QuickBooks 2012
What's New and Improved

By Laura Madeira

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A brief review of the new and improved features and tools available for

QuickBooks Pro 2012, QuickBooks Premier 2012, QuickBooks Accountant 2012,

QuickBooks Enterprise Solutions 12.0

Updated for R3 Release, October, 2011

*While supplies last, last drawing to be held Friday, December 16th, 5 p.m. CST

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About the Author

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Laura is the owner of ACS, Inc., a software sales and consulting firm located in the greater Dallas, Texas area. Her affiliations with Intuit include being an Intuit Solution Provider, a select Member of the Intuit Trainer/Writer Network, Advanced QuickBooks Certified, Enterprise and Point of Sale Certified and a former member of the Intuit Solution Provider Advisory Council. Laura is also a Sage Certified Consultant representing the Master Builder product.

Laura is the author of the QuickBooks 2008, 2009 and 2010 Solutions Guide, and QuickBooks Essentials: For All QuickBooks Users, a 9+ hours of self-paced video instruction and co-author of QuickBooks 2010 on Demand all offered by QUE Publishing. She is currently working on a QuickBooks 2012 In Depth resource book with beginner to advanced content. The estimated 900 page book will be available January 2012.

For more than 24 years, Laura has worked with companies of all sizes and from many varied industries. Her focus has been to help the small to mid-sized growing businesses become more successful by automating their internal accounting processes and reporting functions to manage their business successfully.

Additionally, Laura is a guest speaker for Intuit, providing training to thousands of consultants and accountants nationwide. She is also a respected author for Intuit writing technical training materials and presentations and documenting her research and review of competing software solutions.

Laura has served on two Intuit Customer Advisory Councils, and has been a consultant representing the accountant community during product development. She earned her accounting degree from Florida Atlantic University.

More information can be found at her website: http://www.quick-training.com/

What's New and Improved for QuickBooks 2012

Please note that this document has been prepared with knowledge of what QuickBooks version (Pro, Premier, Accountant or Enterprise) the feature is currently available with and what QuickBooks menu(s) include access to the feature. This information is subject to change and a new version will be made available for download.

This document has been revised to included changes with R3 Update available late October, 2011.

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New Express Start

Available: QuickBooks Pro, Premier, Accountant and Enterprise

Where: File, New Company

*Nothing is more important to the business owner than to be ready to work in their business financials quickly. With the New Express Start for QuickBooks as shown in **Figure 1**, a business owner can do just that.*
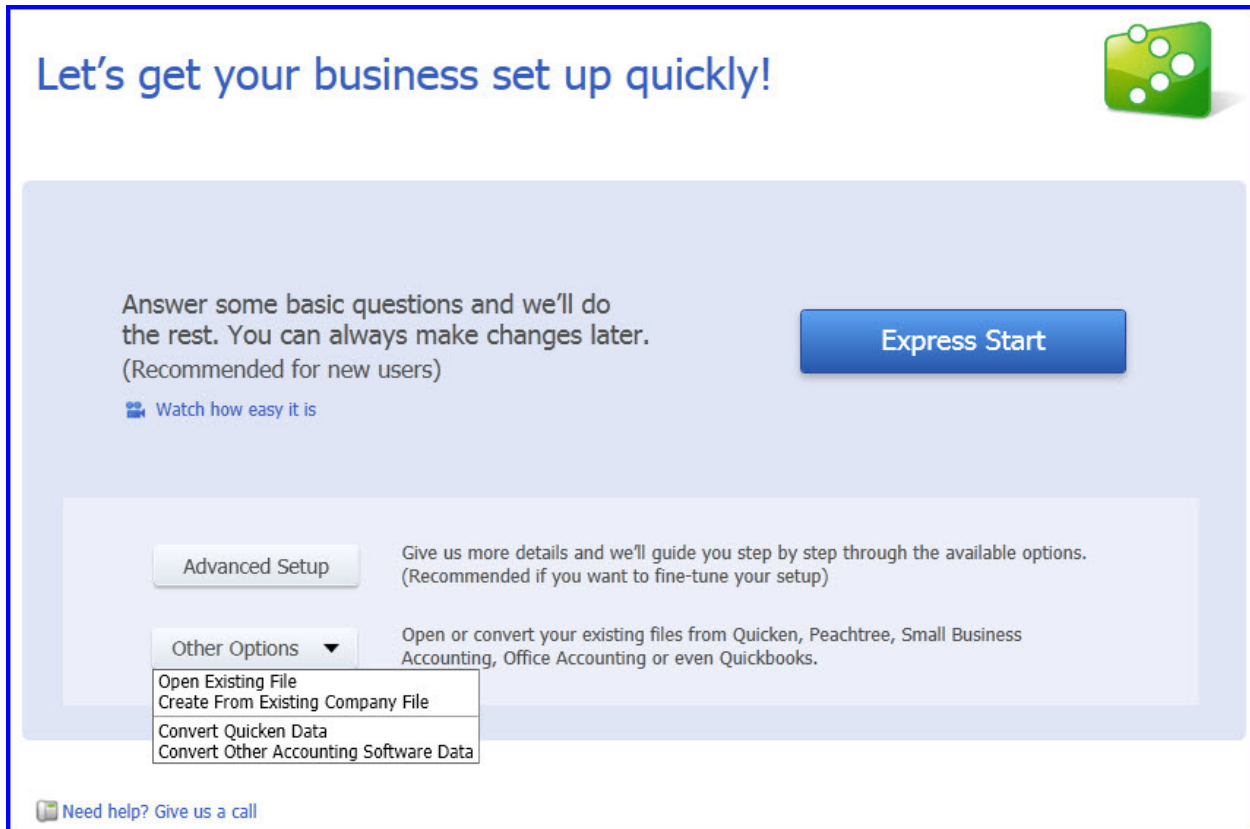

Figure 1: *Use Express Start and in just a few easy steps you are ready to work*

*Click on **Express Start** and you are just three steps away from getting the basics in your file, including information about the company see **Figure 2**, contact information as shown in **Figure 3**. Additionally, you can import customers, vendors, service or product items and creating bank accounts (see **Figure 5**). This information can easily be imported or added manually as shown in **Figure 6**. That's all it takes for the new business owner to get a quick start.*

Figure 2: *Basic business information that QuickBooks will use to suggest a Chart of Accounts and for some industries, an items list*

Figure 3: *With contact information recorded, a business can easily start creating customer invoices*

*Click on **Preview Your Settings** in **Figure 4** to review or modify the Features Selected, Chart of Accounts and Company File Location. Changes can be made here or later in the QuickBooks file. It is quite simply a condensed version of the EasyStep Interview.*
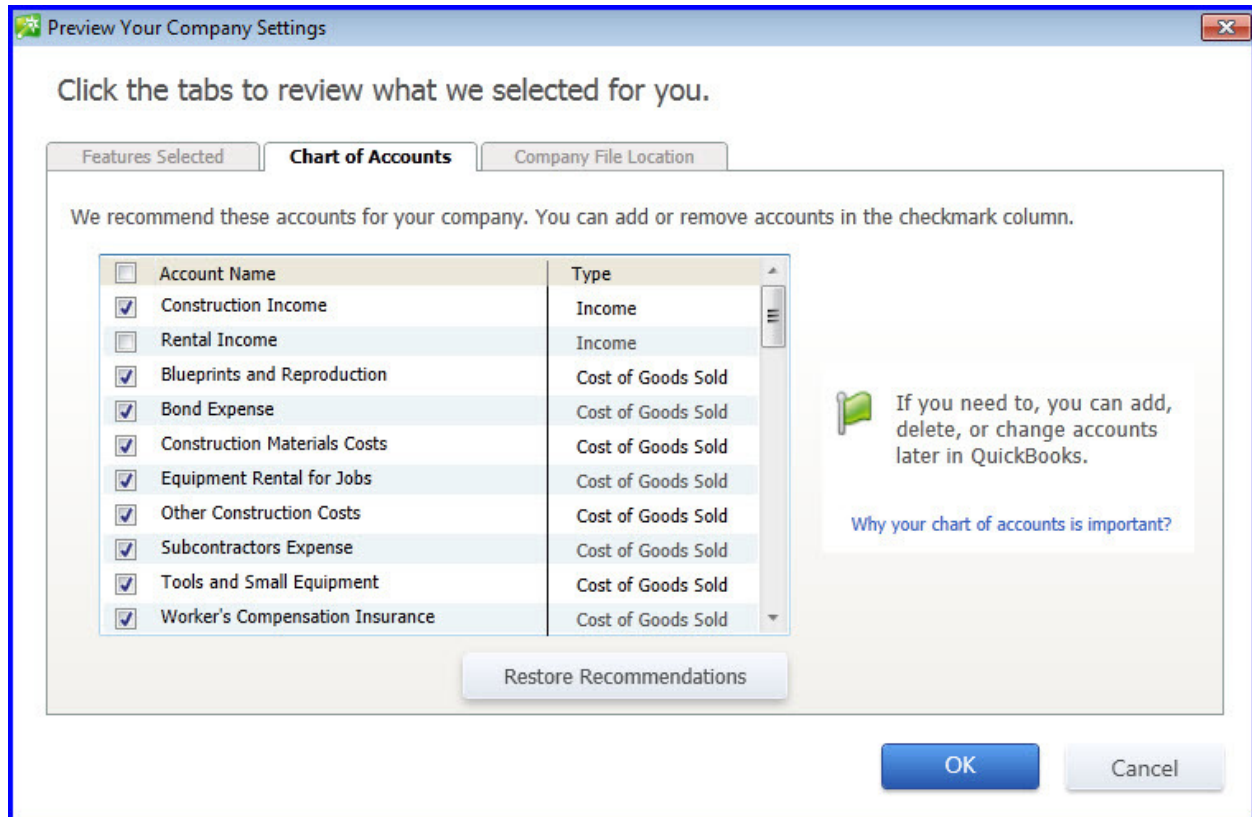

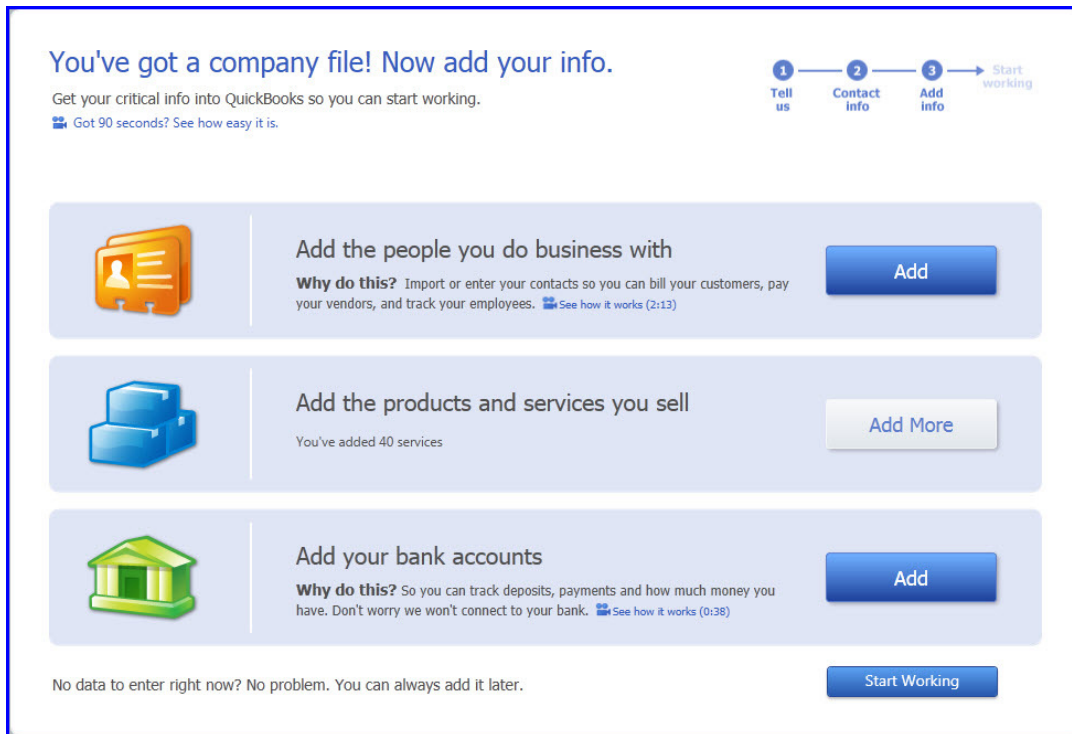**Figure 4**: *Review the defaults created, you can later edit these in QuickBooks*

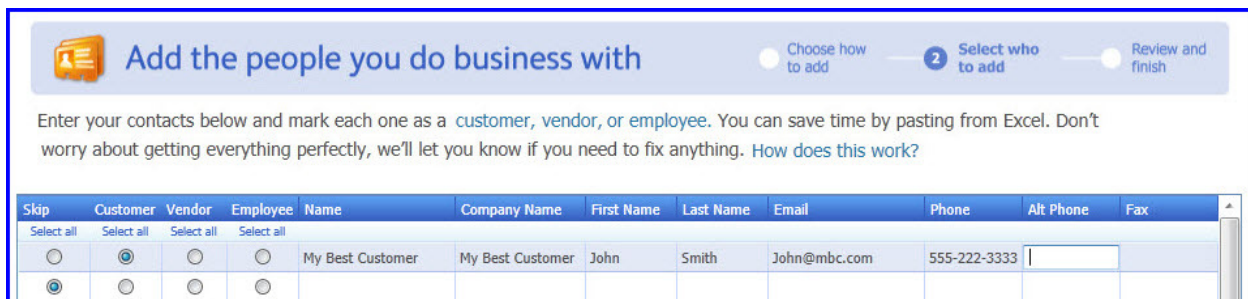**Figure 5**: *Add your contacts, services and bank accounts*

Figure 6: *Easily importing contract from your own email list, paste from excel or manually type your contacts*

*However, if you are like me and you have been used to the "old way", we still have access to the original EasyStep Interview by selecting the **Advanced Setup** button on the QuickBooks Setup dialog.*

New Starter Copy

Available: QuickBooks Accountant and Enterprise Accountant

*Where: **File**, **New Company**, Other Options*

*The accounting professional can now work more efficiently by creating a new client's company file from an existing clients file or "template" (see **Figure 7**). Only non-sensitive information is imported from the original file including:*

- *Preferences (except those related to checking or credit card accounts)*

- *Items List (only sales tax items)*

- *Memorized Reports (only if they do not filter for specific accounts, customers, vendors, jobs, items or employees)*

- *Chart of Accounts (no sensitive accounts like checking or credit cards)*
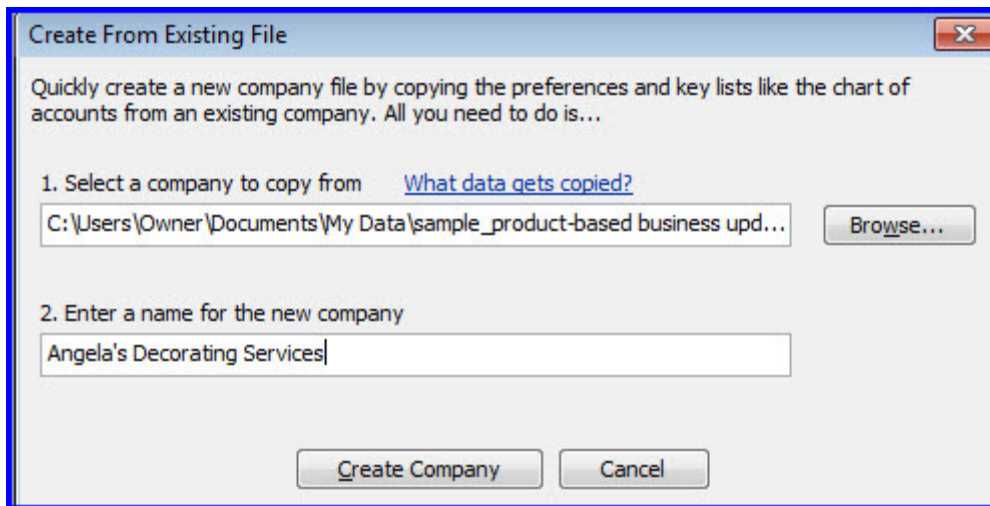
- *Type of Tax Form*

Figure 7*: Accountants can create a new QuickBooks file from an existing QuickBooks file*

New Period/Archive Copy

Available: QuickBooks Accountant, Enterprise Accountant

Where: Accountant, Condense Data

For the accounting professional who may be requested by a third party on behalf of their client to provide a data file for a specific period of time. A Period Copy shows only transactions that occurred during a specific date range.

Another great use for this might be when a company needs to "archive" data for a date in the past, including balances forward as well, creating a smaller sized current file.

In the examples pictured below, when "Don't create a summary" option is selected, a Balance Sheet prepared for 12/31/09 will have a -0- balance for all accounts.

