter Details and assign a Status.

Step 14: Click OK to close the Add To Do dialog.
**Excel Integration Refresh.** Export QuickBooks reports to Microsoft Excel to modify fonts, column headers, cell formats, insert columns or rows, and enter formulas. Refresh your previously saved worksheet with updated data and retain all format changes.

Step 1: From the *Reports, Accountant & Taxes* menu select *Adjusted Trial Balance*.

Step 2: With your mouse cursor at the top of the report window select the *Excel* drop-down menu and choose *Create New Worksheet*.

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3 Excel integration requires Excel 2003, 2007 or 2010 (32 bit or 64 bit). Applications purchased separately.
Step 3: Click on the How it Works! link to learn more about this feature. Click OK to close the How It Works message.

Step 4: In the Send Report to Excel dialog, select both the Create new worksheet and in new workbook radial buttons.

Step 5: Click Export. Microsoft Excel will launch automatically.
Step 6: Highlight row one and select the format option in Excel to italicize the selected text. Do the same for the Total row at the bottom of the worksheet.

Step 7: Insert a sum of the cash accounts by entering a sum formula in cell I5, adding the values of cells G3, G4 and G5.

Step 8: Save your worksheet, and remember where you store the document.


Step 10: Change the date to 11/15/13. Accept the default Entry No. and the default check mark in the Adjusting Entry window.

Step 11: In Row 1, type Checking and in the debit column enter 100.00. In Row 2, type Office Supplies, and accept the default of 100.00 in the credit column.

Step 12: Click Save and Close.
Step 13: In QuickBooks from the displayed Adjusted Trial Balance Report, select the Excel drop-down and choose Update Existing Worksheet.

Step 14: In the Send Report To Excel message make sure that the Update an existing worksheet option is selected.

Step 15: Click on the Browse button to locate your stored Excel worksheet.

Step 16: From the Select a sheet drop-down menu, choose Sheet 1 or the sheet in the workbook you wish to update.

Step 17: Click the Advanced button for other formatting options. Click OK or Cancel.

Step 18: Click Export. Click Yes to the warning message to update an existing worksheet.
Step 19: Review the updated Excel report. Notice how your formatting options remain, and how the worksheet now displays your updated financial information.

Step 20: Save your updated Excel workbook.

![Excel report](image)

**Refresh Report in Excel.** You can refresh the report directly in Excel without opening your QuickBooks data file.

Step 1: Open your QuickBooks data file.

Step 2: From Excel, select the **QuickBooks** tab.

Step 3: Browse to locate the QuickBooks data file if not already selected.

Step 4: Select *December 1, 2013* in *From* box and *December 31, 2013* in *To* box.

Step 5: Click **Update**.

![QuickBooks refresh](image)

Step 6: Select **Yes** to the User Account Control message if enabled by Windows.

Step 7: Your Excel workbook has refreshed with updated data. Use the Excel print or preview command to see the report date header.
Contributed Reports. QuickBooks gives you access to report templates created by other QuickBooks users in your industry. Search by popularity, user rating and industry. Choose the template you like and QuickBooks will populate the report with your business data in one click.

Step 1: Click Reports on the icon bar.

Step 2: Click on the top tab Contributed.

Step 3: Select the View Industry drop-down menu and choose a desired industry.

Step 4: Select the Sort By drop-down menu and choose from the available sort options, including Most popular, Highly rated and others.

Step 5: As an option, select from the report groupings on the left.

Step 6: Place your cursor over the image and select from a series of icons that allow you to Run, get Info, assign as a Favorite or Rate the report.
Customize and share a report. Customize a report and share as a report template for other users. Your personal data is not shared, just the report customization.

Step 1: From the Reports, Vendor’s & Payables menu select Vendor Phone List.

Step 2: Click on Customize Report and on the Display tab scroll down and place a checkmark next to Vendor Type in the Columns box.

Step 3: Select Vendor Type from the Sort By drop-down menu at the top right of the Modify Report dialog. Click OK.
Step 4: Click on Share Template tab at the top of the displayed report.

Step 5: Enter a Report title (required field) or accept the default report title displayed.

Step 6: Enter a Description (required field).

Step 7: Enter your name and email (optional field).

Step 8: Select to Share using your name or Share anonymously.

Step 9: Click on Additional Report Info tab.

