

# Intuit® Academy

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**What's New in QuickBooks® 2013**

**intuit.**

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## ABOUT THE AUTHOR



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Laura is the author of the [QuickBooks In Depth](#), a 700+ page reference and training guide. She has also the author of [QuickBooks Solutions Guide](#), [QuickBooks Essentials: For All QuickBooks Users](#), a 6+ hours of self-paced video instruction and co-author of [QuickBooks on Demand](#) all offered by QUE Publishing.

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

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

Laura earned her accounting degree from Florida Atlantic University. She enjoys photography, art and camping with her sisters and their families. When Laura is not writing, she enjoys reading a good book or two! More information can be found by visiting her website: <http://www.quick-training.com>

Leave your “virtual” business card at [www.quick-training.com/free-quickbooks-2013](http://www.quick-training.com/free-quickbooks-2013) for your chance to win! Over \$10,500 in QuickBooks 2013 software to be given away. While supplies last!

## INTRODUCTION: ABOUT THIS COURSE

This guide details the new and improved features in QuickBooks 2013. Learn how these features save time and offer new functionality so that you can work more profitably with your clients' files. Your clients will find it easier to work with and learn how to use QuickBooks with the new design. Learning about these features will help you recommend the right software solution for your clients.

### WHAT WE WILL COVER IN THIS GUIDE

This guide details the new and improved features of QuickBooks 2013 that make it easy to:

- Work more flexibly with your clients' files using Send General Journal Entries and Batch Enter Transactions
- Save time using the improved Write Off Tool in Client Data Review
- Quickly create a new file from another QuickBooks file
- Explore new features with the What's New Overlay Tips
- See how the newly redesigned QuickBooks boosts productivity but retains familiarity
- Use the new Ribbon Toolbar to access related tasks and reports for the displayed transaction
- Use the new Left Icon Bar to access and view apps from the Intuit App Center
- Find new preferences and filtering for Time & Expense billing
- View improved reporting preferences item-based reports
- Work with vendors by displaying credits on bill stubs and the ability to print a bill
- Set global or customer defaults for the type of payment link included on an invoice for online payment
- Assign default classes, auto create purchase orders, and view improved inventory reports
- Track shelf and bin location, bar code scanning, and FIFO lot cost history reporting on inventory

### LEARNING OBJECTIVES

After attending this course you will be able to:

- Identify new features that will help you work more efficiently with your clients' files
- Understand the new and improved features in QuickBooks 2013
- Evaluate and recommend the right QuickBooks software for your client

## **INTUIT QUICKBOOKS 2013: OVERVIEW**

The new design in QuickBooks 2013 boosts efficiency, yet retains familiarity. You and your clients will work more powerfully with improved access points to common tasks, new modern icons, and an overlay of tips to new features.

### **DESIGNED TO IMPROVE EFFICIENCY, WORK SMARTER AND FASTER**

Businesses that use QuickBooks love to work with software that is easy to learn and use. With QuickBooks 2013, small businesses can complete their financial and accounting responsibilities with a minimum amount of effort so they can focus on growing their business.

This guide is divided into the following sections:

- What's New for the Accounting Professional
- What's New for Your Clients
- What's New for Exclusively for Enterprise
- What's New Exclusively for Enterprise with Advanced Inventory

## WHAT'S NEW FOR THE ACCOUNTING PROFESSIONAL

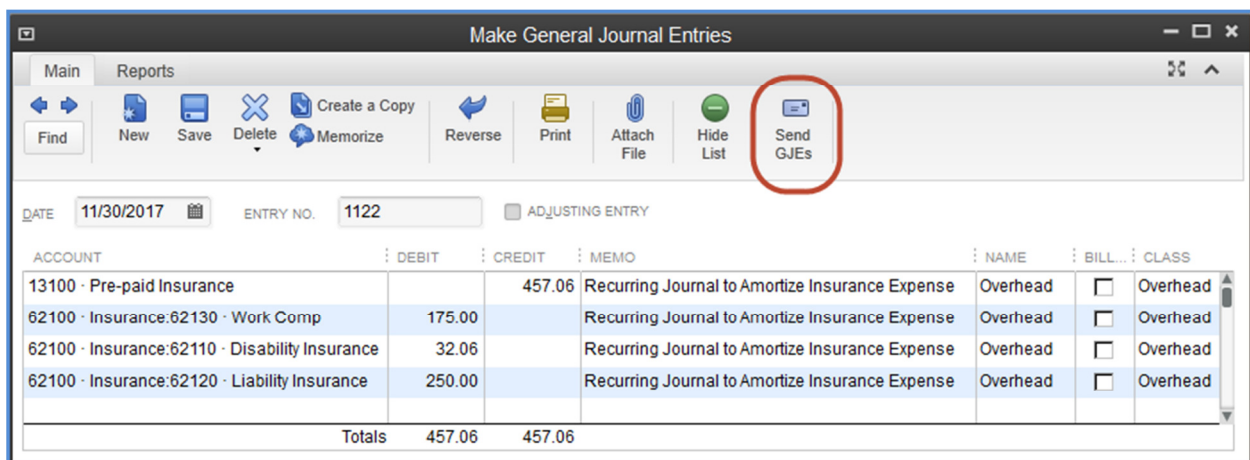
QuickBooks Accountant 2013 and Enterprise Accountant 13.0 add even more tools and improvements to empower you to work more efficiently with your clients' data. These features include:

### NEW! SEND GENERAL JOURNAL ENTRIES

(QuickBooks Accountant and QuickBooks Enterprise Accountant)

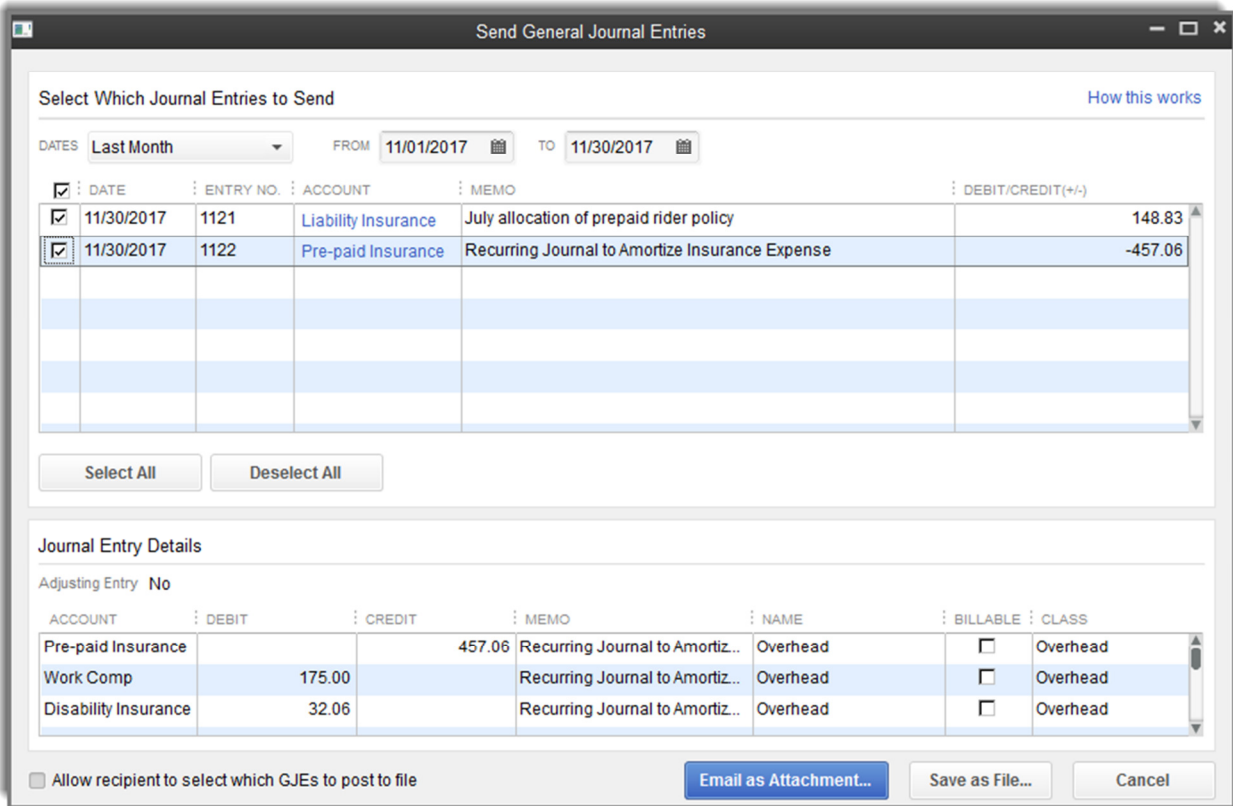
**What this feature does:** Allows the accounting professional to email journal entries to clients via an email attachment. With just a single click, the client can incorporate the Make General Journal Entry into the QuickBooks file. Send multiple entries at one time and choose whether to permit your client to import all or selected journal entries.