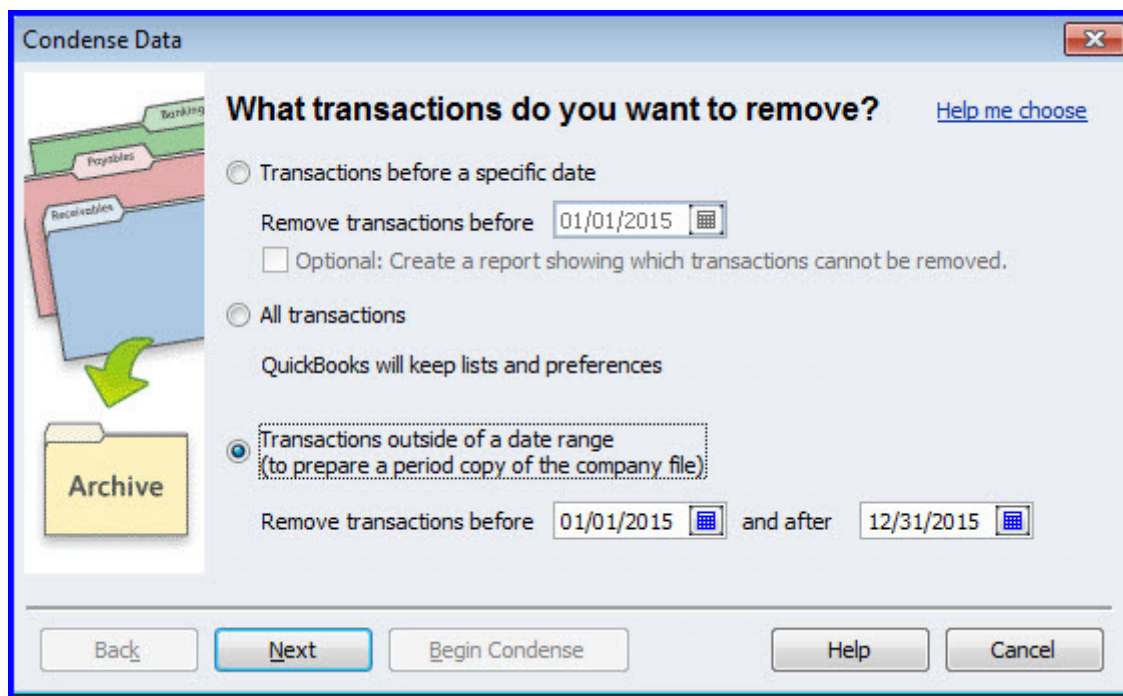*Note: A copy of the company file is made before removing any data.*

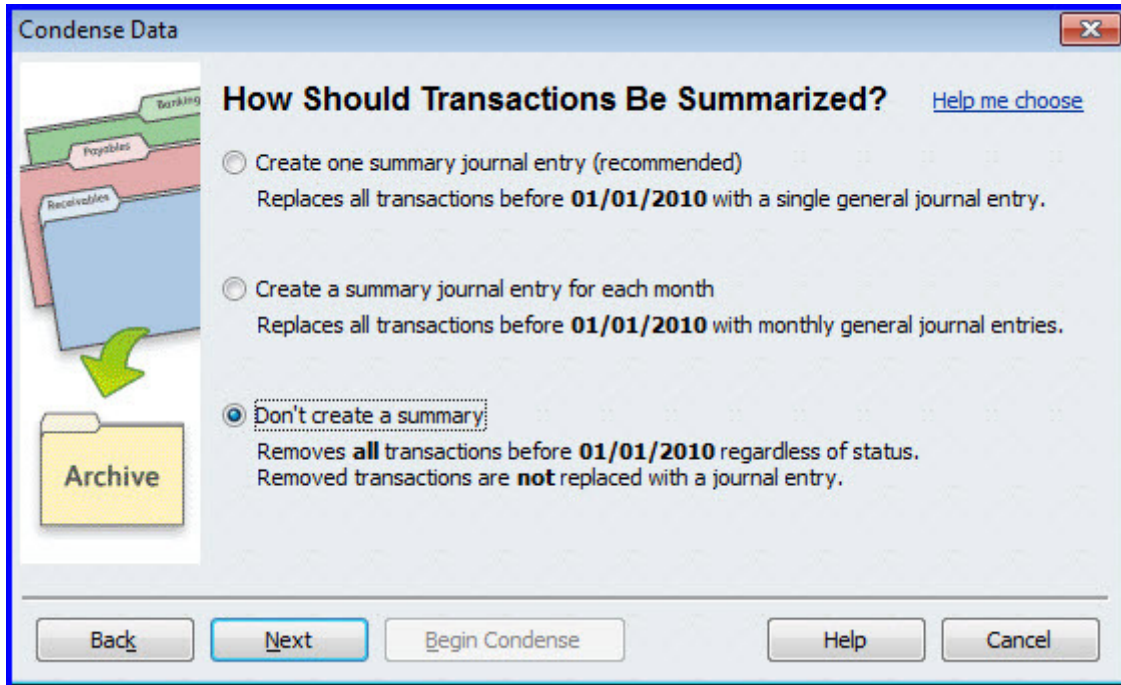**Figure 8***: New option in condense to remove transactions before and after a specific date*

Figure 9: This option will result in a net -0- Balance Sheet as of 12/31/09
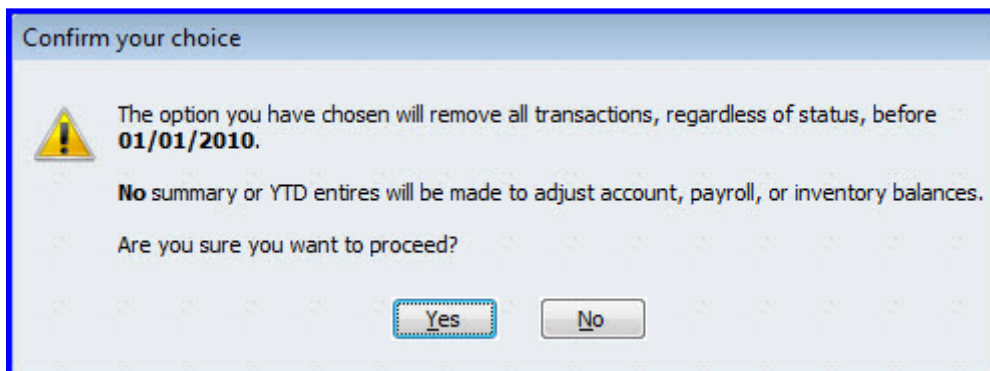

Figure 10: Confirmation not to include any prior period summary entries

You will also have the option to remove unused list entries including:

- *Accounts*

- *Customers*
- *Items*

- *Vendors*
- *"Done" To Do Notes*

- *Other Names*
- *Classes*

Improved Company File Condense

Available: *QuickBooks Accountant and Enterprise Accountant (some features as noted available with Pro, Premier)*

Where: *Files, Utilities, Condense Data*

*The Accountant version offers more condense features. With these new condense options (see **Figure 11**) the previous Clean Up Company Data has been greatly improved. In the earlier section you learned how to make a Period Copy, or copy of the data with transactions only in a specific date range.*
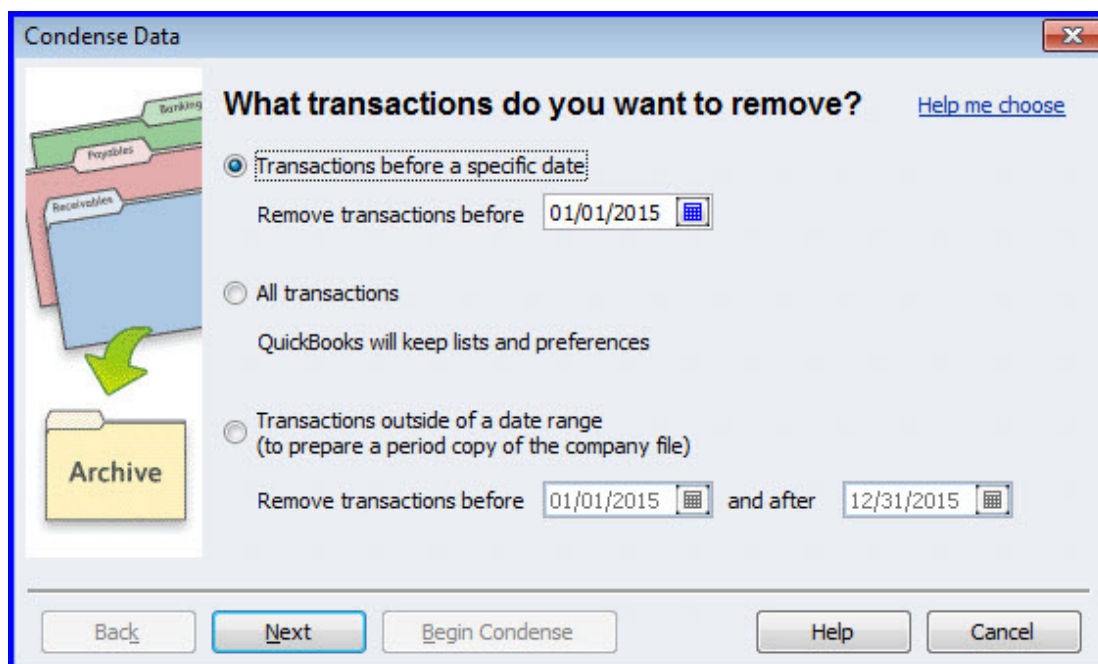

Figure 11*: More date choices when condensing a data file, available with Accountant version*

*In prior year's versions of the condense feature, we were not given the choice of how the information would be summarized for condensed periods. In **Figure 12** and **Figure 13** you can see the added choices that are provided with QuickBooks Accountant 2012 and QuickBooks Enterprise Accountant 12.0.*
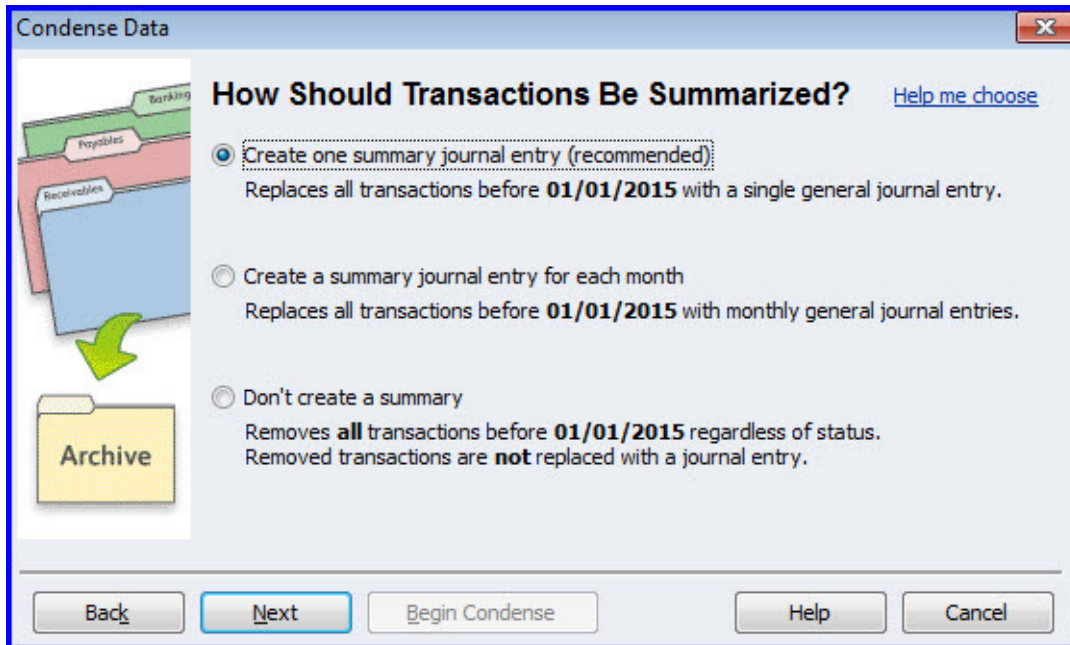
Figure 12: *Options for what type of summary entry is created, these options only available with Accountant version*
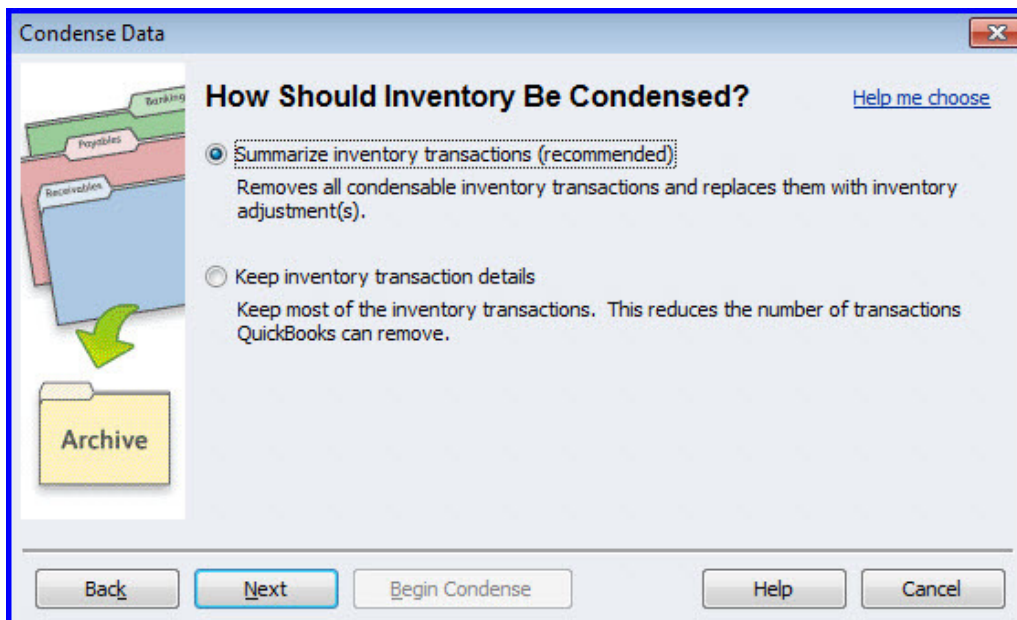

Figure 13: *New choices in 2012 include summarizing all inventories or keeping the transactions details, available in Pro, Premier, Accountant and Enterprise*

*The improved condense features will give Accountants more choices when needing to help a client archive their data file with additional options of what to remove (see **Figure 14** and **Figure 15**).*
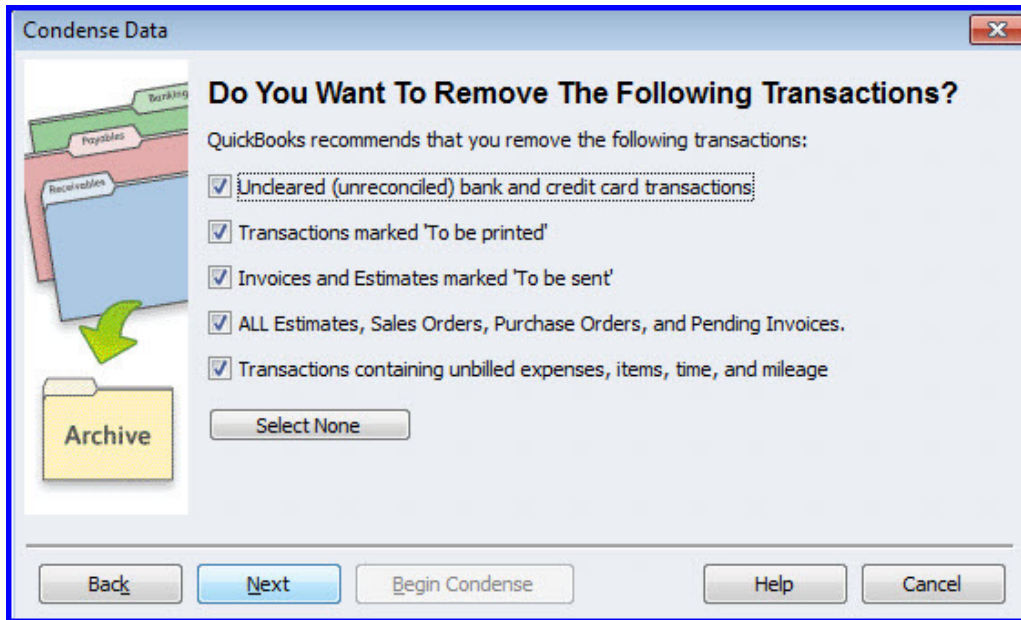
Figure 14: Now we can select additional items to remove when creating a condensed file, available with Pro, Premier, Accountant and Enterprise
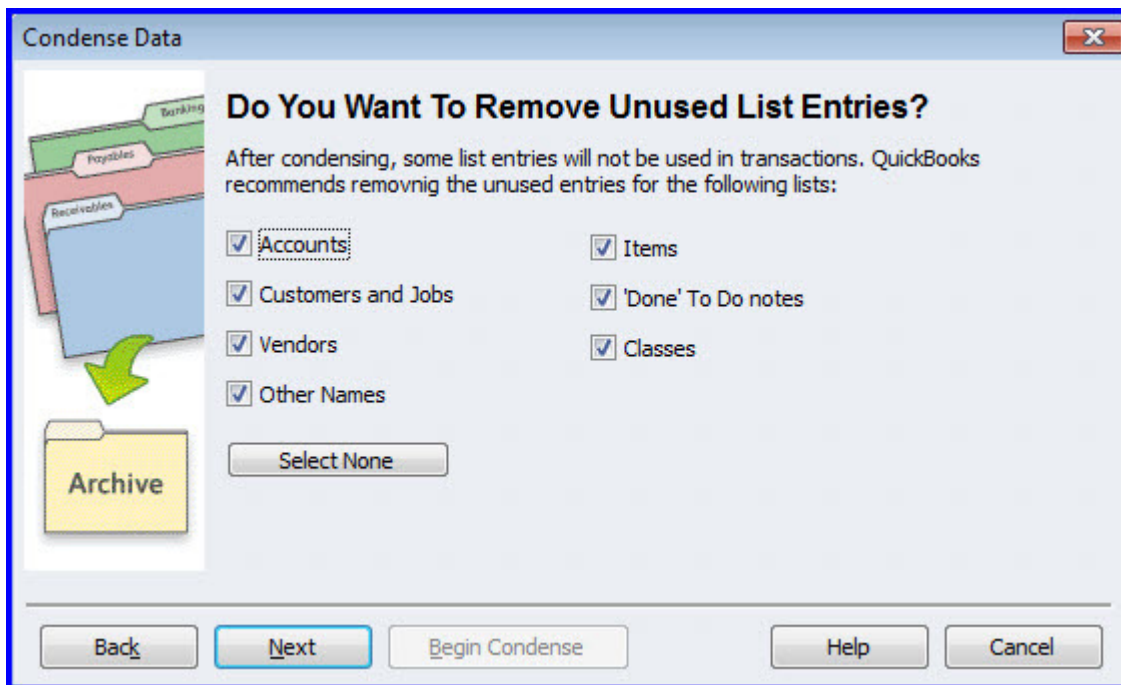

Figure 15: Be selective in what lists you want to clean up, available with Pro, Premier, Accountant and Enterprise

What do these changes mean? When a file is condensed we have more control over the information that remains in the new file and this should result in a smaller file size.