Step 10: As an option, select the Vendors & Payables from the Report type drop-down menu.

Step 11: As an option, select specific industries your report is useful for.

Step 12: Click Share. You are notified that your report has been shared. Click Close.

Step 13: To view your Shared Reports, from the Reports menu select Memorized Reports, Shared.
Get More Organized

Lead Center. Track and follow-up on important tasks associated with your lead activity. Convert your leads to customers in one easy click. Manage your prospects with the new Lead Center.

Step 1: Select **Customers, Lead Center**.

Step 2: Click **New Lead**.

Step 3: Complete each field and tab with the prospect’s contact information.
Step 4: Click **OK** to record the lead.

Step 5: Click **Add To Do** on the To Do List tab. Change the date to **11/15/13** and complete the remaining information. Click **OK**. Review ability to sort the list of To Do's by clicking on the column header.

Step 6: With a lead selected click the **Contacts** tab to edit or add a new contact for the lead.

Step 7: With a lead selected click the **Locations** tab to edit or add a new location.

Step 8: With a lead selected click the **Notes** tab to add notes or filter for specific date range or sort by Created by or Note content.

Step 9: When a lead becomes a customer, click the **Convert to a Customer** button to transfer information from the Lead Center to the Customer Center.

Step 10: Select **Yes** to the warning message. Click **OK** to the Convert Lead success message.

Step 11: In the Lead Center click on **Import Multiple Leads** to add a new lead(s).
Step 12: Type the information for a new lead.

Step 13: Click **Continue**.

Step 14: If the Lead Center detects duplicate entries, the Import Leads dialog displays. Click **Fix** if needed.

Step 15: Click **Continue** to add the new lead(s). Click **OK** to close the import success message.

Step 16: View your imported lead(s) in the Lead Center.

**Document Center.** Get organized by scanning⁴ and attaching receipts, estimates and other important business documents to your QuickBooks records by simply dragging and dropping them into the Document Center. The new QuickBooks Document Center lets you store files locally on your hard drive.

Step 1: Click on the Docs icon on the icon bar, the Doc Center opens.

Step 2: Click **Add a Document** to browse to the location you have stored your document.

Step 3: Select the document and click **Open** to add the document to the Doc Center.

Step 4: Optionally, using Windows Explorer locate your document. Click and drag the selected document into the gray shaded area in the Doc Center.

(Disclaimer: Scanner not included. Only TWAIN compliant and Fujitsu ScanSnap S300 scanners supported.)
Step 5: From an open Outlook email with an attachment, **click** and **drag** the selected attachment into the gray shaded area of the Doc Center.

Step 6: To add a stored document to a vendor bill, choose the **Vendors** menu and select **Enter Bills**. Click the **Previous** button to open a completed vendor bill transaction.

Step 7: Click on the **Attach** paperclip icon at the top of the bill.

Step 8: Select the **Doc Center** and place a checkmark next to the scanned document(s) you wish to attach to the transaction. Click **Attach**.

Step 9: Note the Attached To column now displays the transaction that the document is attached to.
Step 10: Select a document by placing a **checkmark** in the far left column in the Doc Center. To edit document details, click on the **View Details** button and add a Title, Description, Keywords or Comments. Click **Save & Close**.

Step 11: With a document selected, click on the **Open** button to preview the stored document. Close the open attachment. Click **Done**.

Step 12: Review the Attachment Successful dialog content. Click **OK** to close.

Step 13: Note the Attach paperclip icon is now green, indicating documents are attached.
QuickBooks Inventory Center. Easily find and locate inventory tasks by accessing your inventory items and reports in the new Inventory Center.5

Step 1: From the homepage, Inventory Activities drop-down, select Inventory Center.

Step 2: Select an inventory item on the left, review the Inventory Information to the right including quick access to common inventory reports.

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5 Available only with QuickBooks Premier 2012 or QuickBooks Enterprise Solutions 12.0
Step 3: Click the View drop-down menu. Select the $QOH < zero$ to view inventory with no quantity or negative quantity.

Step 4: Select Active Inventory, Assembly from the View menu.

Step 5: Review the drop-down menus included in the Inventory Center, including New Inventory Item, New Transactions, Print, and Excel. These menus provide one-click access to common inventory related tasks and reports.