**How to access it:** From the menu bar, choose Accountant > Send General Journal Entries. Note: You client must also be using a version of QuickBooks 2013.

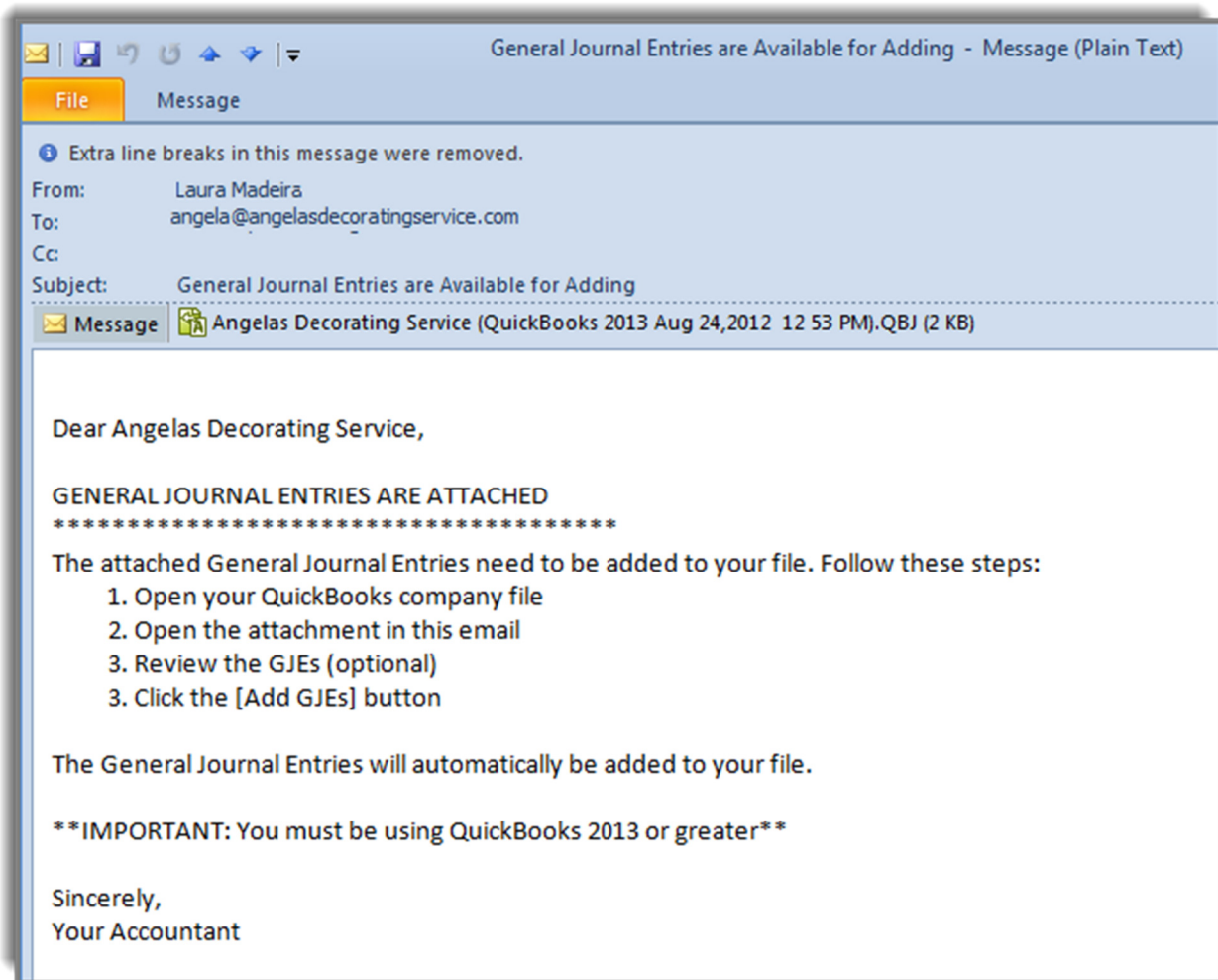


No fancy tools to learn; simply create the journal entry





Choose to send a single journal entry or multiple entries in a single email attachment



Double-click on an attachment to import the journal entry into QuickBooks—it's that easy!

**How does this feature help you serve your clients more efficiently?** Select the journal entries to send. Email the entries directly from QuickBooks - no rekeying or procrastination involved with getting clients to post the journal entries to their QuickBooks file.

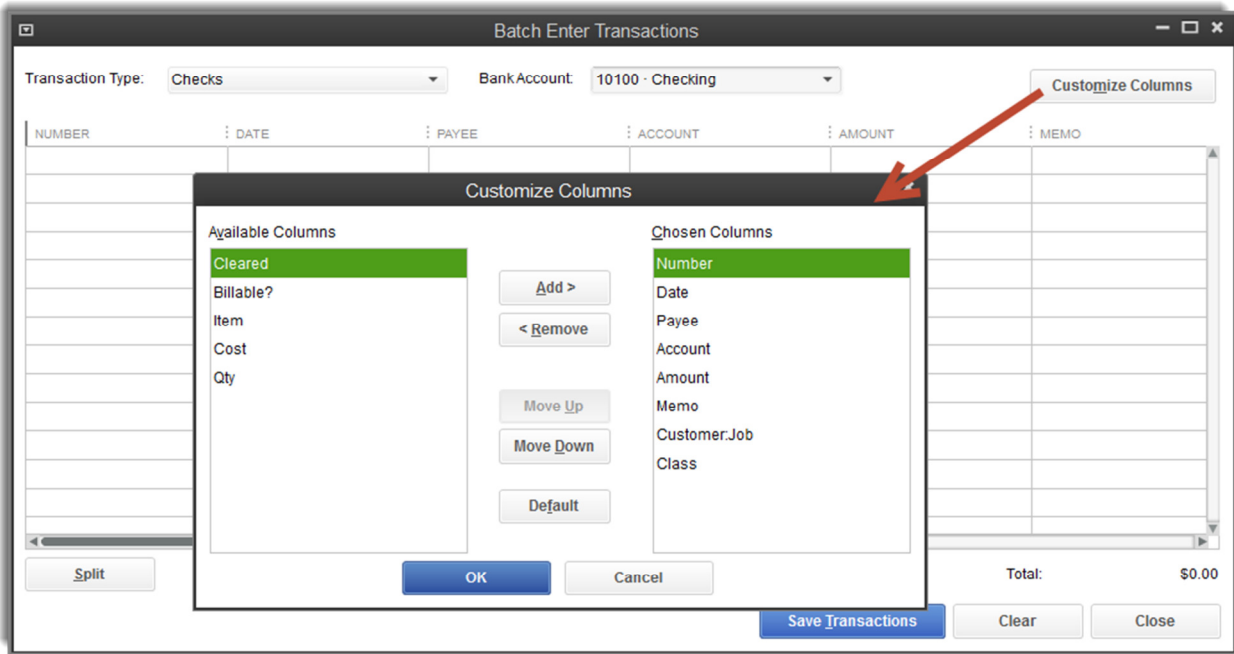
**What pain does this feature solve?** Accounting professionals can work more flexibly by sharing changes made to a copy of the client's data. No complex downloads for the client, they simply "click" to import the entries automatically from an email attachment sent. No limitations or file restrictions imposed like there is with an Accountant's Copy.