New Edit No Company Open

Available: QuickBooks Pro, Premier, Accountant and Enterprise

Where: File, Close Company

*Have you struggled with multiple unused files displaying in the No Company Open dialog? Now you can "edit" the list to hide those files you do not want displayed on the No Company Open dialog as shown in **Figure 16** and **Figure 17**. The original file storage is not changed and even though you removed the file from this list you can still browse to the storage location and open the file.*
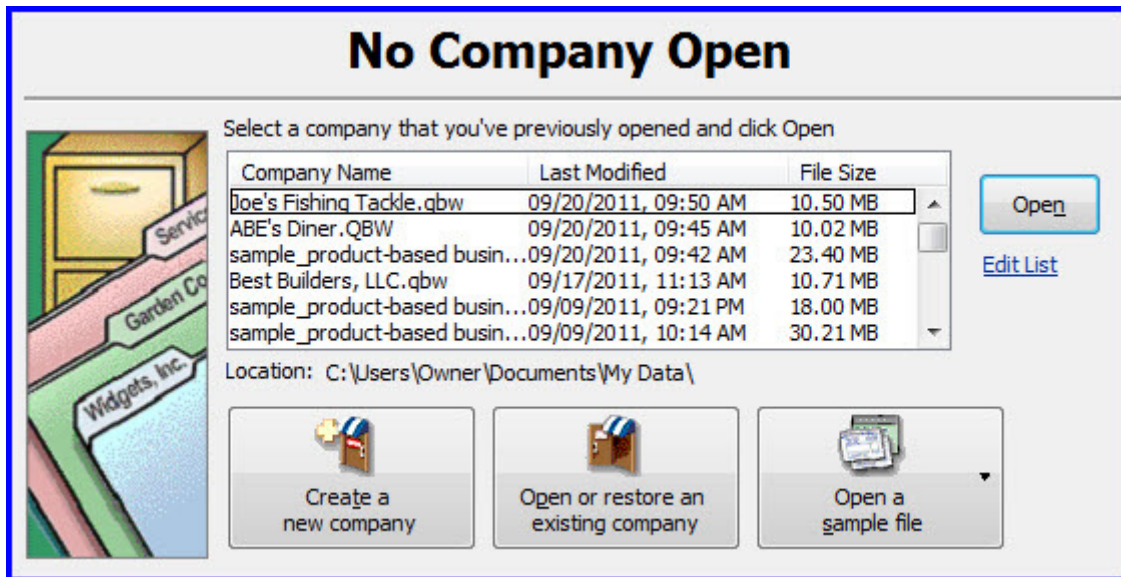

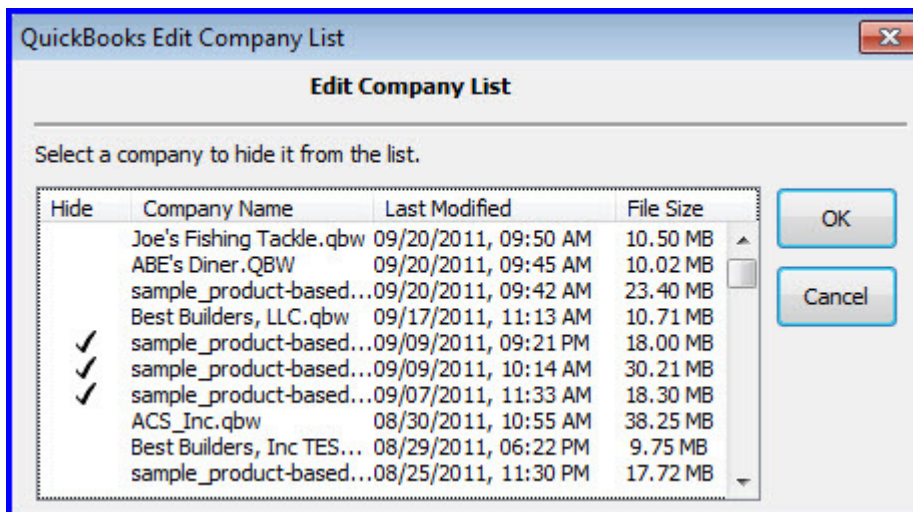**Figure 16**: This list can get "cluttered" with older QuickBooks files

Figure 17: Select to Hide unused files from the No Company Open window

New Calendar View

Available: QuickBooks Pro, Premier, Accountant and Enterprise

*Where: **Calendar** on icon bar, or from the **Company** menu*

*With the new Calendar View **Figure 19** and **Figure 20** in QuickBooks business owners can see at a glance, scheduled to do's and key financial tasks in one dashboard. Viewing individual transactions or tasks are just a single click away.*

*Conveniently add a new To Do task as shown below in **Figure 18** and this task will display in the calendar view.*

Figure 18*: Create To Do tasks and view them with the Calendar View*

Filter your calendar to include or exclude specific transaction types.
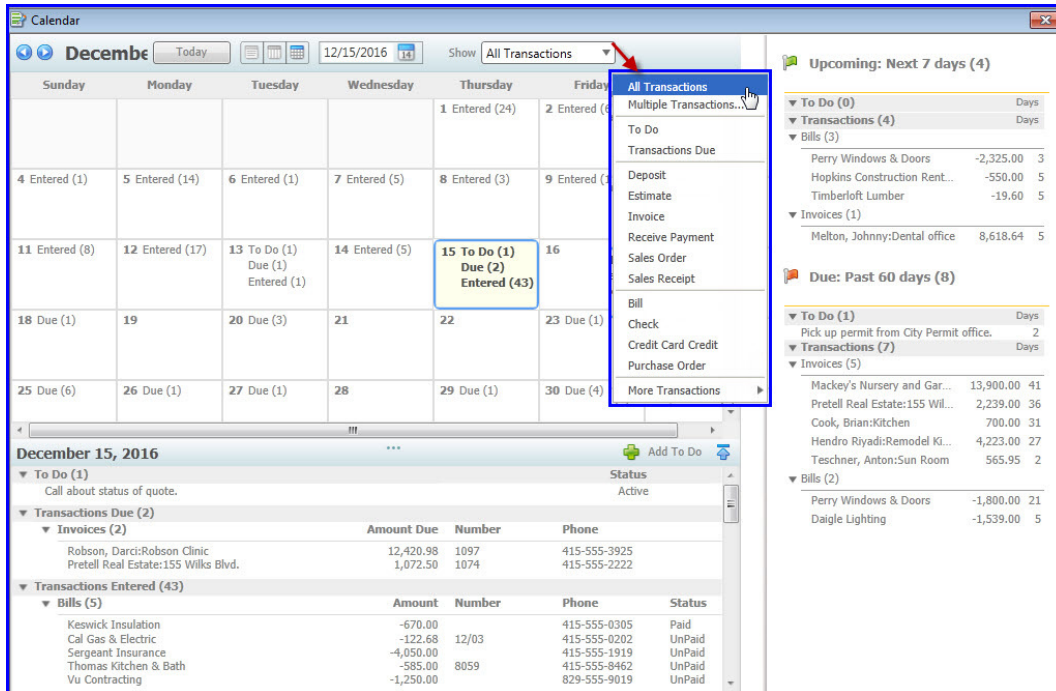

Figure 19: *The Calendar provides a wealth of information specific to your needs*
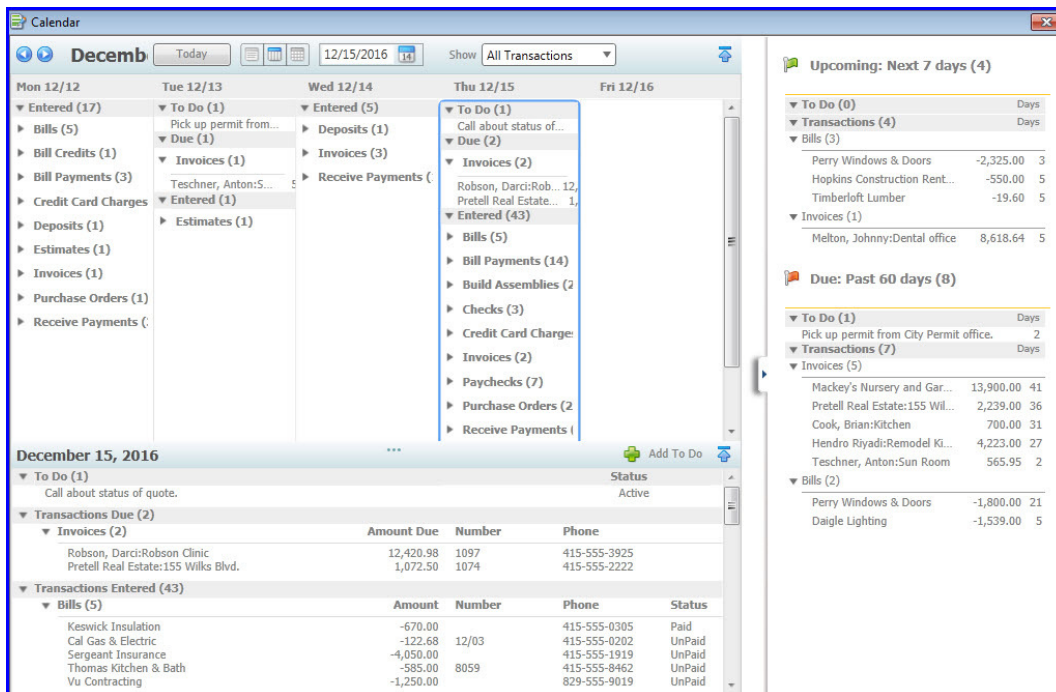

Figure 20: *Toggle between daily, weekly or monthly view*

*After installing the R3 Update to your QuickBooks 2012 software you will also have Calendar preference settings as shown below in **Figure 21**:*
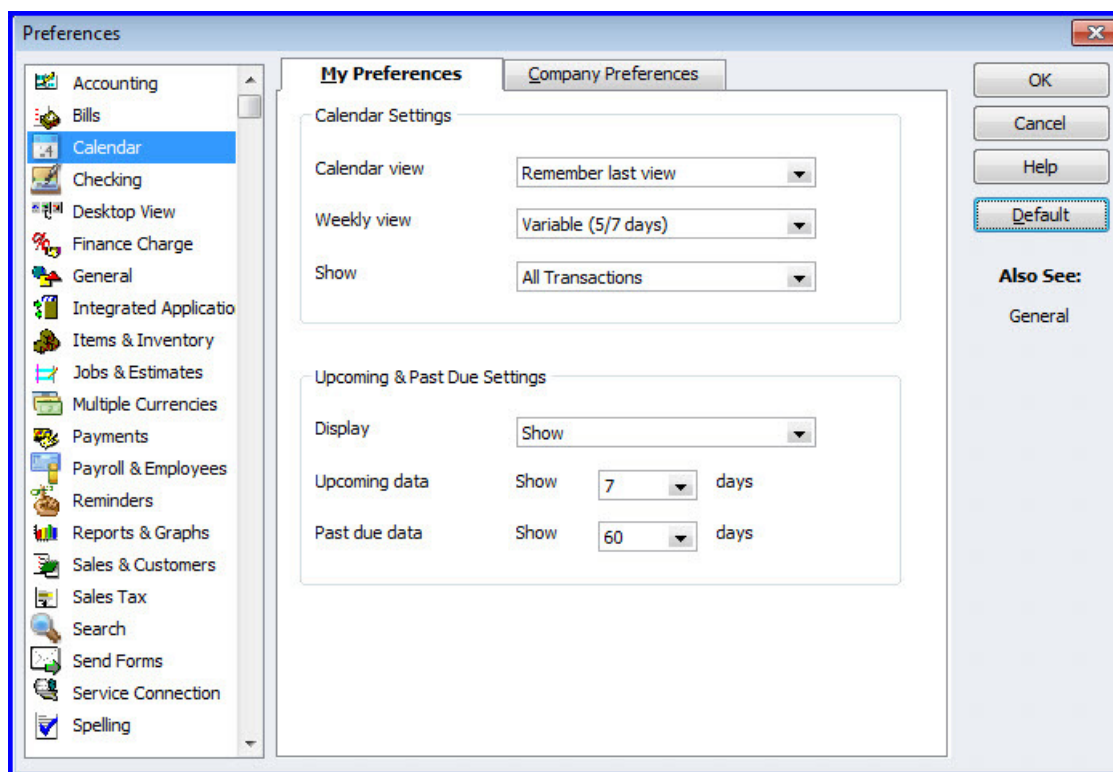

Figure 21: *New Calendar Preference Settings after installing R3 Update*

New Document Center

Available: QuickBooks Pro, Premier, Accountant and Enterprise

*Where: **Doc Center** on icon bar, or **Company**, **Documents** menu*

*With the new FREE Document Center, QuickBooks users can scan or drag and drop documents into a central document management storage on their local PC or Server as shown in **Figure 22**. Then these stored documents can be managed and attached to QuickBooks transactions for viewing later (see **Figure 23** and **Figure 24**).*
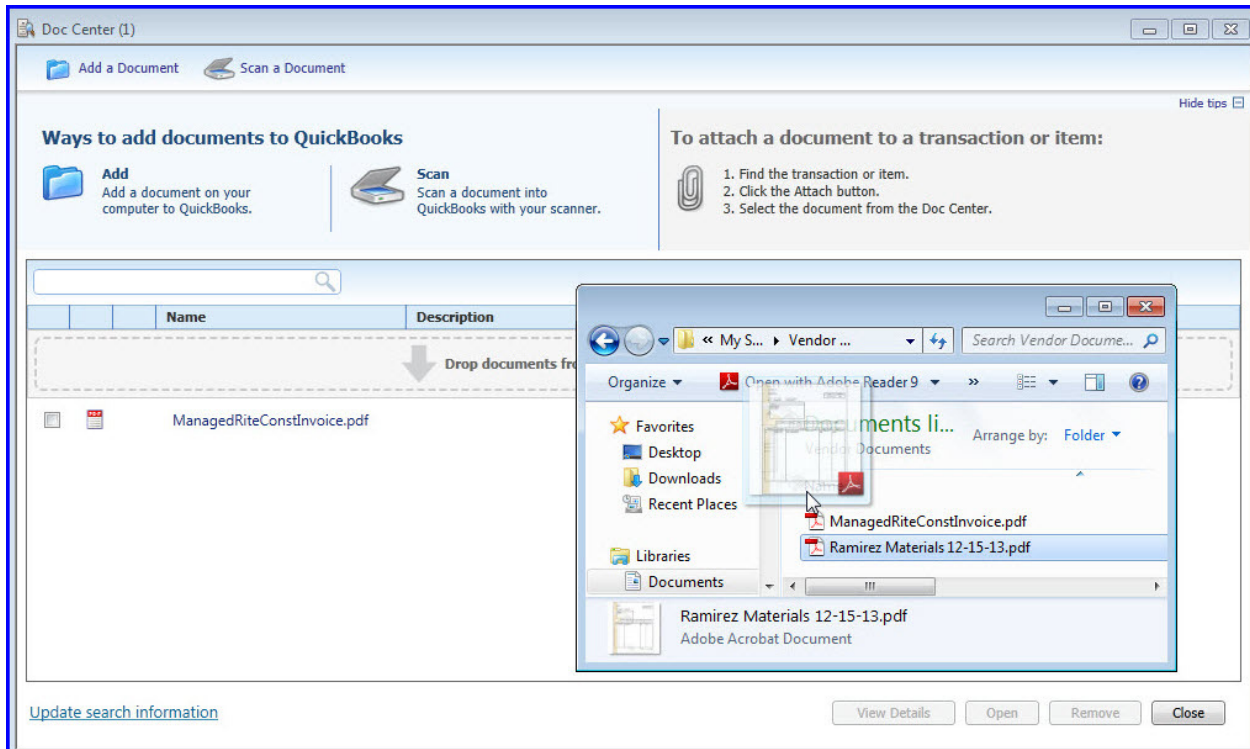
Figure 22: *QuickBooks Document Center allows FREE local storage of documents that can be attached to transactions*
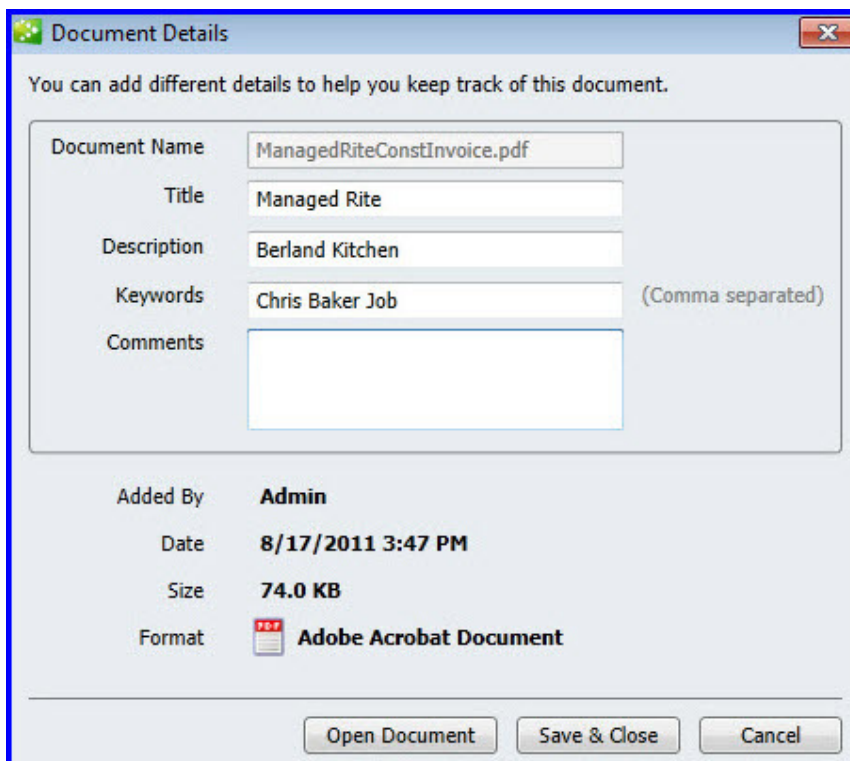

Figure 23: *Manage documents for tracking purposes*

QuickBooks users can easily see which transactions have attachments by the green colored paperclip icon.
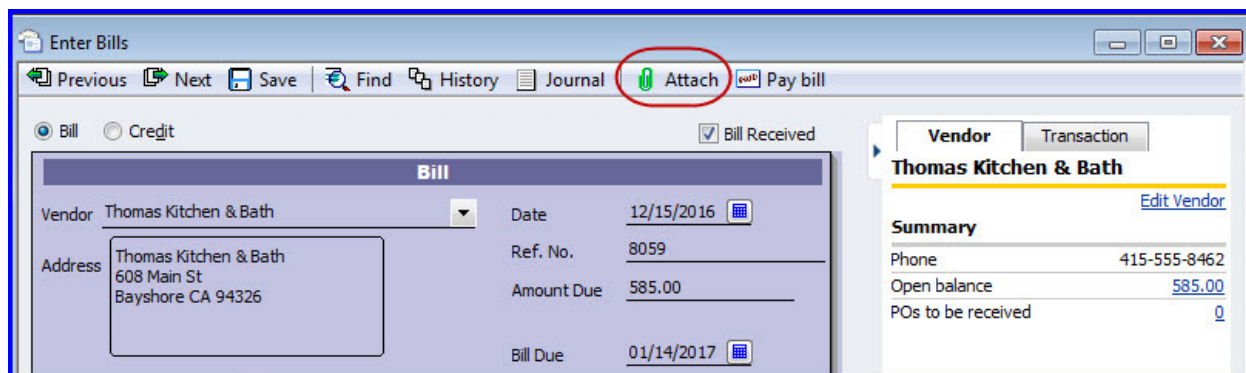

Figure 24: *Transactions with attachments will have a green paperclip icon*

The documents are stored in a folder named "Attach" and the folder is not encrypted, so care should be taken not to attach sensitive documents. Additionally, this folder is not included in the normal QuickBooks backup; care should be taken to include this folder in your automated backup routines.

QuickBooks 2010 and 2011 users that have a paid subscription to QuickBooks Attached Documents will continue to be able to use those features including the online storage of documents. However, the online storage capability will be discontinued when those QuickBooks versions are no longer supported by Intuit.

New Lead Center

Available: QuickBooks Pro, Premier, Accountant and Enterprise

*Where: **Company** menu*

*Every growing business has the need to track prospecting activities. New for QuickBooks 2012 is the Lead Center (**Figure 25**) where following up with leads, tracking multiple contacts (**Figure 27**) and then converting leads to customers is just a few clicks away!*

Keep track of To Do List tasks, multiple contacts, locations and notes when working your prospects. Filter or sort the many lists to show the information that is important to your current prospecting efforts. And when your hard work pays off, convert the lead to a Customer record in QuickBooks.