Step 6: Select the Cabinets: Light Pine item. From Show drop-down menu, select Sales Orders.

Step 7: From the Filter By drop-down menu, select Open Sales Orders. Review the information below as you change the filters.

Step 8: Double-click a listed transaction to open the form. Click Save & Close.
Get Time Back and Save Steps

**Batch Timesheets.** With this new batch timesheet feature, users can create a single timesheet for employees or vendors who share the same hours worked, and then process all of their timesheets at once.

Step 1: In the Employees section on the homepage, select the drop-down menu next to **Enter Time**.

Step 2: Select **Use Weekly Timesheet**.

Step 3: Select the drop-down menu next to Name and choose **Multiple names (Non-Payroll)**.
Step 4: Leave the Manual radio button selected.

Step 5: Place a check mark next to the first two listed vendors and click OK.

Step 6: In the Service Item column select the Blueprint changes item.

Step 7: Enter hours in the date columns.

Step 8: To review the details of the multiple timesheets to be created, select Print from the Print drop-down menu. Click Print to view the individual row details.
Step 9: Click Yes to the Add Timesheet Entries message. Click Cancel.

Step 10: Click Save & Close.
Batch Invoicing for Time and Expenses. Now you can invoice multiple customers for time and expenses in one convenient batch. Create a single invoice for customers who share regularly scheduled expenses and QuickBooks will process them with no additional re-entry needed.

If you are using the data file provided by Intuit along with this Reviewer’s Guide, skip to step 4.

Step 1: Log into the sample file as the Admin user. From the Edit menu select Preferences.

Step 2: Scroll down the left to the bottom preference and select Time and Expenses.

Step 3: Click on the Company Preferences tab and place a checkmark by Create invoices from a list of time and expenses. Click OK to close preferences.

Step 4: From the homepage click on the Invoices drop-down menu and select Invoice for Time & Expenses.

Step 5: Click OK to close the message about selecting multiple customers.

Step 6: Leave the default date range with the to date of 12/15/13 selected.

Step 7: Place a checkmark next to two or more customers. Click Next Step.
Step 8: Review the details for Time and Expense.

Step 9: Select the Edit Options button to review details about how the information is transferred to the customer invoice. Click **OK** to close.
Step 10: Click the **Review Billables** button and choose a customer from the **Time and Costs For:** drop-down selection. Click on the Time, Expense, Mileage or Items tab to see the pending billable items. Click **OK**.

![Review Billable Time and Costs](image)

Step 11: Click **Create Invoices**. Click **Close**.

**One-Click Transactions.** With one-click access to common activities, creating related transactions and tasks is fast and easy.

Step 1: Click on the **Estimates** icon on the homepage.

Step 2: In the top left corner of the Create Estimates form, click on **Previous** to open a previously created estimate.

Step 3: Click on the **Create** icon at the top of the Create Estimates dialog.

Step 4: Review the many options for one-click access to create related transactions, letters and even memorize the transaction for future use.

Step 5: Select **Invoice**.

![Create Estimates](image)

Step 6: Accept the default **Create an invoice for the remaining amounts of the estimate**. Click **OK**.

Step 7: Review the ease in creating an invoice with one-click transactions. Click **Save & Close**.
Summary
This product tour was designed to illustrate the timesaving techniques QuickBooks 2012 has to offer users. Regardless of which activity is most crucial to running a small business, QuickBooks 2012 enables small business owners to spend more time focusing on their operations. New and improved features allow users to get better insights into their businesses, get more organized and get time back with simplified workflows.

New Pricing
For new users/upgraders:
- QuickBooks Pro- 1 user $229.95/$199.95
- QuickBooks Pro- 2 user $459.95/$399.95
- QuickBooks Pro- 3 user $649.95/$599.95
- QuickBooks Pro Add-a-Seat $229.95
- QuickBooks Premier- 1 user $399.95/$359.95
- QuickBooks Premier- 2 User $749.95/$679.95
- QuickBooks Premier- 3 user $999.95/$899.95
- QuickBooks Premier Add-a-Seat $359.95

Availability and Distribution
QuickBooks Pro and Premier is scheduled to be available beginning October 9, 2011 at leading retailers including Amazon, Best Buy, BJ’s, Costco, Fry’s, Office Depot, OfficeMax, Sam’s, and Staples.

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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.