## NEW! BATCH ENTER TRANSACTIONS

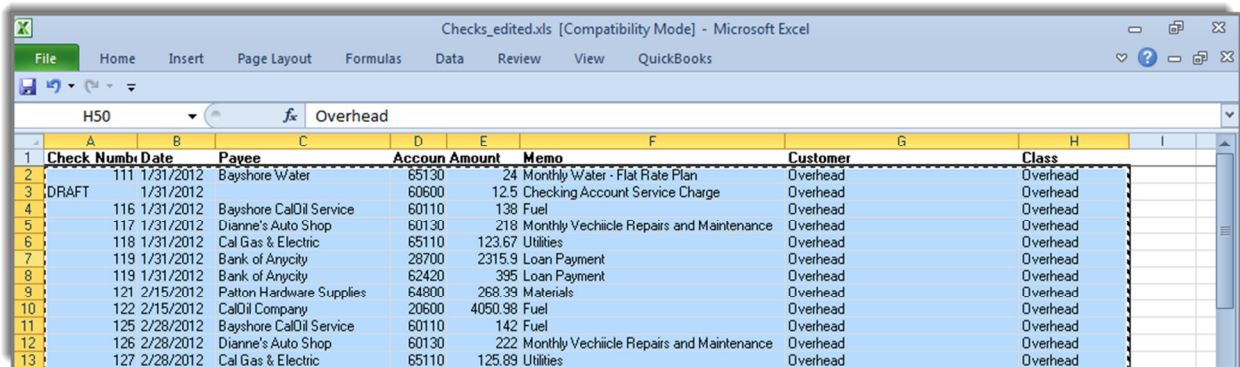
(QuickBooks Professional Bookkeeper, QuickBooks Accountant and all editions of QuickBooks Enterprise\*)

**What this feature does:** Enter numerous transactions in a spreadsheet-like interface. Alternatively, copy and paste 1000+ transactions from a spreadsheet and save at once in QuickBooks.

**How to access it:** From the menu bar, choose Accountant > Batch Enter Transactions. Also accessible from the Accountant Center and can be added to the Left Navigation toolbar.



Customize the columns to display for easy data entry or to match your Excel spreadsheet



Copy and paste 1,000 + transactions from an Excel worksheet

Batch Enter Transactions

Transaction Type: **Checks** Bank Account: **10100 - Checking** [Customize Columns](#)

NUMB...	DATE	PAYEE	ACCOUNT	AMOUNT	MEMO	CUSTOMER:JOB
111	01/31/2012	Bayshore Water	65100 - Utilities:65130 - Water	24.00	Monthly Water - Flat Rate Plan	Overhead
DRAFT	01/31/2012	Bank of Anycity	60600 - Bank Service Charges	12.50	Checking Account Service Charge	Overhead
116	01/31/2012	<Add New >				Overhead
117	01/31/2012				Monthly Vehicle Repairs and Maintenance	Overhead
118	01/31/2012	Bank of Anycity	Vendor		Utilities	Overhead
119	01/31/2012	Bank of Anycity	20700 - Note Payable - Bank of A...	2,313.30	Loan Payment	Overhead
119	01/31/2012	Bank of Anycity	62400 - Interest Expense:62420 ...	395.00	Loan Payment	Overhead
121	02/15/2012	Patton Hardware Supplies	64800 - Tools and Machinery	268.39	Materials	Overhead
122	02/15/2012	CalOil Company	20600 - CalOil Credit Card	4,050.98	Fuel	Overhead
125	02/28/2012	Bayshore CalOil Service	60100 - Automobile:60110 - Fuel	142.00	Fuel	Overhead
126	02/28/2012	Dianne's Auto Shop	60100 - Automobile:60130 - Rep...	222.00	Monthly Vehicle Repairs and Maintenance	Overhead
127	02/28/2012	Cal Gas & Electric	65100 - Utilities:65110 - Gas and...	125.89	Utilities	Overhead
128	02/28/2012	Bayshore Water	65100 - Utilities:65130 - Water	24.00	Monthly Water - Flat Rate Plan	Overhead

[Split](#) Total: \$25,472.32

[Save Transactions](#) [Clear](#) [Close](#)

Manually enter transactions or make corrections before saving transactions

**How does this feature help you serve your clients more efficiently?** Accounting professionals can work more efficiently when by offering clients write-up services. Use this tool to copy and paste 1,000+ transactions from Excel\*\*, as opposed to entering them at one time. Easily customize the displayed columns of data to show only the fields you need which saves you tabs and keystrokes. With this tool you can add the following transaction types:

- Checks
- Deposits
- Credit Card Charges and Credits

**What pain does this feature solve?** Hours of repetitive data entry can be accomplished in minutes, with far more accuracy.

\* To access this feature in the non-Accountant Enterprise versions, select Batch Enter Transactions on the Top Icon bar, or Left Icon bar

\*\* Importing item-based transactions included with maintenance release R3 or later

## IMPROVED! FIND AND FIX CLIENT ERRORS FASTER

(Accountant and Enterprise Accountant)

**What this feature does:** Quickly write off numerous open invoices instead of one at a time. Improved feature now handles the corresponding sales tax with a credit memo automatically created.

**How to access it:** From your QuickBooks Accountant 2013 software menu bar, choose Accountant > Client Data Review > Write Off Invoices.

Write Off Invoices - Review Period: Last Fiscal Year (01/01/2017 - 12/31/2017)

Set criteria for invoices and other charges to consider for batch write off. [How this works](#)

Age: > 180 Days Balance Due less than:   
 To Date: 03/25/2018 Transaction Type: All Charges

Select invoices to write off:

<input checked="" type="checkbox"/>	DATE	AGE	NUM	TYPE	CUSTOMER:JOB	CLASS	AVAIL CREDIT/...	ORIG AMT	BAL DUE
<input type="checkbox"/>	11/25/2017	300	1081	INV	Cook, Brian:2nd story addition	New Constru...		5,418.00	5,418.00
<input type="checkbox"/>	11/25/2017	300	1082	INV	Jacobsen, Doug:Kitchen	Remodel		4,725.00	2,320.00
<input type="checkbox"/>	11/25/2017	300	1083	INV	Burch, Jason:Room Addition	New Constru...		1,005.00	1,005.00
<input type="checkbox"/>	11/28/2017	297	1085	INV	Teschner, Anton:Sun Room	New Constru...		8,305.95	565.95
<input type="checkbox"/>	11/30/2017	295	1086	INV	Ecker Designs:Office Repairs	Remodel		1,468.30	1,468.30
<input type="checkbox"/>	12/05/2017	290	1089	INV	Violette, Mike:Workshop	New Constru...		5,732.23	4,732.23
<input type="checkbox"/>	12/10/2017	285	1090	INV	Pretell Real Estate:155 Wilks ...	New Constru...		1,715.00	1,715.00
<input type="checkbox"/>	12/10/2017	285	1092	INV	Campbell, Heather:Remodel	Remodel		13,900.00	13,900.00
<input checked="" type="checkbox"/>	12/11/2017	284	FC 6	INV	Cook, Brian:Kitchen	Remodel		5.95	5.95
Total Selected:									5.95