*Get started easily by importing your leads from Microsoft Excel or manually entering in a spreadsheet like tool as displayed in **Figure 28**.*
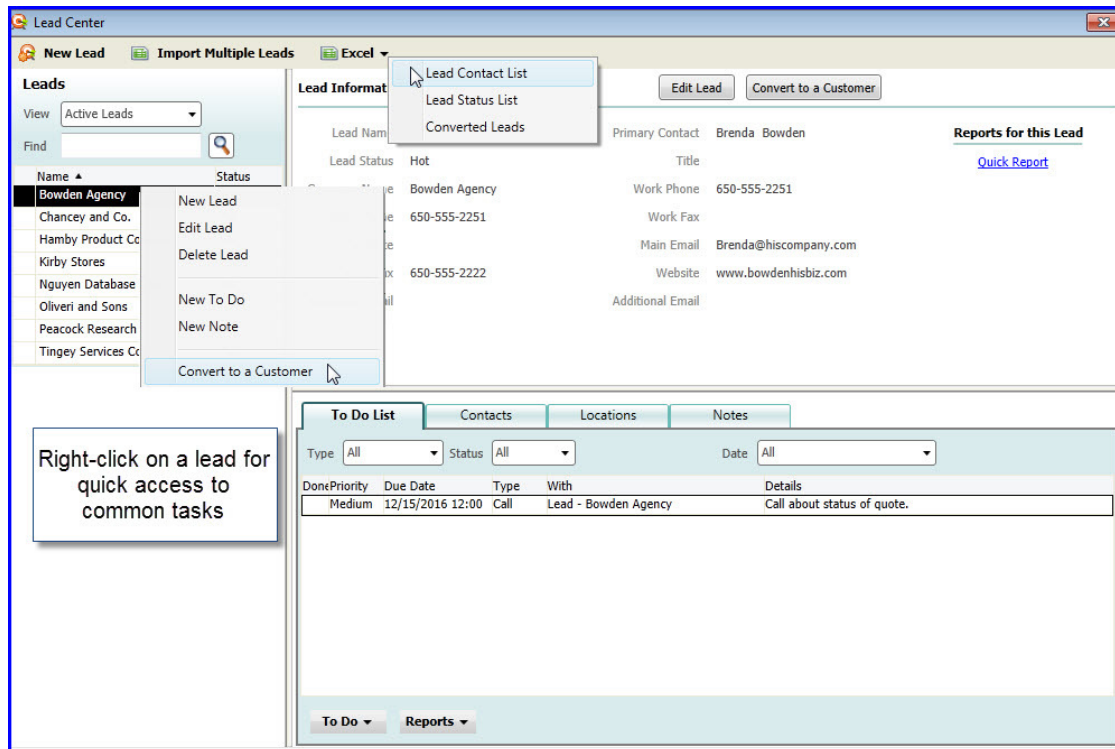
Figure 25: *The New Lead Center will help business keep track of important information about prospects*

Multiple contacts tracked for leads are now all transferred to your QuickBooks customer record when you convert a lead to a customer.

After installing the R3 update made available late October, 2011 you will have the option of printing your To Do Notes (

Figure 26*) and exporting to Excel your Lead Contact List, Lead Status List or Converted Leads (****Figure 25****).*

Figure 26: *After installing the R3 update you can prepare a report of your To Do Notes*

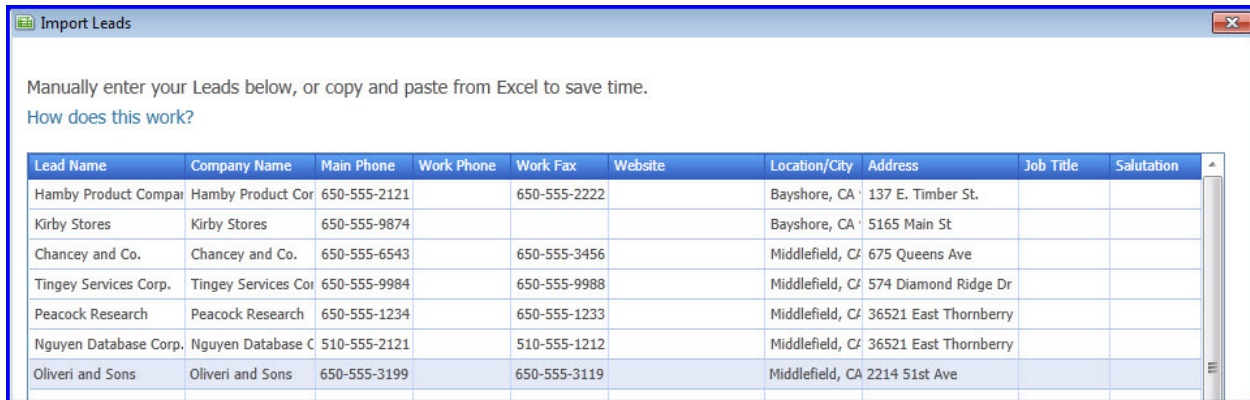**Figure 27**: *Multiple contacts per lead can help with prospecting efforts*

Figure 28: *Easy to get started with a spreadsheet form you can manually enter into or copy and paste information into from Excel*

Keeping track of important prospect communications just got a whole lot easier! With the ease of converting a lead to a customer record, there is less time spent entering information twice.

New Integrated Help/Search

Available: QuickBooks Pro, Premier, Accountant and Enterprise

*Where: **Icon bar**, **Help** menu, or **F1** on your keyboard*

Have you found yourself searching help or separately going to the Community Forums to find answers to your QuickBooks questions?

*Now, with the new Integrated Help shown in **Figure 29** you can search your company file or Help. Help content, includes How-to documents, knowledge base articles and links to related community discussions (**Figure 30**).*

*The icon bar also includes a new "always on" search box with the option to search your QuickBooks file or Help, this can be removed in the **Customize Icon Bar** dialog.*
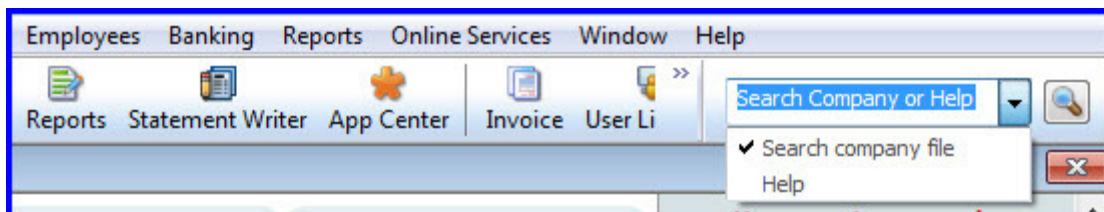

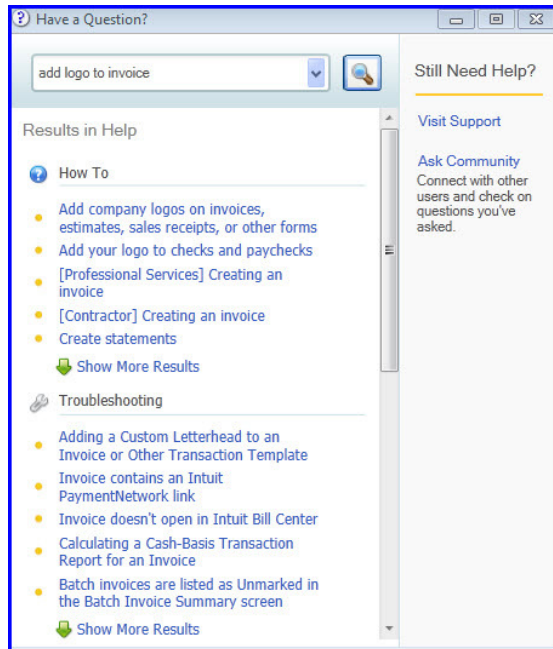**Figure 29**: *New for QuickBooks 2012 is an "always on" search bar*

Figure 30: *Integrated help provides easy links to all types of helpful recourses*

New Contributed Reports

Available: QuickBooks Pro, Premier, Accountant and Enterprise

Where: Reports on icon bar or Reports, Contributed Reports menu

*QuickBooks users can now share with others custom report templates. With Contributed Reports (**Figure 31**), users can search by rating and industry to download reports others have created. Contributed reports can be "tagged" with useful, searchable information as shown in **Figure 32**.*
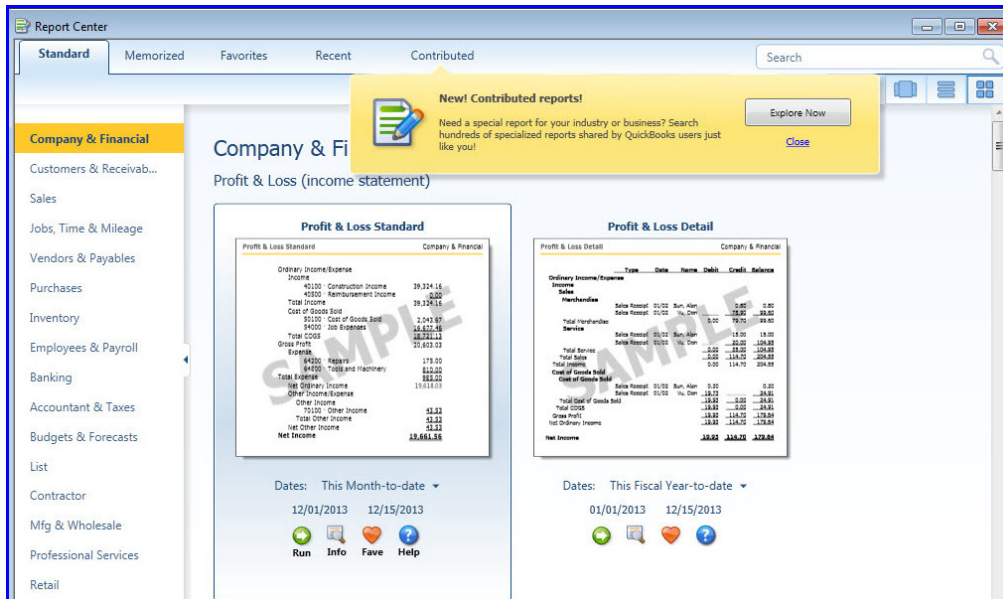
Figure 31: *Access Contributed Reports from the Reports Center*
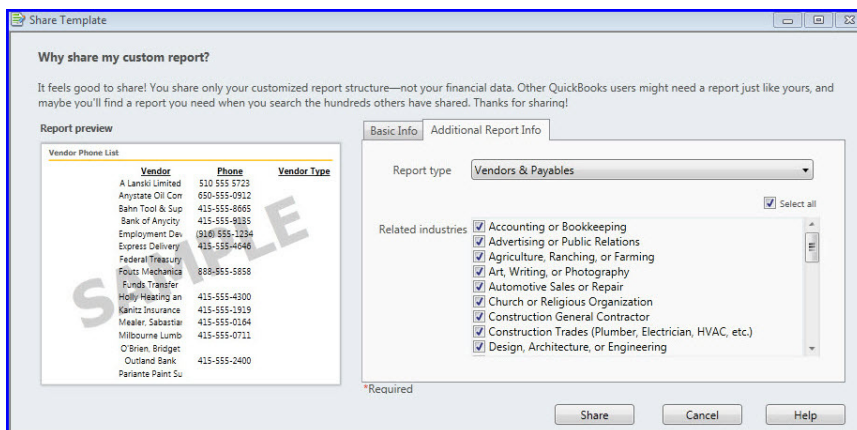

Figure 32: *Optional information to "tag" your custom report for easy identification*

No confidential information is shared and the sharing only works with reports that have not been filtered for specific accounts, customers or vendors etc.

New One Click Transactions

Available: QuickBooks Pro, Premier, Accountant and Enterprise (was available with 2011 Plus Subscriptions)

Where: Top of most customer forms

*While the transactions themselves are not "new" the grouping of related transactions in one common menu is "new" as you can see in **Figure 33**. For example on an invoice, users can now easily create a credit memo for that invoice or receive payment, writer letters and even memorize the transaction.*

One new activity in QuickBooks 2012 is the ability to create a Credit Memo directly from the original invoice! Now that is saving time and improving accuracy!
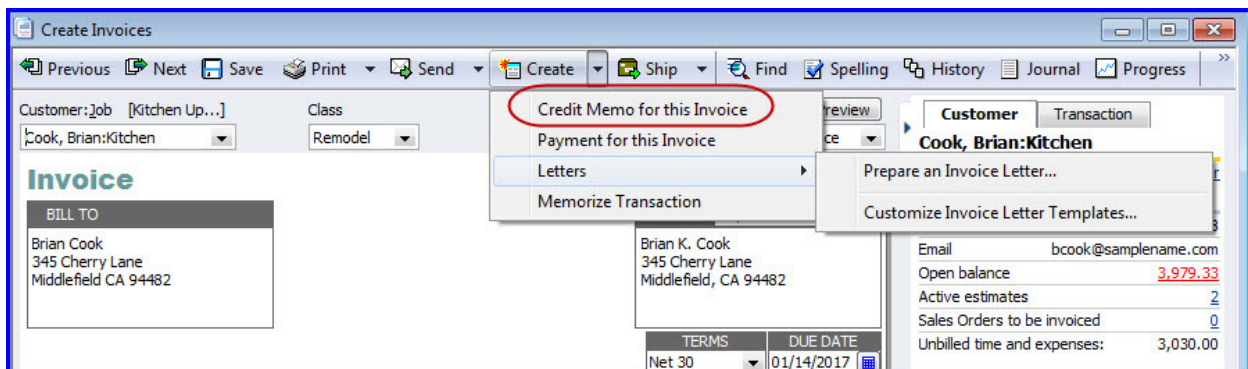

***Figure 33**: Accessing related transactions tasks is a whole lot easier now!*

New Transactions Tab

Available: QuickBooks Pro, Premier, Accountant and Enterprise (was available with 2011 Plus Subscriptions)

Where: Right side of most transactions

*With the Transactions Tab shown in **Figure 34**, linked transaction data is at your fingertips. No need to click through multiple menus to get answers to questions about transactions. With a displayed QuickBooks transaction, users can view summary information, related transactions and any notes.*
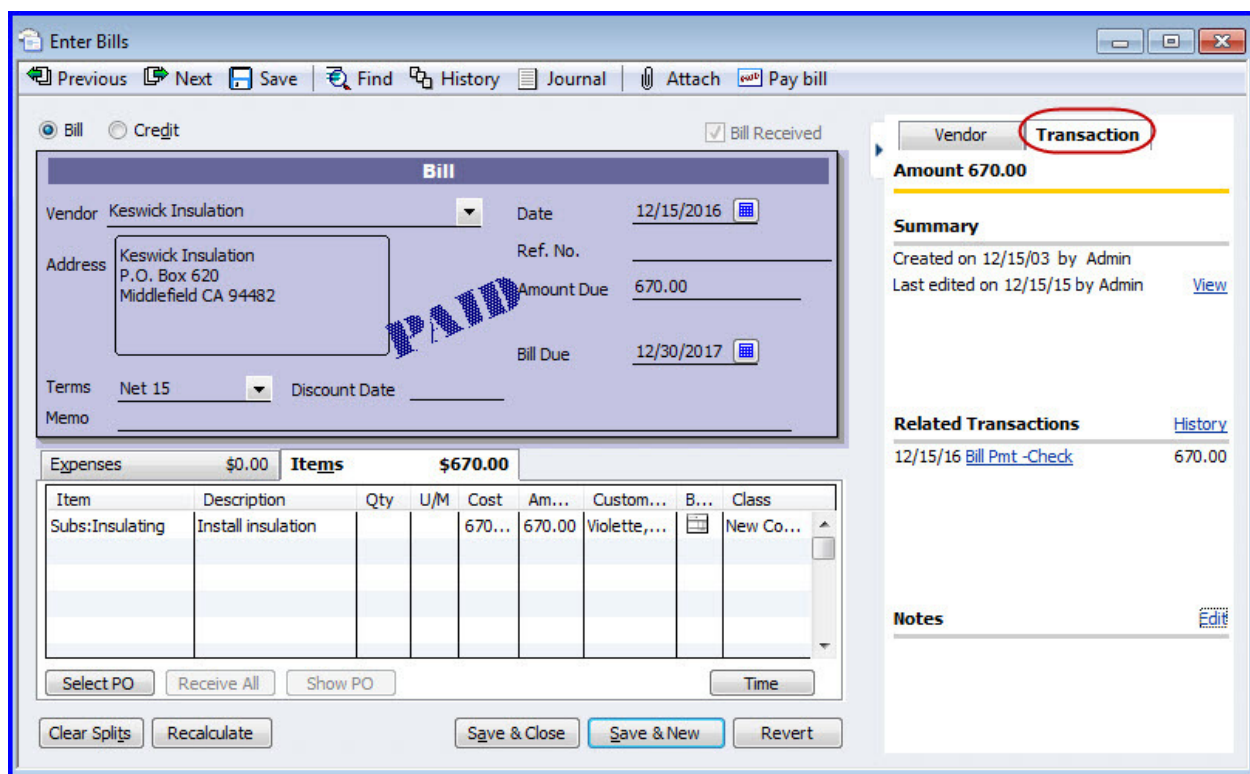

***Figure 34**: The transactions tab available on most transactions save users from looking up reports or clicking on the History link for information*

Improved Memorized Transactions

Available: *QuickBooks Pro, Premier, Accountant and Enterprise (was also available to Plus subscribers in 2011)*

Where: **Home page** *Enter Time, Use Weekly Timesheet or* **Employees, Enter Time** *menu*

Note: *Memorized transaction must be an "automatic" transaction or group not a reminder group for this to work*

Earlier versions of QuickBooks reminded us that we had a "group" or transaction to be posted based on criteria we defined.

*With QuickBooks 2012, you will see a list of the transactions that are ready to post (**Figure 35**) and the option to enter them all, enter selected ones, or enter them all later as shown in **Figure 36**.*

Figure 35*: The new list feature will only work with those reminders set for Automatic Transaction Entry*
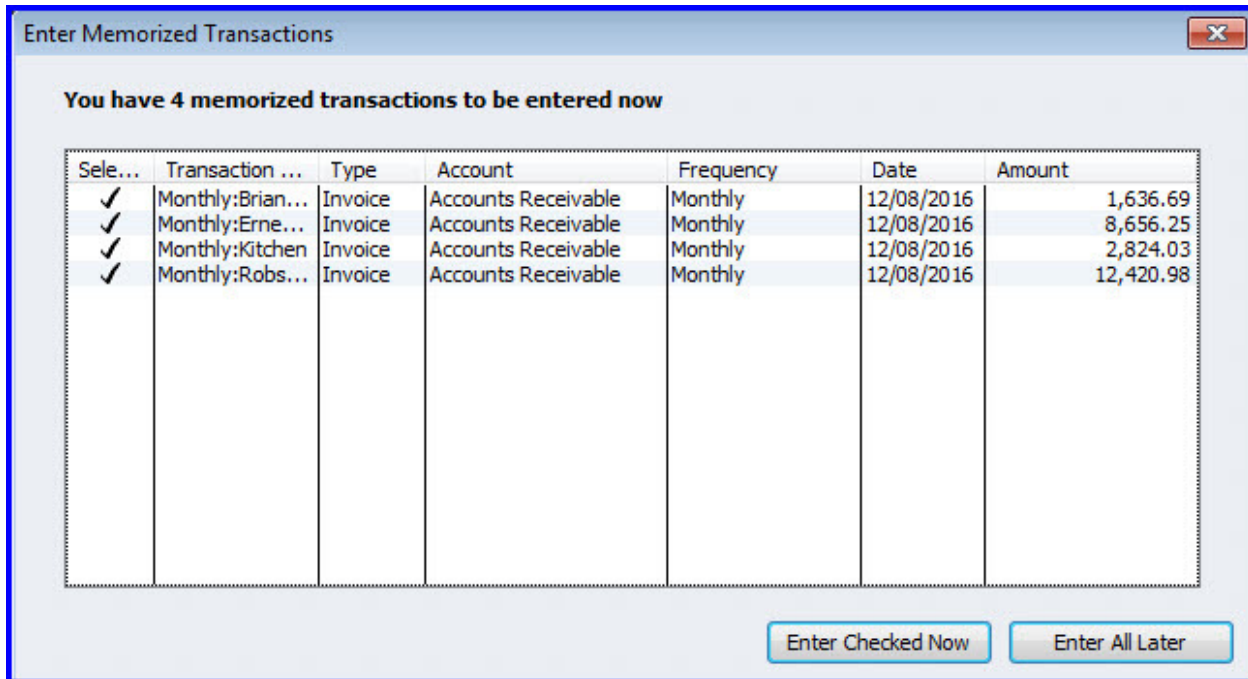
Figure 36: *This message displays each time you open your QuickBooks file on or after the scheduled reminder date*

New Batch Timesheets

Available: QuickBooks Pro, Premier, Accountant and Enterprise

Where: **Home page** *Enter Time, Use Weekly Timesheet or* **Employees, Enter Time** *menu*

*QuickBooks users who track employee's time (**Figure 37**) can create a single timesheet for employees or vendors who share the same hours and if tracked, the same service item, payroll item and class **Figure 38**. This single timesheet entry can then be used to prepare payroll for multiple employees or prepare a check for multiple vendors see **Figure 39**.*
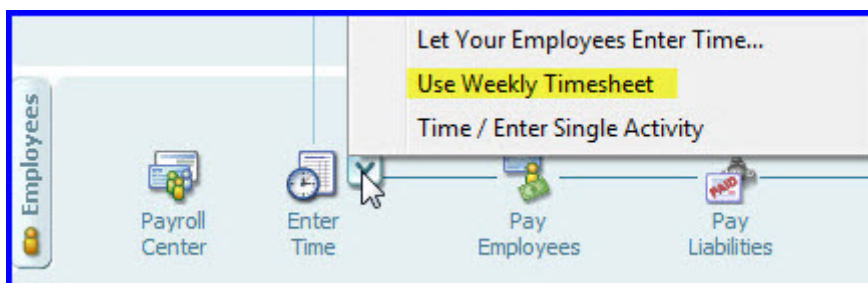

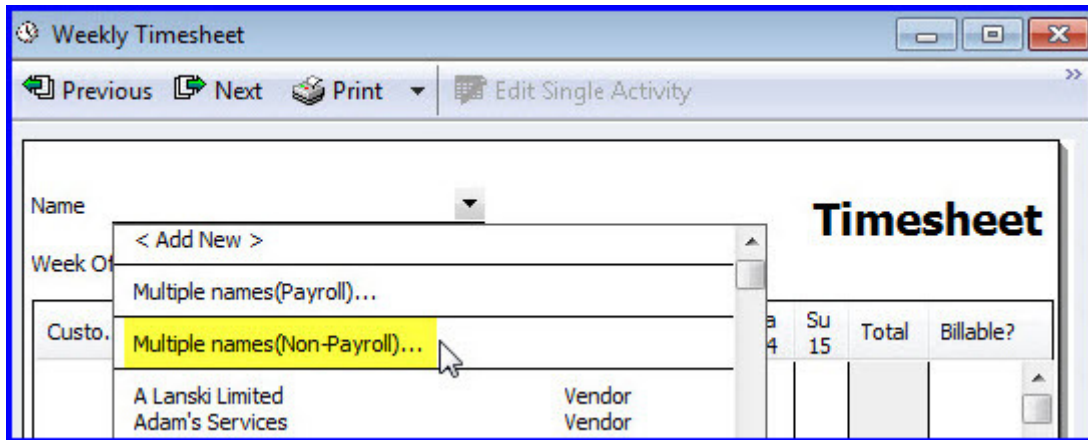**Figure 37**: *Batch Time Sheet is a function of Use Weekly Timesheet*

Figure 38: *Batch time activities can now be recorded for employees or vendors*
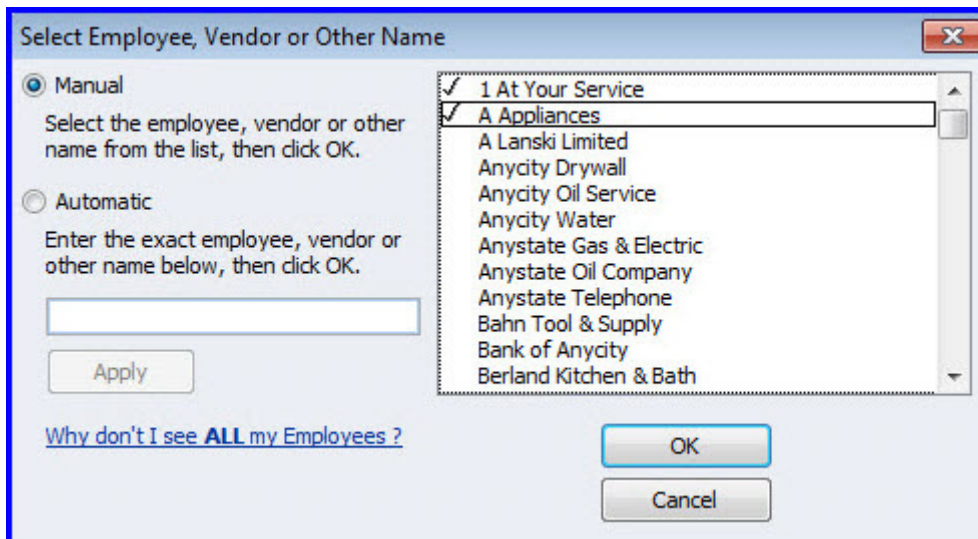

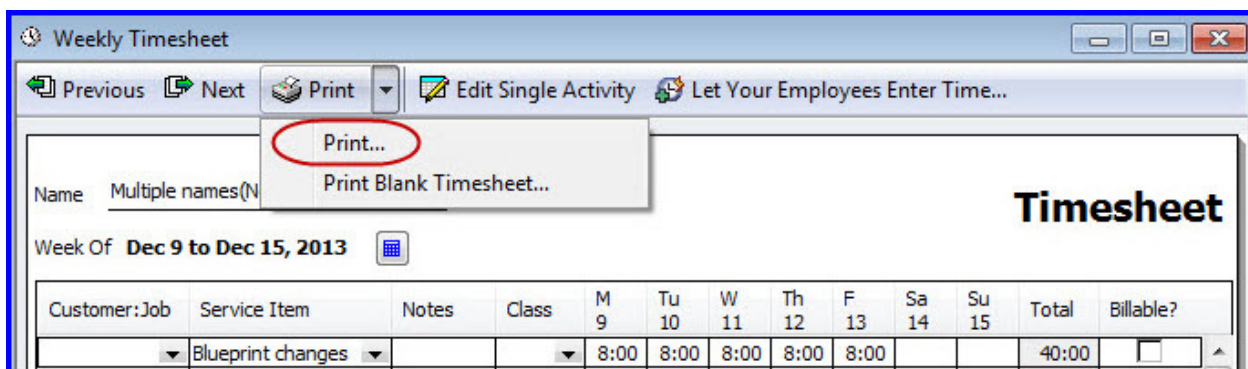**Figure 39**: *Place a checkmark next to each name you want to be used with this batch time sheet processing*

Figure 40: *Time sheets can be printed individually for signatures*

New Batch Invoice Time and Expenses

Available: *QuickBooks Premier, Accountant and Enterprise (was available with 2011 Plus Subscriptions)*

Where: *Home page, Customer, Invoice for Time and Expenses menu*

Note: *Must have **Edit**, **Preference**, **Time & Expenses**, **Company Preference**, Create invoices from a list of time and expenses enabled*

*Batch Invoicing from Time and Expenses (**Figure 42**) is new for 2012 but was available with the Plus subscription for QuickBooks 2011 users. In earlier versions of QuickBooks if you were creating an invoice for a customer using Time and Expense invoicing you had to select one customer at a time, select the costs to be invoiced and then prepare the invoice, one customer:job at a time.*
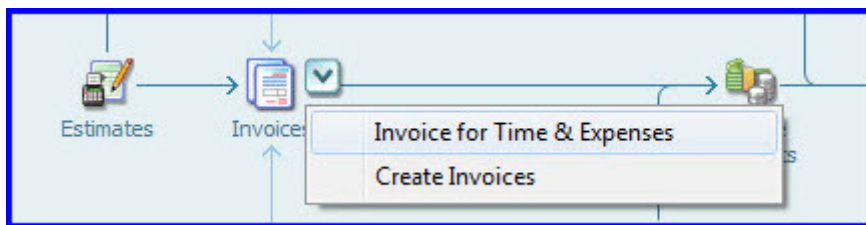

Figure 41*: Invoice for Time and Expenses is enabled in Preferences*

*Now, with Batch Invoicing, you can select multiple customers at a time (**Figure 42**), preview the time and costs (**Figure 44**) to be invoiced, set options for how the information is transferred to a customer's invoice (**Figure 43**) and then with one click of the mouse prepare the invoices.*
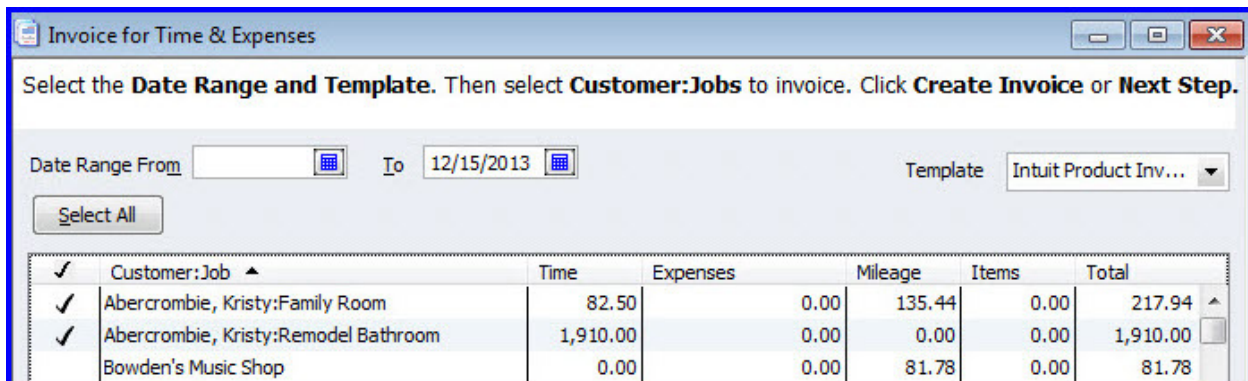

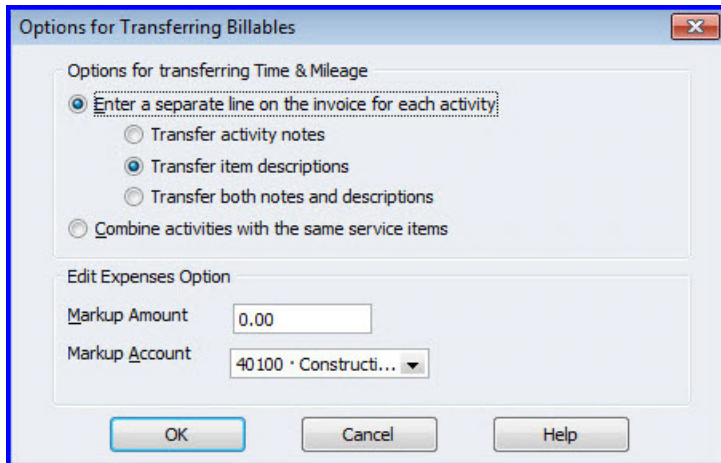**Figure 42***: You no longer have to view one customer's time and expenses at a time*

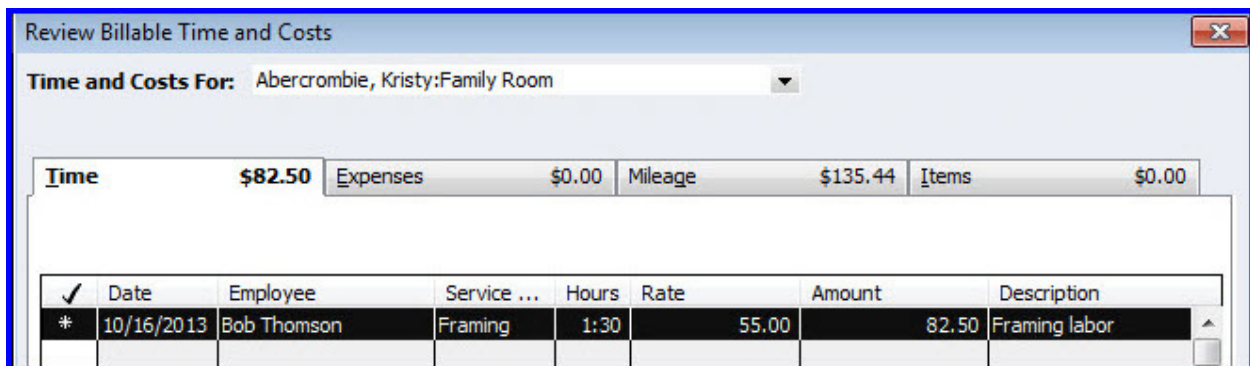**Figure 43**: *Options for setting defaults for activities, notes, and markup*

Figure 44: *When reviewing the costs, you can choose to include or not include them on a customer's invoice*

*After selecting multiple Customers or Customers:Jobs, you can then preview the individual costs (****Figure 44****) that will be included on the invoice. This offers the same control we previously had; it is just more efficient now when needing to invoice multiple customers (****Figure 45****).*
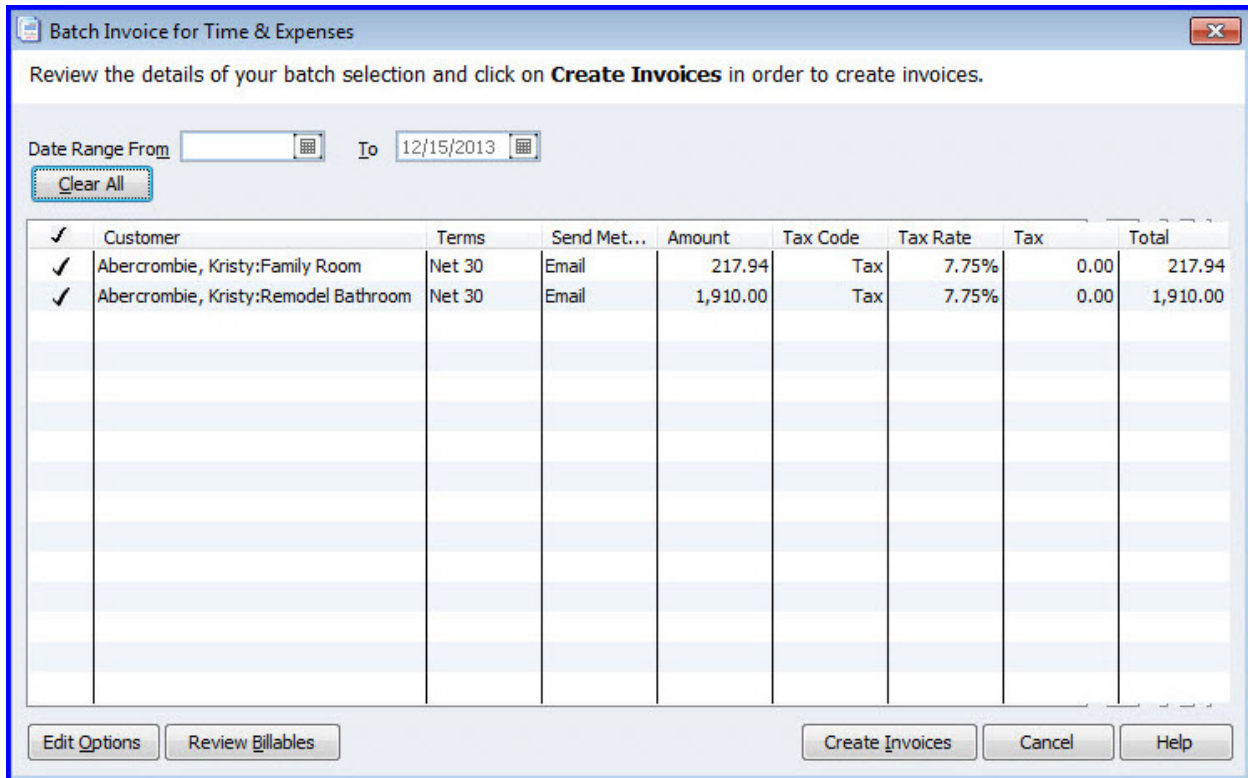
Figure 45: *With Edit Options and Review Billables you can control what costs are invoiced and other invoice settings*

New QuickBooks 1099/1096 Wizard with E-File

Improved for QuickBooks 2012 is the 1099 Wizard. When your business classifies a worker as an independent contractor you can setup QuickBooks to track and print the Form 1099-Misc at the end of the tax year. Currently, vendors paid $600 or more in a calendar year are subject to receiving a 1099-Misc form.

*Complete a few simple steps (**Figure 46**) in the wizard to ensure that the data is properly being recorded and tracked.*

Figure 46: *New wizard simplifies setting up vendors to receive the 1099-Misc form at the end of the year*

In Step 1 of the wizard you can view the vendors in your file and what account was used to record their payments shown below in **Figure 47**.

Figure 47: *Select those vendors you are required to provide a 1099-MISC form*

Figure 48: *For each chart of account, select what 1099 information to track.*

QuickBooks tracks details for multiple forms, but only prints the 1099-MISC form as shown in **Figure 48**.

Note: as of the revision date of this document, final changes to the process for how QuickBooks will be handling new IRS regulations around 1099 reporting for vendors paid by credit card have not yet been determined. Watch for updated information delivered with your QuickBooks updates or check back for an updated What's New for QuickBooks 2012 document.