Write Off Item: Bad debt Write Off Date: 12/31/2017  
 Class: Overhead

Utilizing an Item when writing off invoices provides proper accounting for sales tax credits

CUSTOMER:JOB **Lew Plumbing ...** CLASS **New C...** TEMPLATE **Custom Cr...**

# Credit Memo

DATE: 12/31/2016  
 CREDIT NO.: 1104  
 CUSTOMER: Glen Lew  
 Lew Plumbing  
 221 Old Bayshore Rd  
 Bayshore CA 94326  
 P.O. NO.:

ITEM	DESCRIPTION	QTY	U/M	RATE	AMOU...	TAX
Bad debt	Written Off for Framing	4		55.00	220.00	Tax

San Tomas (7.75%) 17.05  
 Total 237.05

Customer Message

REMAINING CREDIT **0.00**

Memo  Customer Tax Code **Tax**

Client Data Review Write-off tool accurately records credit for sales tax payable

**How does this feature help you serve your clients more efficiently?** With this feature accounting professionals can remove open, uncollectable balances efficiently in a batch for the client. Confidently write off open invoices, knowing that all aspects of the accounting are handled correctly including credits for accrual based sales tax reporting. New for QuickBooks 2013, when performing a batch write off, you assign the write off to an item and date of your choosing.

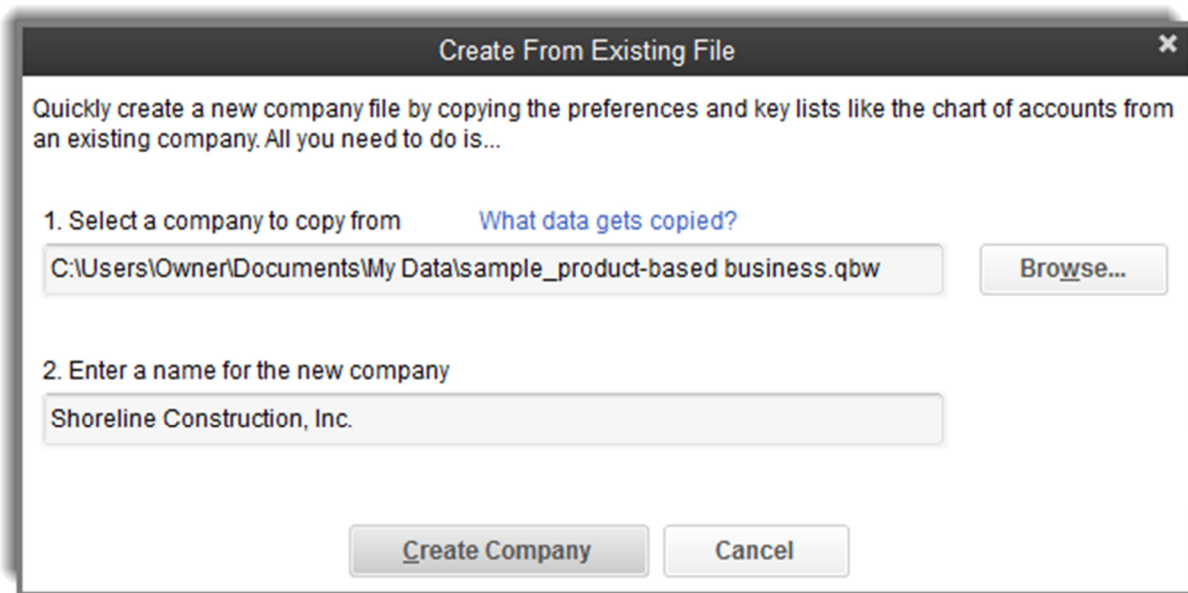
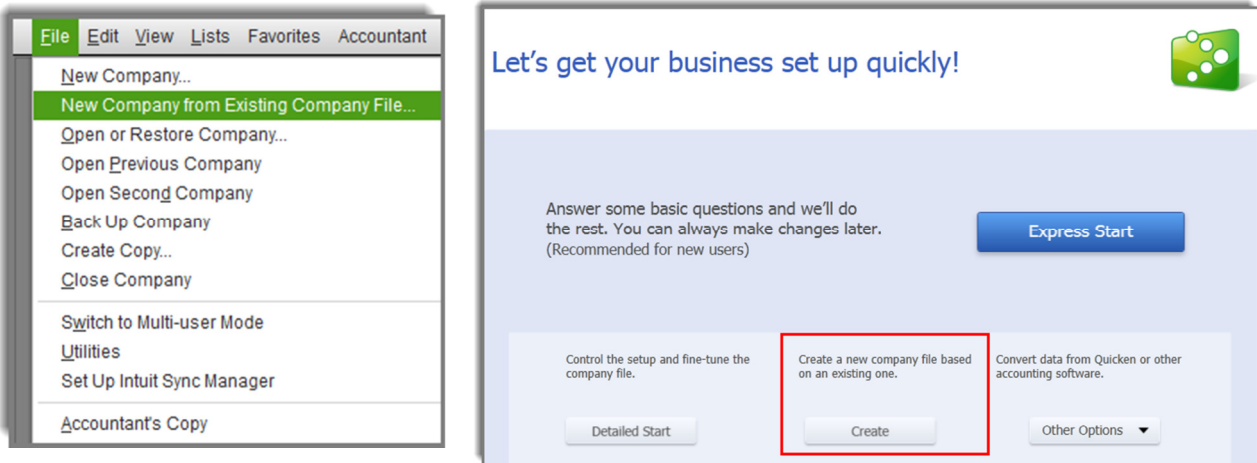
**What pain does this feature solve?** Your clients' files often have aged, uncollectable customer balances. Crediting these open invoices is time consuming when done one at a time. You can offer this service and while saving them time, you will also eliminate the frustration they feel with viewing these balances on open aging reports. Previous years versions of this feature only provided the option to assign the write off to a general ledger account (not QuickBooks items that are recorded as taxable or non-taxable).

## IMPROVED! EASIER ACCESS TO QUICKLY SET UP NEW COMPANY FILE

(QuickBooks Professional Bookkeeper, Accountant and QuickBooks Enterprise Accountant)

**What this feature does:** Replicates an existing QuickBooks file by copying the chart of accounts (not including bank or credit card accounts), sales tax items, preferences (except default bank accounts), and most (not all) memorized reports.

**How to access it:** From the menu bar, choose File > New Company from Existing Company File.



Select the preferred file to use as the template and provide a name for the new file

**How does this feature help you serve your clients more efficiently?** As an accounting professional, you have developed best practices when working with your clients, helping them make the most of their QuickBooks software. Share that effort by creating new company files patterned after other successfully created files.

**What pain does this feature solve?** There was not any easy method for duplicating a file for use by another client. In QuickBooks 2012 you could copy a file and remove all transactions. This helped, but sensitive accounts (banks, credit cards) and sales items would remain in the newly created copy of the file.