Figure 49: *Review the totals of included payments to be reported on the 1099-MISC forms*

*Print your 1099 and 1096 forms or optionally use the E-file option, new for QuickBooks 2012! (See **Figure 50**).*

Figure 50: *Print your forms or new for QuickBooks 2012 optionally E-file your 1099-Misc forms*

New Inventory Center

Available: QuickBooks Premier, Accountant and Enterprise

Where: Home page, Inventory Activities

If your business sells inventory then you know how much work it is to keep up with the details of inventory management. Earlier versions of QuickBooks required multiple menus or reports to get the needed details for managing inventory. Access the Inventory Center from the Home page as shown in **Figure 51***.*
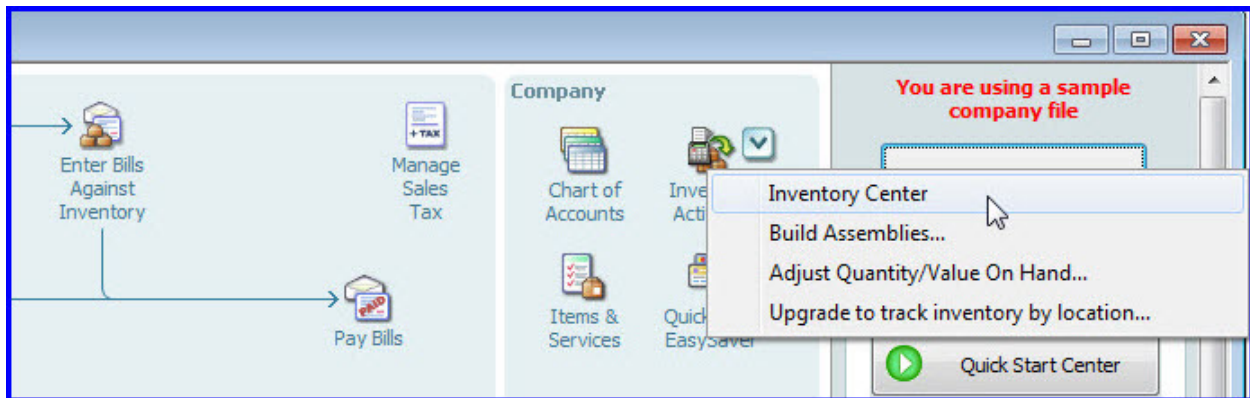
Figure 51*: Access the Inventory Center from the Home page*

Now, at a glance users can see important information about their inventory. The list can be filtered for select criteria as shown, even create your own custom filter for managing your inventory details (see **Figure 52***).*
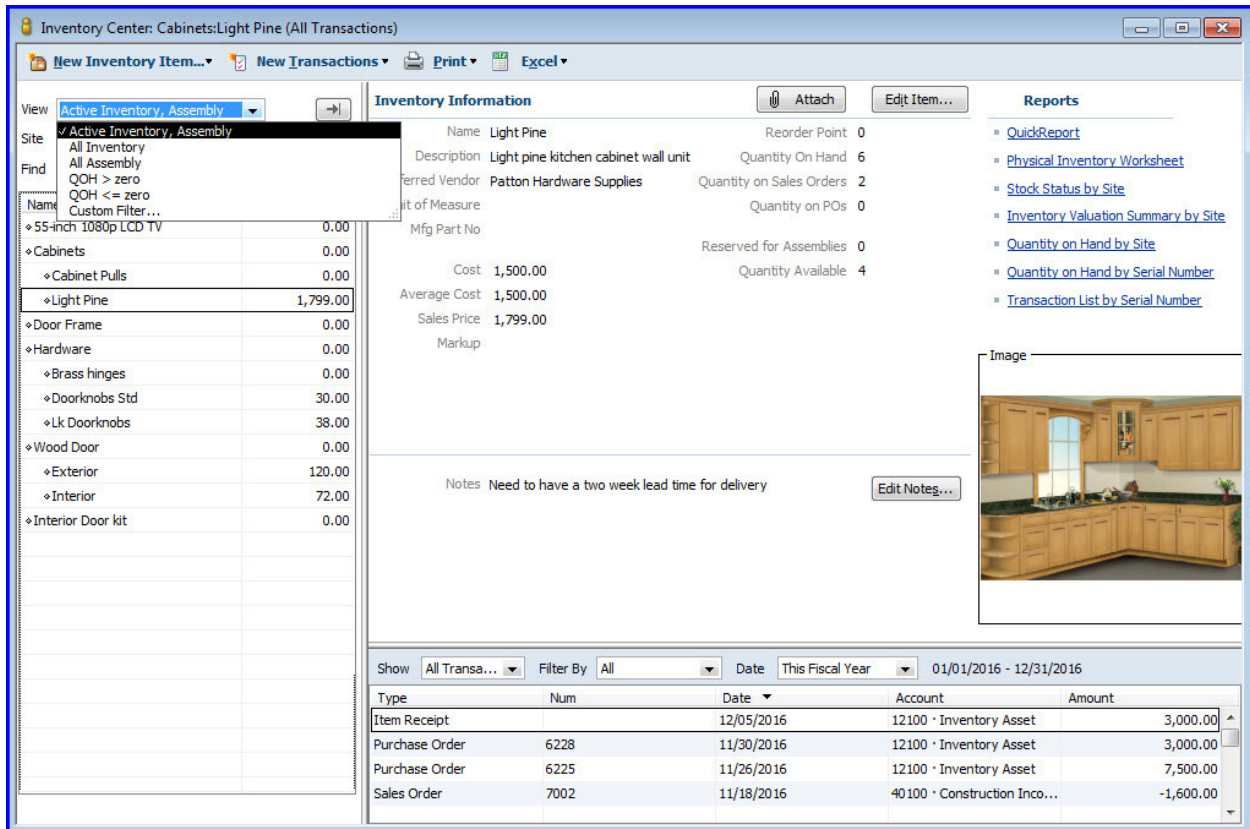
Figure 52: *The Inventory Center is one central location for all of your inventory tracking and reporting needs, including an image is only available with the Enterprise version*

You will now be able to spend more time on growing your business and less on managing inventory details. With the new Inventory Center you and your employees have access to critical information in one place (see **Figure 52**).

Note the images that are included with the Inventory Center (available only with Enterprise) are stored outside of the data file folder, so no concern about these images increasing the size or performance of your QuickBooks file.

New Excel Integration and Data Refresh

Available: QuickBooks Pro, Premier, Accountant and Enterprise

Where: From any displayed report, also from within Excel for refresh of an existing stored report

How often have you created a report in QuickBooks, exported it to Excel and modified the font or format in Excel? Only to have to do the same modifications the next time you prepared the same report?

Now you can create a new worksheet from a QuickBooks report see **Figure 53***, use Excel features to modify fonts and other formatting options, even add your own column of data or formula's. See* **Figure 54***.*
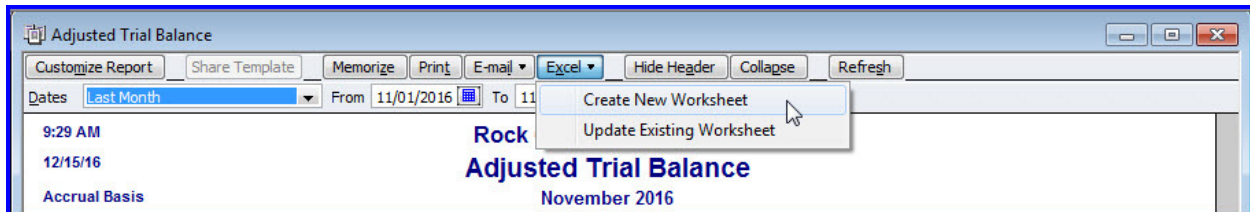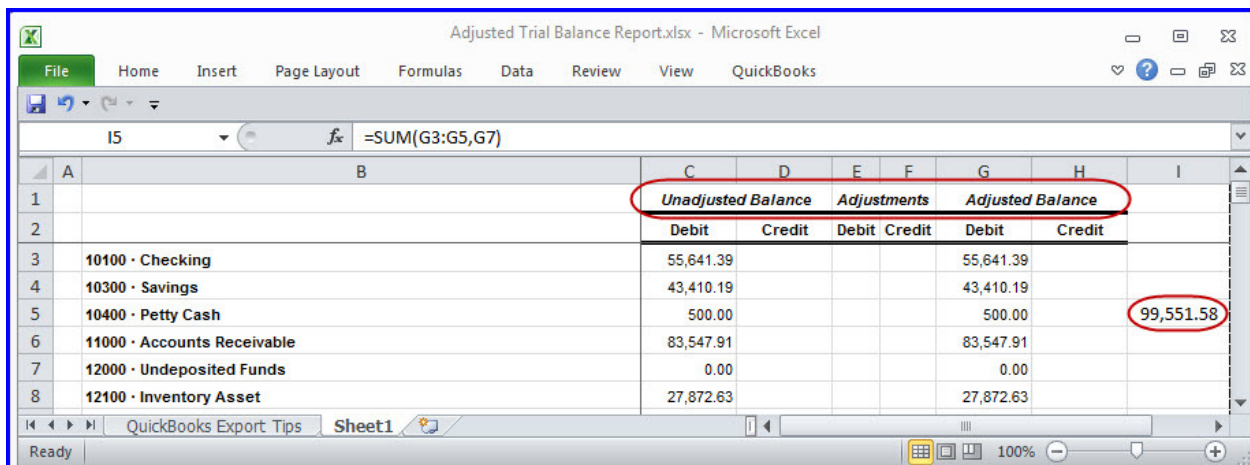
Figure 53*: Create your report in QuickBooks and then Create New Worksheet*

Use common Excel functionality to customize your report as needed.

Figure 54*: Modify your formats as needed or add your own columns of data or formulas*

Next add or modify a transaction in QuickBooks. In this example in **Figure 55** *an adjusting journal entry was made to the checking account balance.*
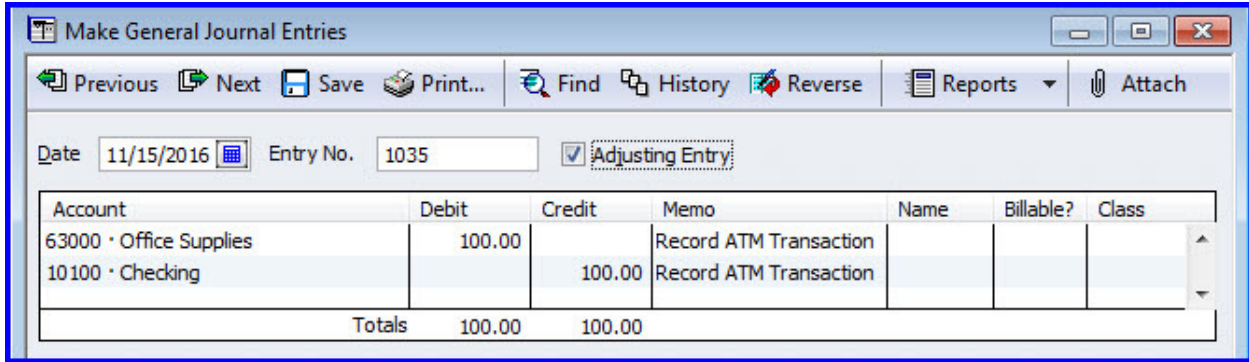
Figure 55: *Create your new transactions and then refresh the Excel report*

With QuickBooks 2012 you will have two options for refreshing with updated data, one from the QuickBooks report as show below in **Figure 56**.
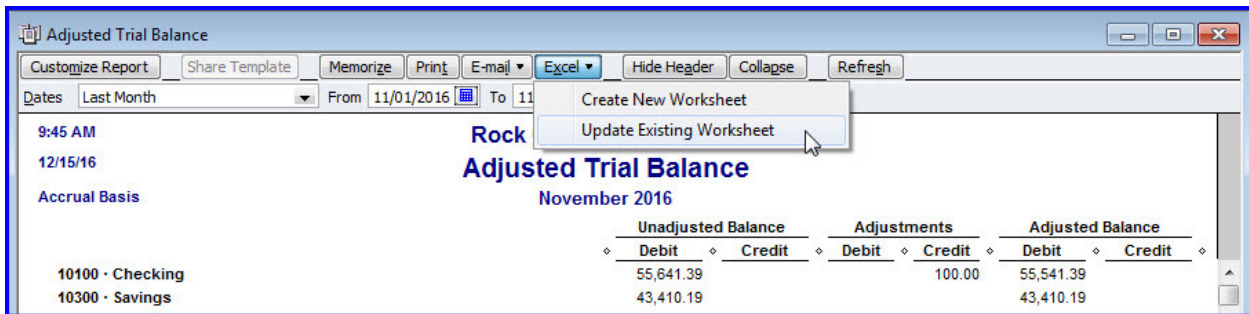
Figure 56: *One method to update a previously created Excel report is from the QuickBooks report*

Another method is to refresh the report directly from the saved Excel report, see **Figure 57**.
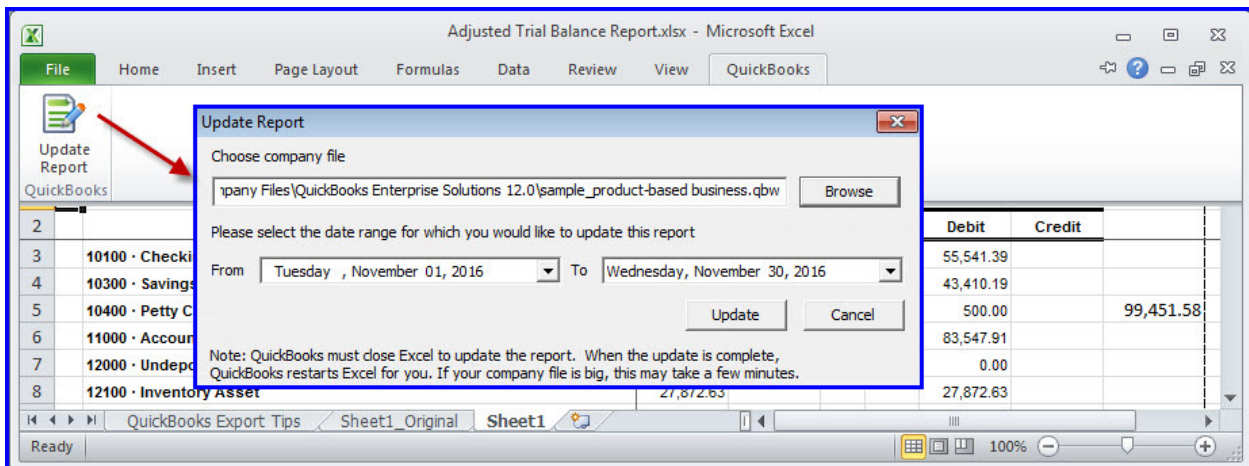
Figure 57: *You can also refresh the QuickBooks data directly from the Excel worksheet*

New Accountant Center

Available: QuickBooks Accountant and Enterprise Accountant *(see below)

*Where: Displays automatically, or from **Accountant** menu*

Accounting professionals perform the same tasks with multiple clients' files. Over the last several years QuickBooks has delivered some pretty amazing accountant tools and features.

However, for some it was hard to find and use these features. With QuickBooks Accountant 2012 there is a new Accountant Center. A customizable center with all the tools and resources needed to work efficiently with client's files.

***Figure 58**: Look at everything accountants have in one place, "Wow"*

So many great reasons to use the Accountant Center:

1. *It is customizable, add just the tools and resources you need once and all of your customization is ready for the next client's file*

2. *Access your most common Memorized Reports Groups and link to the new QuickBooks Statement Writer*

3. *With the Reconciliation panel, you do not need to open the bank reconciliation window or print reports to find this critical information*

> 4.   *Stay connected with training and resources designed specifically for the accounting professional*

*Accountant Center is accessible for users that log into a Pro, Premier or Enterprise non-accountant version as an External Accountant user type. Additionally, a few key QuickBooks Accountant and Client Data Review features are available (for limited time use) when an accounting professional logs into a Pro, Premier or Enterprise non-accountant version of QuickBooks as an External Accountant User type. (See Company, Set Up User and Passwords to add a user) Great way to "try it out!".

Improved Access to Client Data Review Tools

Available: QuickBooks Accountant and Enterprise Accountant (see * note above)

Where: Accountant Center, or from Accountant menu

*QuickBooks Accountant now offers improved access to those tools and resources (**Figure 59**) you use most often with Client Data Review (CDR). No longer do you have to create a "review" to use the CDR tools.*
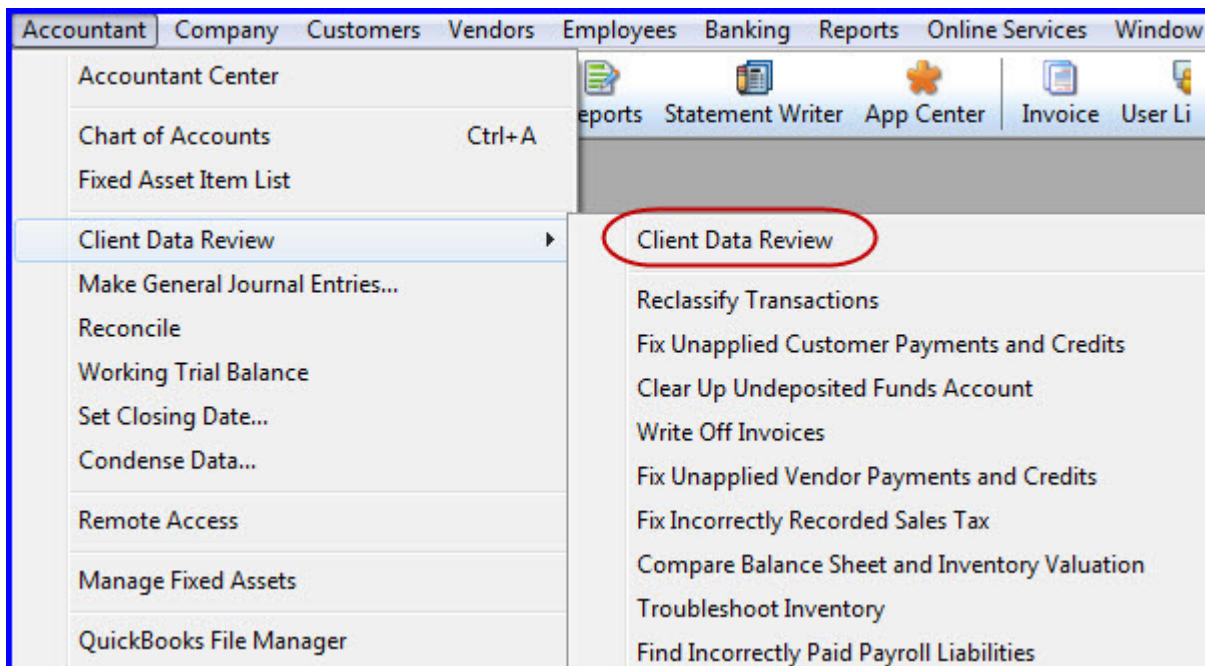
Figure 59: *Easier access to Client Data Review tools*

With Client Data Review you can easily complete these and other tasks:

- *Reclassify transactions in a batch*

- *Write-off invoices in a batch*

- *Correct sales tax payments that were recorded using the incorrect form*

- *Review and troubleshoot the inventory setup*

- *Monitor changes to lists*

- *Match unapplied vendor or customer credits/payments to the original transaction*