## **EXTRAS! ADDITIONAL TOOLS AND FEATURES THAT SAVE YOU TIME**

**(QuickBooks Accountant and QuickBooks Enterprise Accountant Only except as noted)**

- Reclassify hundreds of transactions all at once
- Fix incorrectly recorded sales tax payments
- Quickly troubleshoot inventory issues
- Identify changes made to list items
- Identify changes to beginning balances and auto create adjustments
- Match unapplied vendor and customer credits to open bills and invoices
- Clear Up Undeposited Funds account
- File Manager – Store file passwords, organize files by year, update files in batch
- Fixed Asset Manager (available with all editions of QuickBooks Enterprise)
- QuickBooks Statement Writer - harness the power of Excel to create customized financials (available with QuickBooks Accountant and all editions of QuickBooks Enterprise Solutions)
- Toggle between industry editions of QuickBooks
- Backward compatibility: work with QuickBooks 2012 or QuickBooks 2013 Accountant's Copy
- Free remote access tool – using WebEx. Unlimited attended meetings and up to 2 computers for unattended access



## WHAT'S NEW FOR YOUR CLIENTS

This section details those new and improved features that make working with QuickBooks 2013 the right choice for your clients. The redesigned user interface empowers QuickBooks users to complete financial tasks faster.

The new design retains the familiarity that users have come to enjoy when working with QuickBooks. The release of QuickBooks 2013 adds value to the approach of easy to:

- Use
- Understand
- Look At

### **NEW!** WHAT'S NEW OVERLAY TIPS

**(Pro, Premier, Bookkeeper, Accountant and Enterprise)**

**What this feature does:** Helps new and existing users to easily identify new features as they perform their daily accounting tasks.

**How to access it:** Overlay tips display in orange when a user first opens their QuickBooks 2013 file. Additionally, when a user clicks a new menu, a tip overlay will display and disappear automatically without disrupting the users work. The tips can be minimized or dismissed on request with a single click. To reinstate the tips from the menu bar, choose Help > What's New.



Never miss a new feature with tips overlay that disappear automatically

**How does this improve your clients' efficiency?** New features are easy to locate, with tips detailing the value the new feature provides. No need to search through menus to find What's New in QuickBooks for 2013.

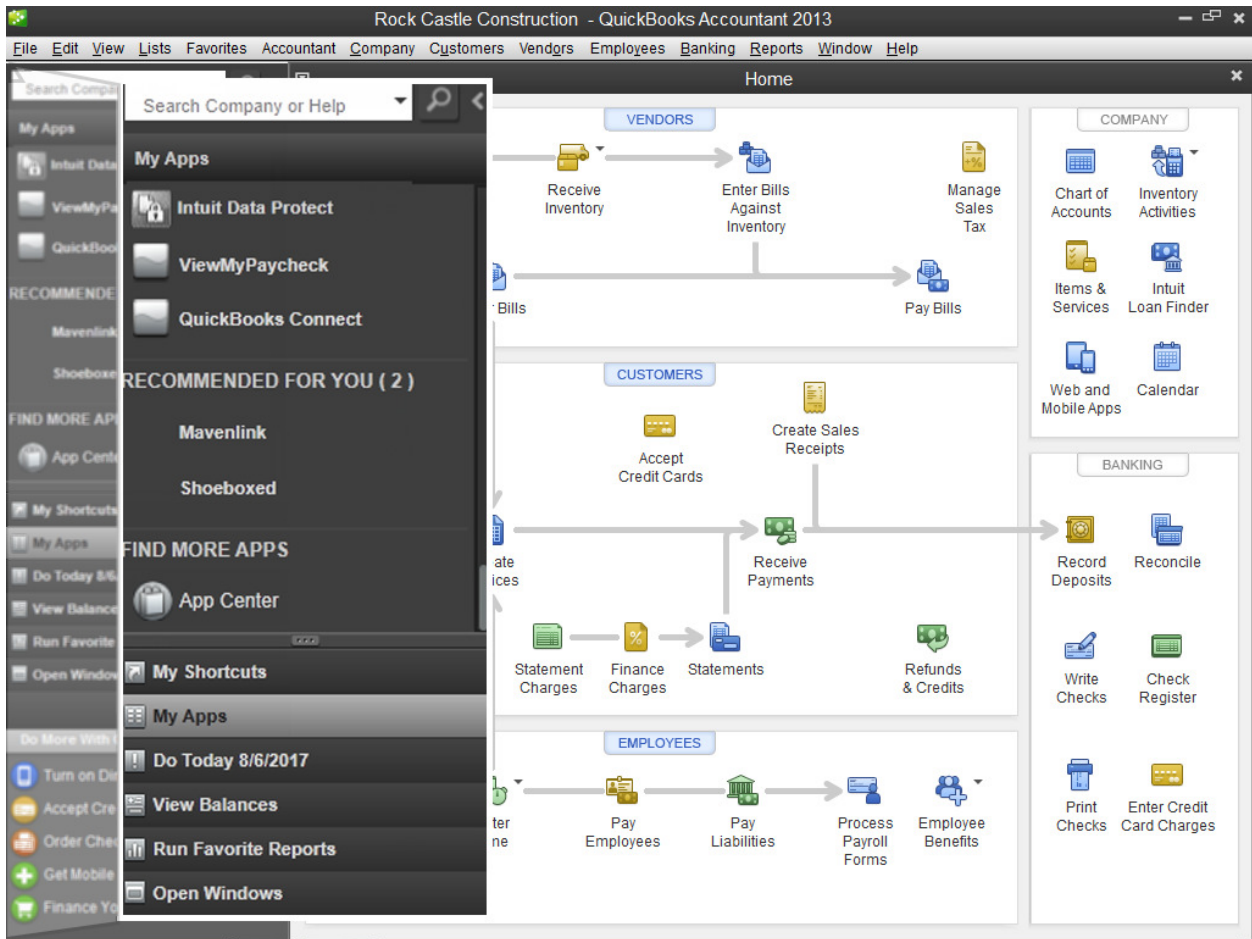
**What pain does this feature solve?** New and existing users would often dismiss new feature messages and never return to find them when they were needed. QuickBooks 2013 recognizes when a new window is opened and provides a visual overlay of the new features available.