- *Clear-up Undeposited Funds Account*

Improved File Manager

Available: QuickBooks Accountant and Enterprise Accountant

*Where: **File Manager** icon on desktop, or from **Accountant** menu*

*QuickBooks File Manager 2012 installs automatically with QuickBooks Accountant or QuickBooks Enterprise Accountant. New for 2012 is the Information tab with useful information about the client's file displayed in **Figure 60** and the ability to backup and restore the File Manager details.*
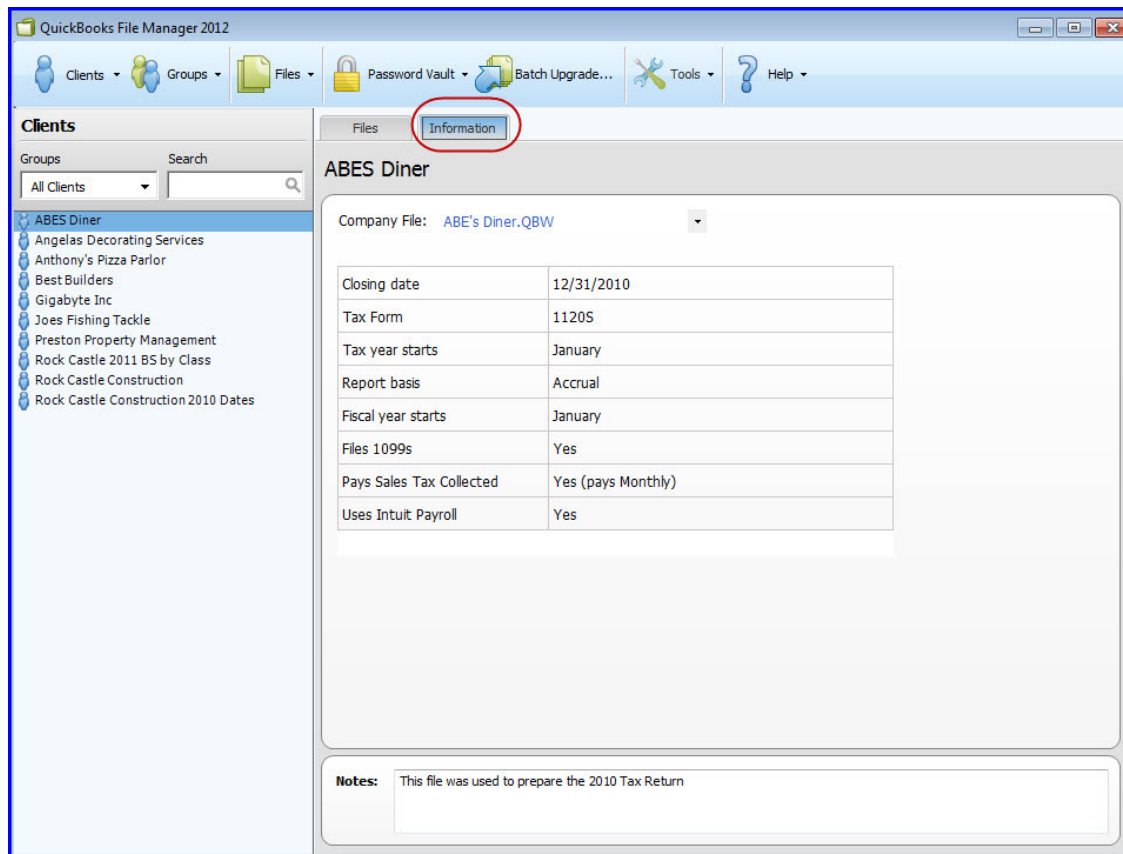
Figure 60: *File Manager now includes a useful Information tab*

File Manger has many useful features for accounting professionals that work with multiple client files including:

1. *Automatically open a client's file with the correct year and version (must have that version of the software installed)*

2. *Organize client's files by type of file*

3. *Store your username and password for your client's files for easy access to the file*

4. *New Information tab offers a view of critical information about that client's file see below in **Figure 60**.*

5. *Batch Upgrade multiple client files to the newest version at one time*

Improved Accountants Copy

Available: QuickBooks Accountant and Enterprise Accountant

Where: File, Accountants Copy, or from Accountant menu

*New for QuickBooks 2012 Accountant's Copy, any unapplied vendor or customer credits that are applied using the Client Data Review tool will be incorporated back into the client's data as shown in **Figure 61**.*
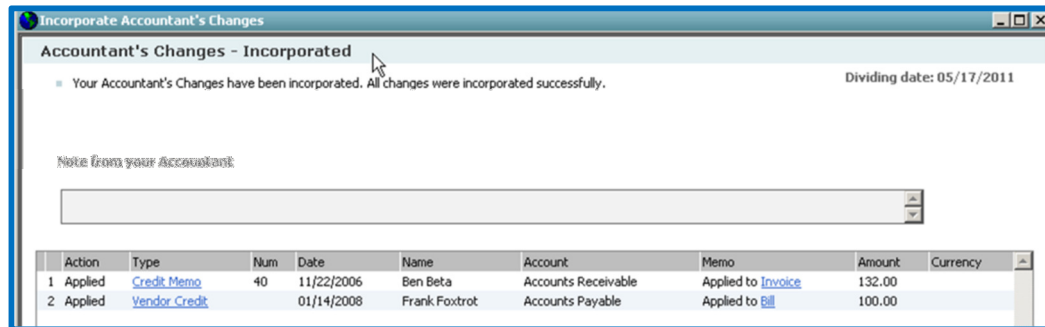
Figure 61*: Applied vendor and customer credits while working with CDR in Accountant's Copy will incorporate back into the client's file*

New QuickBooks Statement Writer

Available: QuickBooks Accountant and Enterprise All Versions

Where: Accountant or Reports menu

While in fact this is a New named feature, it was formerly known as Intuit Statement Writer and for now the features are the same, just a name change. Now QuickBooks Statement Writer is included with your purchase of QuickBooks Accountant 2012 and with all editions of QuickBooks Enterprise Solutions.

*QuickBooks Statement Writer (QSW) connects your QuickBooks data to Excel (see **Figure 64**) and Word. QSW is particularly useful for accounting professionals who need to customize their client's financials. QSW can be used to create a "template" format for financials and then use this template with multiple client files as shown in **Figure 62** and **Figure 63**.*
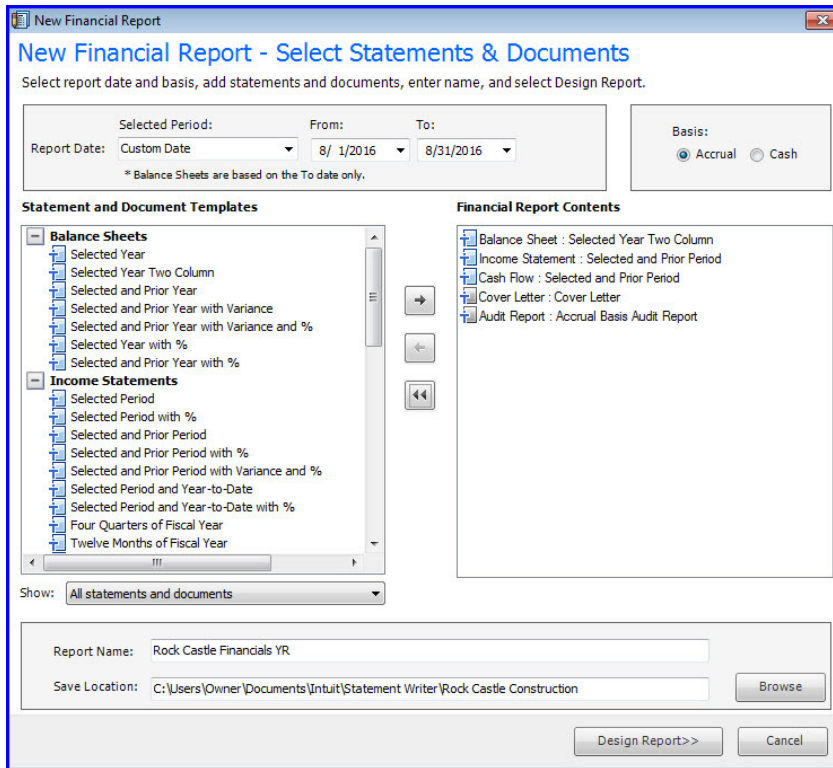
Figure 62: *Select from ready-made statements or create your own.*
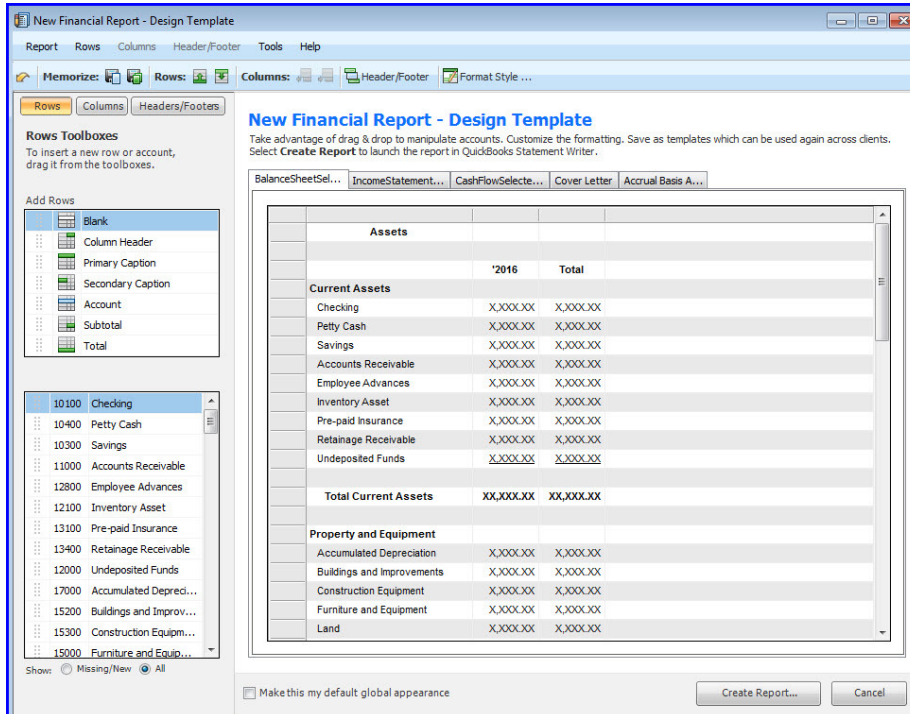
Figure 63: *Customize the statements creating a template to be used with other client files.*
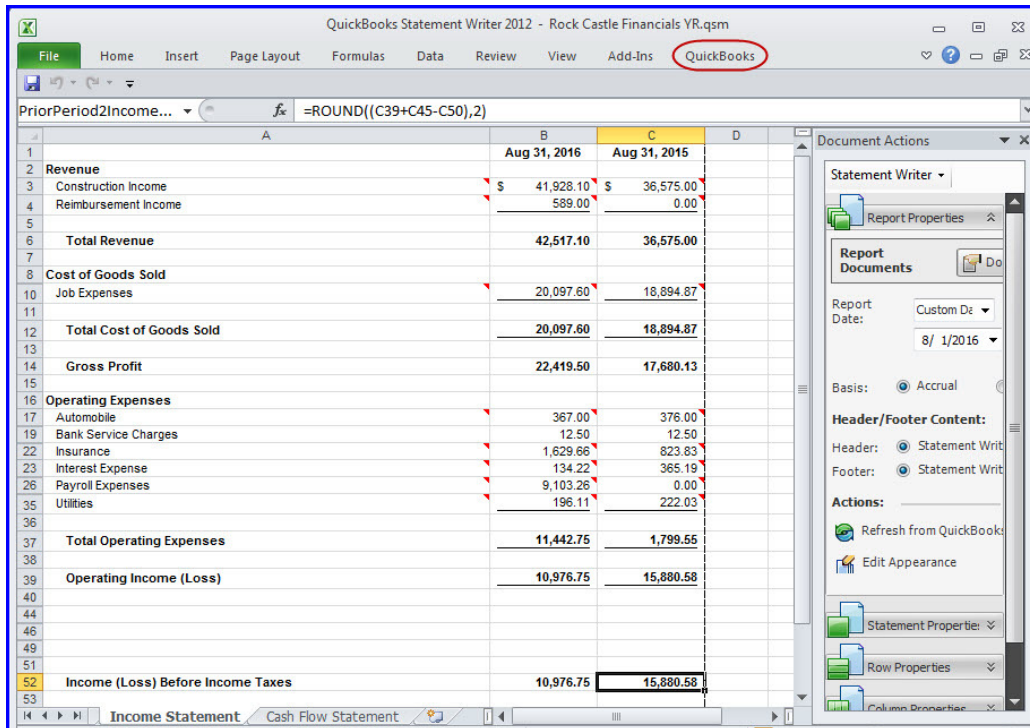
Figure 64: *QuickBooks Statement Writer uses the power of Excel for customizing your client's financials*

If you would like to know more about working with QuickBooks Statement Writer (formerly Intuit Statement Writer) you can view this introduction video:

http://www.quick-training.com/2011/04/25/quickbooks-and-intuit-statement-writer/

or for a shortened URL: http://x.co/ZrD3

New Enhanced Inventory Receiving

Available: QuickBooks Enterprise

*Where: **Vendor** menu or **Home page***

Note: Must first enable Enhanced Inventory Receiving preference

For some larger companies, having the vendor item receipt also become the bill lead to confusion about what date was important, the date the items were received or the date they were billed for. Older versions of QuickBooks did not distinguish between the two different documents.

Enhanced Inventory Receiving improves how you receive and pay for inventory in QuickBooks.

*For QuickBooks 2012 in **Edit**, **Preferences, Items and Inventory**, **Company Preferences** you can enable Enhanced Inventory Receiving. See **Figure 65**.*

Before doing so in your file, make a backup. Yes, make a backup even though the process makes you create one as well! I stated it twice as this is a very important change because:

- *The change is irreversible, once it is turned on it cannot be turned off*

- *The change will modify your existing accounting*

After enabling Enhanced Inventory Receiving:

- *Item receipts do not increase accounts payable*

- *Bills do not affect inventory*

- *Bills issued against item receipts no longer "replace" the original item receipt*

Warning, before turning this feature on make sure that you have read the Help content about changes made to your file. Two things to consider: First, the ending file size will grow because all historical bills created from item receipts will be separated into two documents. Secondly, your Accounts Payable balances will change period by period with the offset to an A/P Clearing Account. The change is not reversible.

The process of converting to Enhanced Inventory Receiving can take minutes or hours and when completed details of the process are provided for your review.

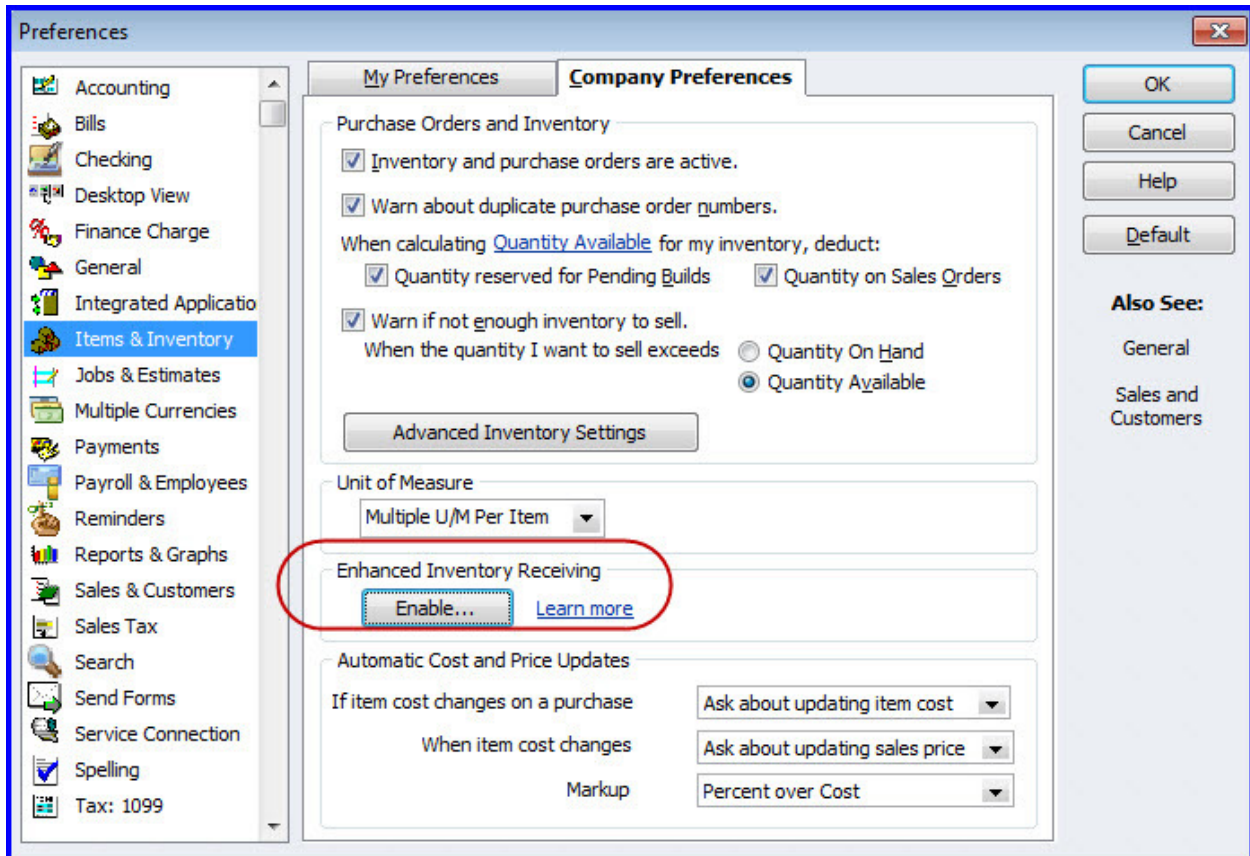**Figure 65**: *Enhanced Inventory Receiving treats the item receipt and the vendor bill as two different documents*
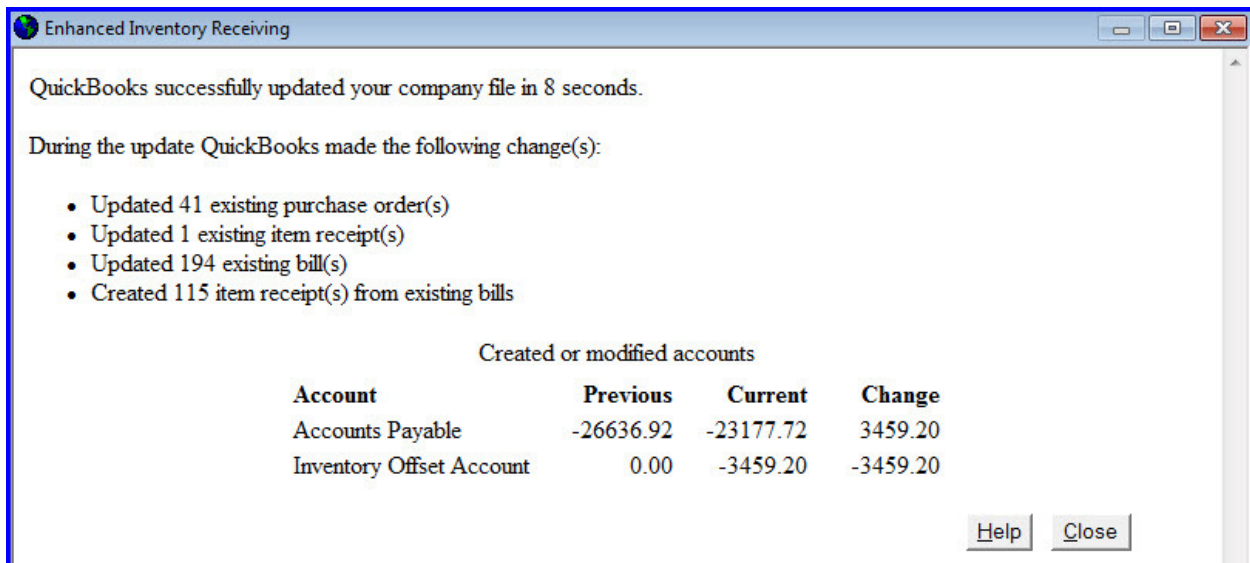