## NEW AND IMPROVED! NAVIGATION AND BETTER READABILITY

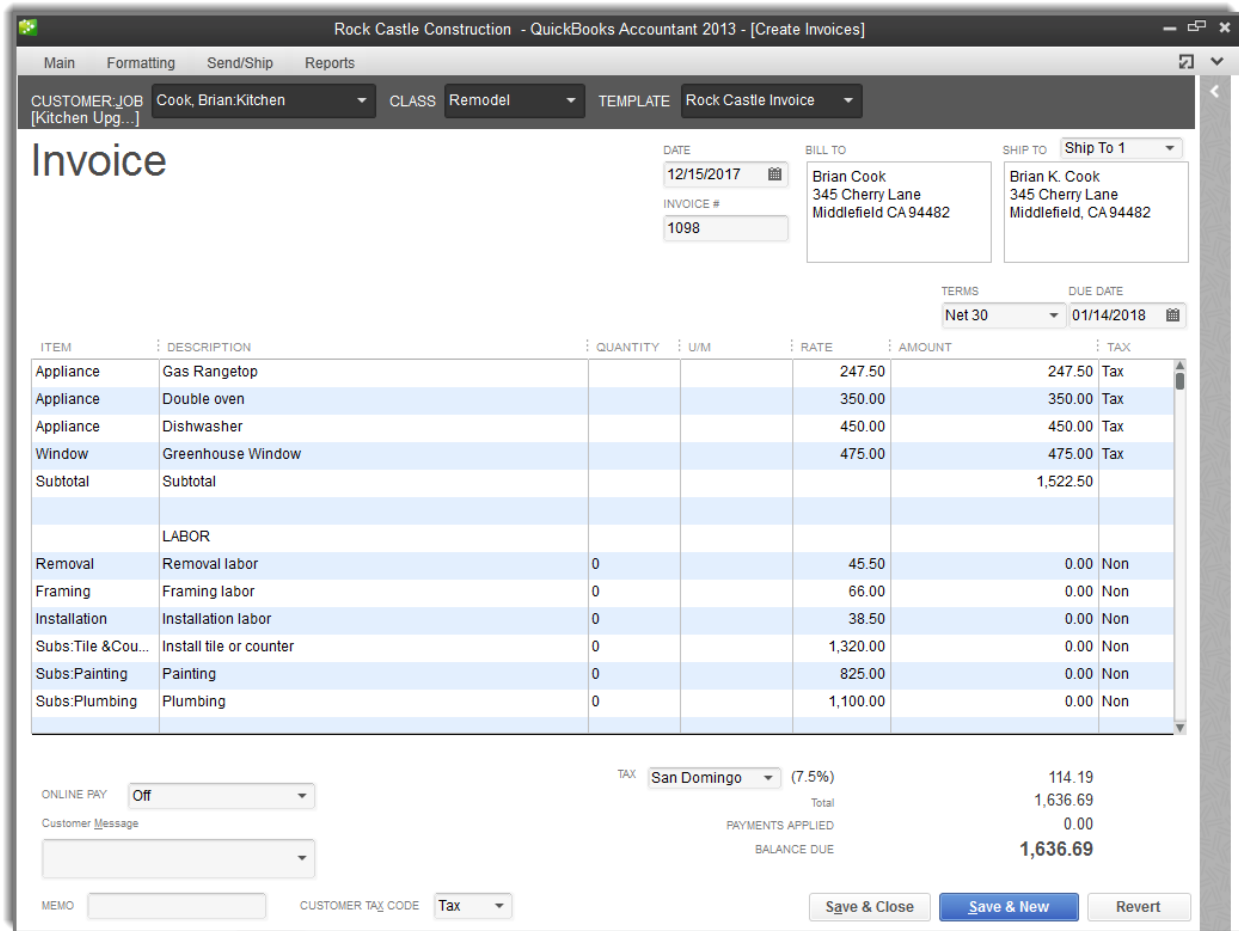
(Pro, Premier, Bookkeeper, Accountant and Enterprise)

**What this feature does:** Simplified and improved navigation helps you get to the information you need, more quickly and easily. Larger fonts improve readability; a new, customizable toolbar provides easy access to your most common tasks.

**How to access it:** You can now choose between an icon bar across the top for a more powerful icon bar aligned to the left. To do so from the menu bar, choose View > Left Icon Bar or Top Icon Bar.



Improved features included with the new Left Icon Bar, or continue using the Top Icon Bar



Maximize the viewing area when working on transactions

**How does this improve your clients' efficiency?** Access shortcuts to the most commonly visited parts of QuickBooks in one click via a persistent navigation panel on the left side of the screen, saving time moving from one activity to the next. Users can also add their favorite reports to the panel, so the latest insights about business performance are only a click away.

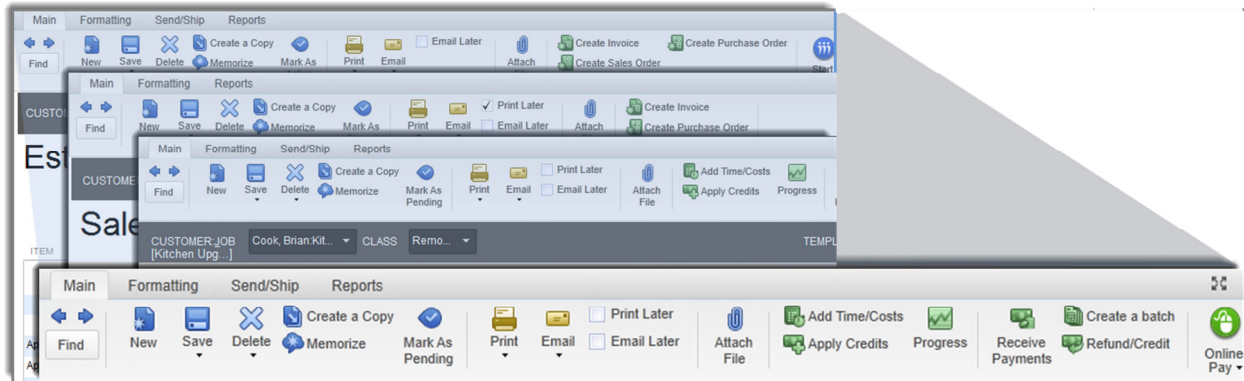
**What pain does this feature solve?** Users can choose a new Left placed Icon Bar that takes advantage of newer, wider screen monitors. Or they can choose to retain the original top placed icon bar. Users stay focused with the ability to maximize the viewing area when working on a transaction. With font sizes enlarged, rows expanded and subtle changes to transactions, using QuickBooks is much easier in 2013.

## NEW! TRANSACTION RIBBON TOOLBAR

(Pro, Premier, Bookkeeper, Accountant and Enterprise)

**What this feature does:** Invoices, Estimates, Sales Orders and other forms now have a simplified layout, providing easier access to actions that were previously hidden or required several clicks to execute. New tab ribbon format provides consistent placement of actions, help making it faster and easier to accomplish key tasks.

**How to access it:** Across the top of most transactions.



Save time and get instant access to commonly related functions on transactions, click to hide

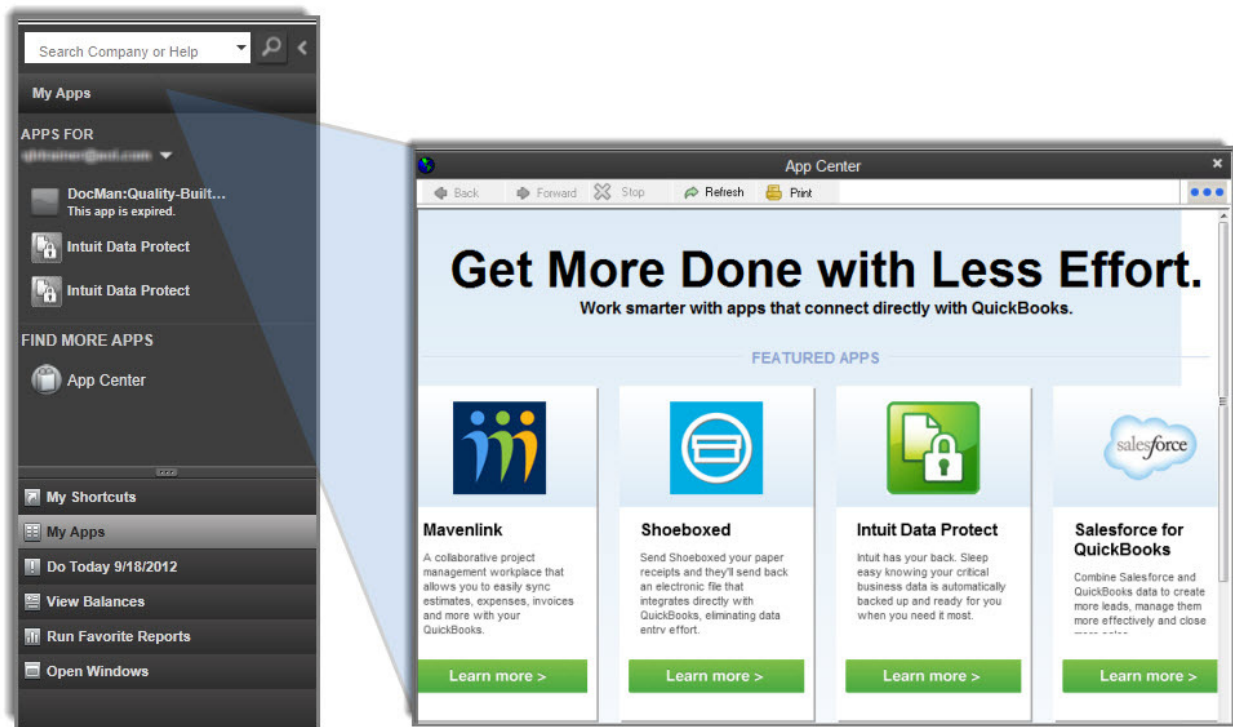
**What pain does this feature solve?** The Ribbon provides fast access to the controls small businesses need in forms – eliminating a number of clicks, and uncovering helpful features that users may have overlooked.

## NEW! ACCESS TO APPLICATIONS AND SERVICES

(Pro, Premier, Bookkeeper, Accountant, and Enterprise)

**What this feature does:** Extend the power of QuickBooks with easy access to additional apps and services to take your business to the next level. Test-drive apps for free and see how much time you can save. Check out what integrated applications are available from the convenience of the new, Left Icon Bar.

**How to access it:** The app center is located in the new Left Icon Bar. From the menu bar, choose View > Left Icon Bar. Click on the My Apps button. Click the Sign In link to access your apps and to view related apps that can help your business.



New, powerful Left Icon Bar provides easy access to My Apps

**How does this improve your clients' efficiency?** With the App Center neatly tucked away in the new Left Icon Bar, users have easier access to App Center activities.

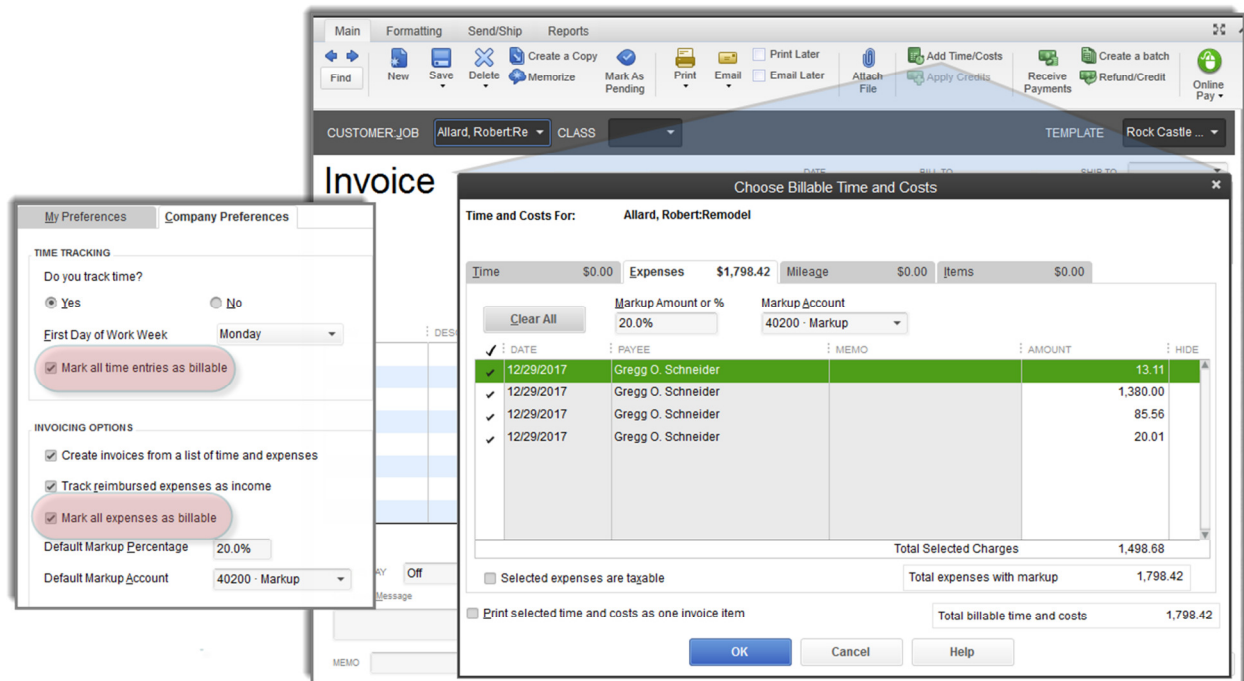
**What pain does this feature solve?** From the convenience of QuickBooks users can manage their integrated applications. More and more QuickBooks users are finding how useful third party applications can be in expanding the power of QuickBooks. With the App Center accessible on the Left Navigation Bar manage Apps and Find More Apps.

## NEW! TIME & EXPENSES PREFERENCE FOR BILLABLE EXPENSES

(Pro, Premier, Bookkeeper, Accountant and Enterprise)

**What this feature does:** New preference setting that sets the default for marking all time entries and separately all expenses as billable or not billable when the transaction line is assigned to a customer or job.

**How to access it:** From the menu bar, choose Edit > Preferences > Time & Expenses > Company Preferences Tab. You must be logged into the file as the Admin or External Accountant user type and in single-user mode.



New Time & Expenses global preference defaults marking time and expenses as billable or not billable

**How does this improve your clients' efficiency?** Certain industries who invoice their customers using the Time & Expenses method have fewer key strokes when recording an expense that is billable to a customer. In Time & Expense billing, costs accumulate and then are detailed on the customer's invoice often with an added markup.

**What pain does this feature solve?** QuickBooks users that did not track expenses for inclusion on a customer's invoice had to de-select the Billable checkbox on certain transactions.

## NEW! PRINT VENDOR BILL

(Pro, Premier, Bookkeeper, Accountant and Enterprise)

**What this feature does:** Prints the vendor bill transaction.

**How to access it:** From a displayed Enter Bills transaction, on the Main tab of the ribbon toolbar, select Print.

Rock Castle Construction 1735 County Road Bayshore, CA 94326		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Ref. No.</th> </tr> <tr> <td style="text-align: center;">12/15/2017</td> <td style="text-align: center;">8059</td> </tr> </table>		Date	Ref. No.	12/15/2017	8059																												
Date	Ref. No.																																		
12/15/2017	8059																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 100%;">Vendor</th> </tr> <tr> <td>                     Thomas Kitchen &amp; Bath                      608 Main St                      Bayshore CA 94326                 </td> </tr> </table>		Vendor	Thomas Kitchen & Bath 608 Main St Bayshore CA 94326	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>                     Bill Due 01/14/2018                      Terms Net 30                      Memo                 </td> </tr> </table>		Bill Due 01/14/2018 Terms Net 30 Memo																													
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Thomas Kitchen & Bath 608 Main St Bayshore CA 94326																																			
Bill Due 01/14/2018 Terms Net 30 Memo																																			
<h3 style="margin: 0;">Items</h3> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 25%;">Description</th> <th style="width: 5%;">Qty</th> <th style="width: 5%;">U/M</th> <th style="width: 5%;">Cost</th> <th style="width: 10%;">Amount</th> <th style="width: 25%;">Customer/Job</th> <th style="width: 10%;">Class</th> </tr> </thead> <tbody> <tr> <td>Plumb Fixtrs</td> <td>Plumbing fixtures</td> <td>60</td> <td></td> <td>9.75</td> <td>585.00</td> <td>Abercrombie, Kristy:Remodel Bathroom</td> <td>Remodel</td> </tr> <tr> <td colspan="7" style="text-align: right; padding-right: 10px;">(Item Total : 585.00)</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right; padding-right: 20px;"><b>Bill Total :</b></td> <td colspan="2" style="text-align: right;"><b>\$585.00</b></td> </tr> </tbody> </table>				Item	Description	Qty	U/M	Cost	Amount	Customer/Job	Class	Plumb Fixtrs	Plumbing fixtures	60		9.75	585.00	Abercrombie, Kristy:Remodel Bathroom	Remodel	(Item Total : 585.00)								<b>Bill Total :</b>						<b>\$585.00</b>	
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Print vendor bill, for companies that do intercompany payables and other purposes

**How does this improve your clients' efficiency?** QuickBooks users no longer have to print a report of the bills that were paid if they wanted to get the details.