Figure 66: *Converting to Enhanced Inventory Receiving can take minutes or hours and when completed provides details of the process results*

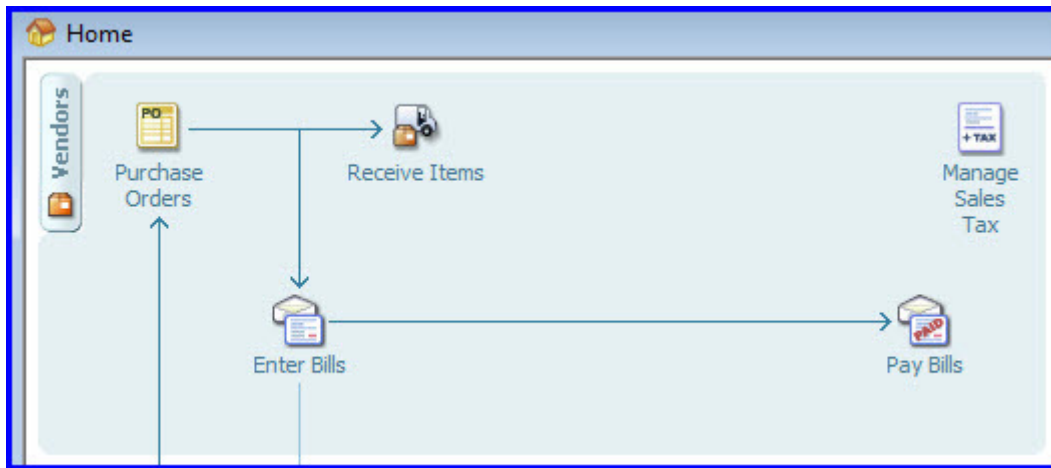*After converting your Home page will workflow will look like **Figure 67**.*

Figure 67: *Converting to Enhanced Inventory Receiving changes the Home page workflow*

New Lot/Serial Numbers Tracking

Available: QuickBooks Enterprise with Advanced Inventory subscription

Where: Items list

Note: Must enable Lot or Serial Number tracking preference

*QuickBooks Enterprise 11.0 with an Advanced Inventory subscription included the multiple inventory site tracking. Now with QuickBooks Enterprise 12.0 additional features include Lot / Serial Numbers tracking as seen below in **Figure 68** and **Figure 69**.*

If you subscribe to Advanced Inventory (only available with QuickBooks Enterprise) you can track serial numbers or lot numbers. You cannot track both. Once the feature you choose is enabled QuickBooks will add the field to most purchase and sales forms.

You can also assign serial/lot numbers when you build assemblies and adjust inventory. Also, you do not need to assign serial or lot numbers to existing inventory to start tracking this information.
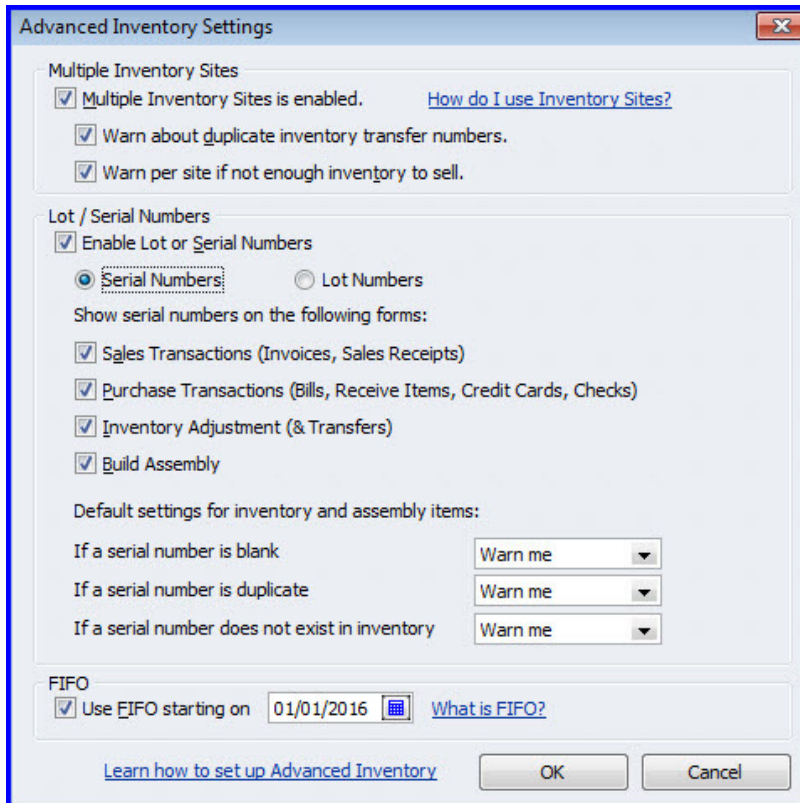
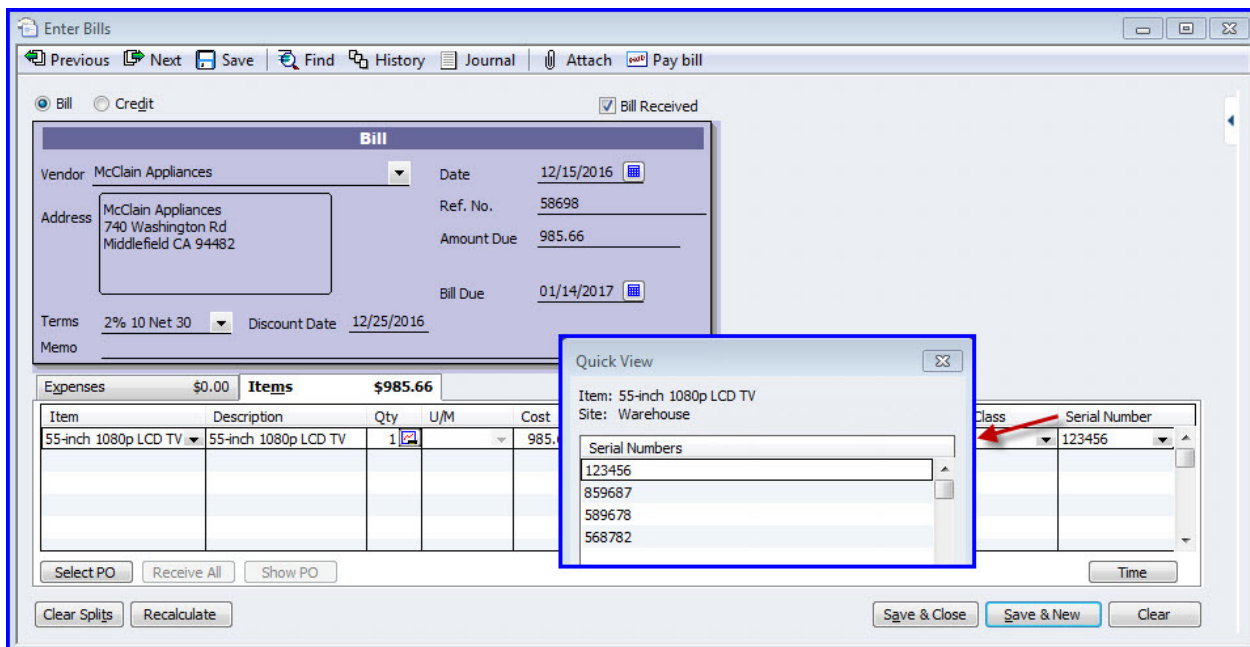**Figure 68**: *Details and settings when you enable Advanced Inventory subscription in QuickBooks Enterprise*

Figure 69: *Serial number or lot number tracking on purchase and sales documents*

New FIFO Inventory

Available: *QuickBooks Enterprise with Advanced Inventory subscription*

Where: ***Items*** *menu*

Note: *Must first enable the FIFO preference*

For some companies, this will be a welcomed change. For all prior versions of QuickBooks, inventory has been calculated using the Average Costing method, or value of inventory = total purchased / total paid.

FIFO (first in, first out) is a method of calculating the value of inventory sold and on-hand. When you enable FIFO, QuickBooks calculates inventory values based on the assumption that the first inventory items received are the first ones sold.

Turning on FIFO changes the following reports:

- *Inventory Valuation reports*

- *Balance Sheet reports*

- *Profit & Loss reports (cost of goods sold)*

*So, with this in mind it is very important to make a backup of your data file before enabling the preferences settings (see **Figure 68**).*

New Auto Cost / Sales Price / Markup

Available: *QuickBooks Enterprise*

Where: *Lists, Items, Edit Markup*

In previous versions of QuickBooks, when a user entered a purchase document with an item cost different than the item record's default cost, the QuickBooks user was prompted to update the default cost.

*In QuickBooks Enterprise 2012 you choose your preference setting on how to handle the change in the item's cost, see **Figure 71** through **Figure 72**.*

If item cost changes on purchase:

        1.   *Always update item cost*

        2.   *Never update item cost*

        3.   *Always ask about updating item cost*

        4.   *Use default but ask about updating*

When item cost changes:

        1.   *Always update sales price*

        2.   *Never update sales price*

        3.   *Always ask about updating sales price*

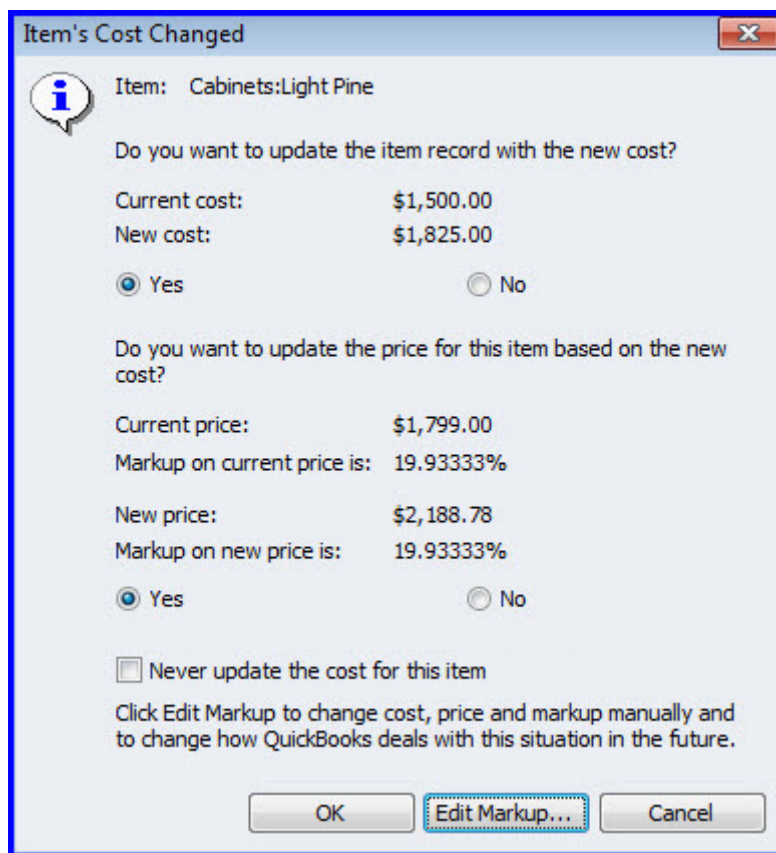   4.   *Use default sales price but ask about updating*

Figure 70: *When you change a cost on a purchase form you have these options for managing the effect on item record default cost and markup*
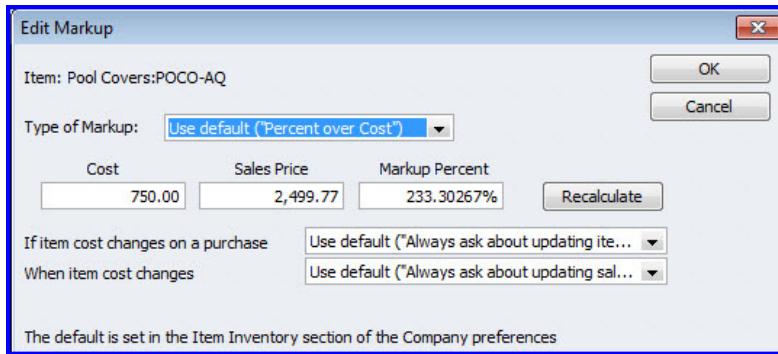
Figure 71: *New in QuickBooks 2012 edit your sales price to be a function of your cost or other defaults.*

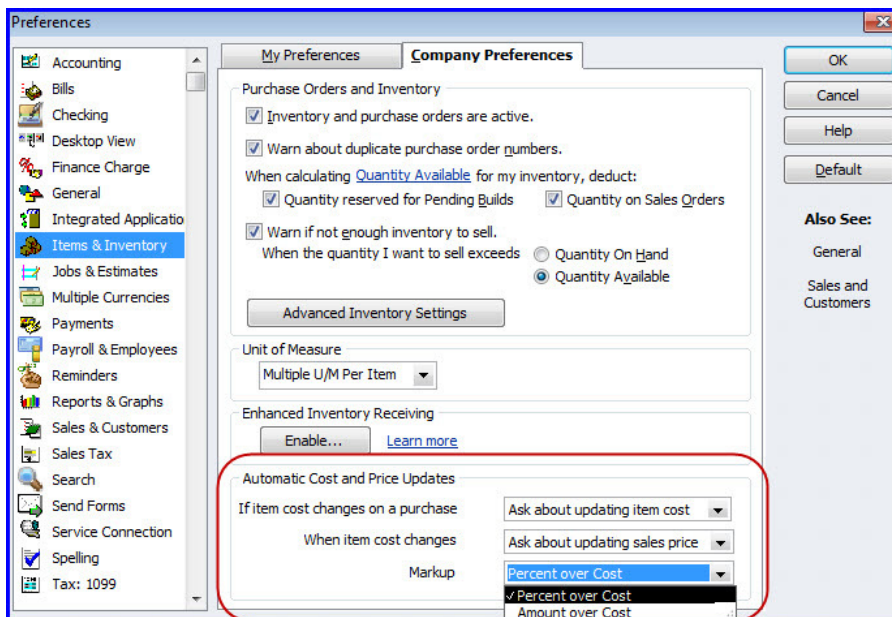*With Auto Sales Price Markup similar functionality is built into the sales price for the item.*

Figure 72: *Setting global preferences for how changes to cost and item sales price are handled at the time of entry*

Improved Find and Select Items

Available: QuickBooks Enterprise

Where: On Sales Orders, Invoices and Sales Receipts

Only in Enterprise can you find the option to easily add multiple items to Sales Orders and Invoices with the Find and Select Items as shown below in **Figure 73** *and* **Figure 74**.
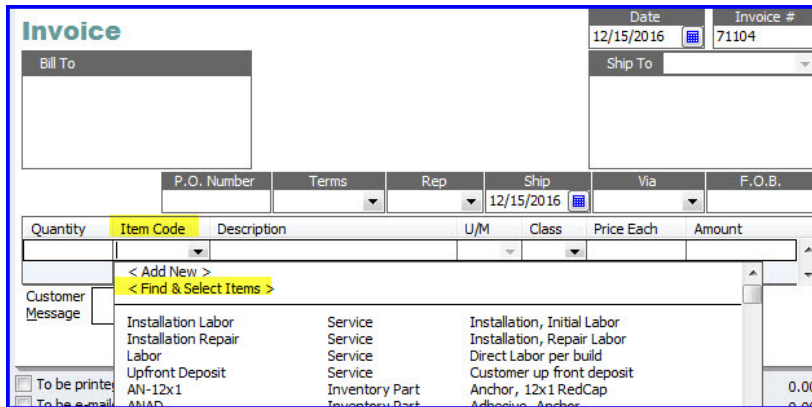

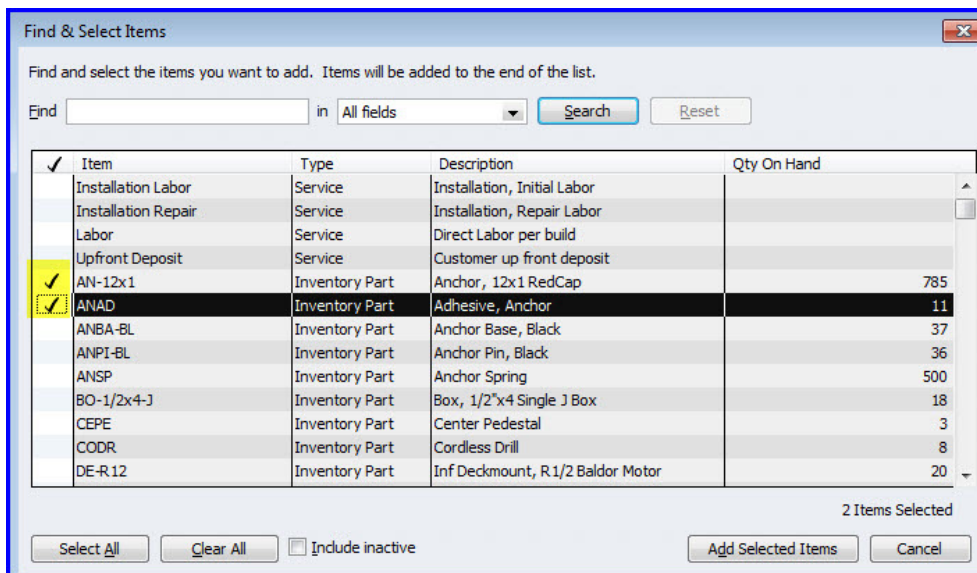**Figure 73**: *Only in QuickBooks Enterprise the ease of selecting multiple items with a click*

Figure 74: *Select multiple items to add to the invoice quickly and efficiently*

Improved Multi-User Functionality

Available: QuickBooks Enterprise

Where: Misc.

Improved for QuickBooks Enterprise 12.0 are additional activities that no longer require single user access.

Now in multi-user you can complete:

- *Make Deposits*
- *Set Closing Date*
- *Resort Lists*

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