**What pain does this feature solve?** Certain business' have an accounts payable process that includes approval by a manager of all bills entered. Companies that have intercompany transactions will find it useful to provide a copy of the bill paid by Company A to Company B for their record keeping.

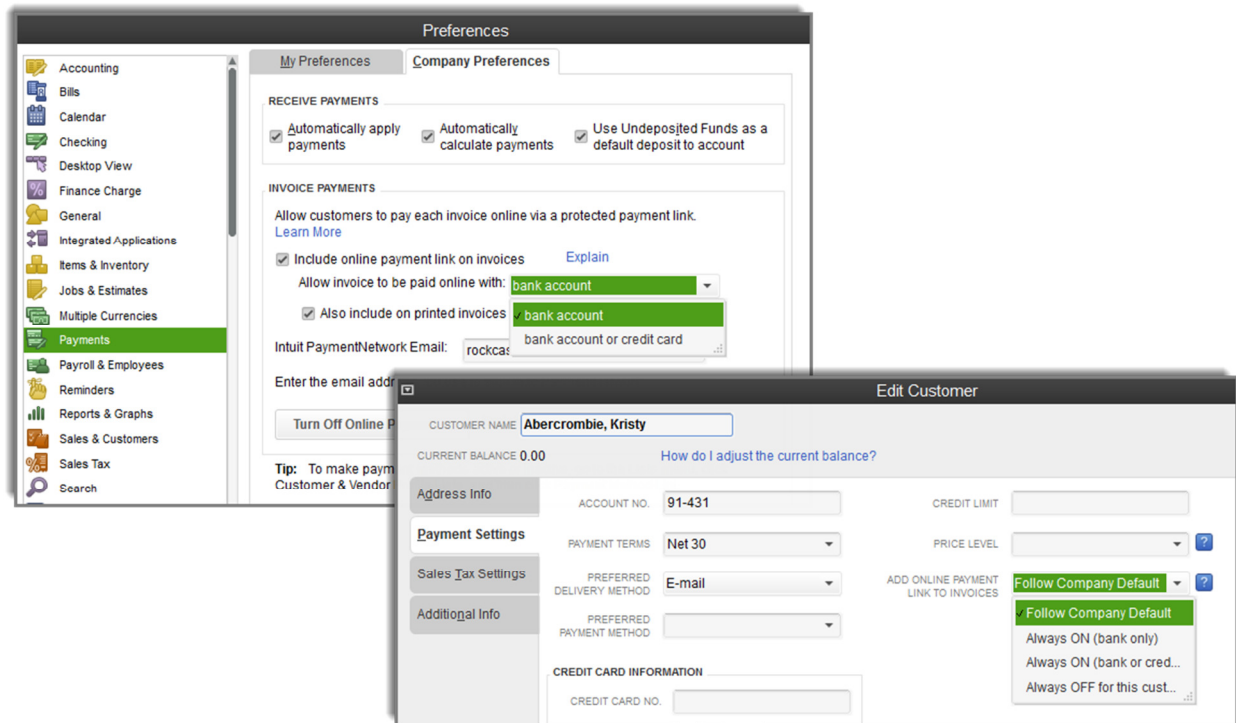


## NEW! ASSIGN DEFAULT ONLINE METHOD OF PAYMENT FOR A CUSTOMER

(Pro, Premier, Bookkeeper, Accountant and Enterprise – was a 2012 Plus Subscriber feature)

**What this feature does:** The QuickBooks user can set a global company preference about accepting (or not) online payments by check only or check and credit card. This preference can be manually changed for specific customers.

**How to access it:** From the menu bar, choose Edit > Preferences > Payments > Company Preferences tab. You must be logged into the file as the Admin or External Accountant user and be in single-user mode.



Global and by-customer preference for type of online payment accepted

**How does this improve your clients' efficiency?** QuickBooks users can choose what payment methods online they will accept from customers. Choices include online check only or check and credit card. Users can also choose not to provide an online method of payment link on invoices for all or some customers.

**What pain does this feature solve?** QuickBooks users would invoice a customer and request that they pay by online business check. However, the link on the invoice provided both options of payment by check or credit card. The options were confusing to the end customer paying the invoice.

## NEW! REPORTING PREFERENCE FOR ITEM BASED REPORTS

(Pro, Premier, Bookkeeper, Accountant and Enterprise)

**What this feature does:** Global preference for item-based reports – show items by Name Only, Description Only or Name and Description. Similar to the preference we have had for general ledger accounts displayed on financials.

**How to access it:** From the menu bar, choose Edit > Preferences > Reports & Graphs > Company Preferences Tab. You must be logged into the file as the Admin or External Accountant user type and in single user mode.

The image shows two overlapping screenshots. The background screenshot is an 'Advanced Inventory File Sales by Item Summary' report for December 1-15, 2016. It features a table with columns for Qty, Amount, % of Sales, and Avg Price. The data includes items like '1000-MC (MANUAL COVER 1000)', '1500-PM (POWER MANUAL 1500)', and '2000-PT (Reduced Labor from 2 to 1 (Qty))', with a total assembly amount of 75,212.50. The foreground screenshot is the 'Edit Item' dialog box for item '1000-MC'. It shows fields for 'Item Name/Number' (1000-MC), 'Description' (MANUAL COVER 1000), 'UNIT OF MEASURE' (Each:ea), 'Cost' (2,408.65 per ea), and 'COGS Account' (Cost of Goods Sold). A red arrow points from the 'Description' field in the dialog to the 'Description' column in the report.

	Qty	Amount	% of Sales	Avg Price
Assembly				
1000-MC (MANUAL COVER 1000)	17	46,350.00		
1500-PM (POWER MANUAL 1500)	2	7,862.50		
2000-PT (Reduced Labor from 2 to 1 (Qty))	4	21,000.00		
<b>Total Assembly</b>	<b>23.00</b>	<b>75,212.50</b>		
<b>TOTAL</b>	<b>23</b>	<b>75,212.50</b>		

Select new reporting preference to display name and description on item based reports

**How does this improve your clients' efficiency?** QuickBooks users, who use the Item Name field for the product number, will find that including the description with or without the item name field provides more meaningful reports without disrupting the workflow of the individual doing data entry.

**What pain does this feature solve?** Often the Item Name field is used for a product or some complex series of alpha number characters for easy data entry. Item based reports were difficult to read for those not as familiar with the product number.

## IMPROVED! CUSTOMER, VENDOR AND EMPLOYEE CENTERS

(Pro, Premier, Bookkeeper, Accountant and Enterprise)

**What this feature does:** Expanded contact information fields in the Employee, Customer and Vendor Centers are now more customizable, allowing up to 8 contact fields and multiple notes per contact. New tab functionality enables you to view transactions, contacts, to dos and notes on the same page.

**How to access it:** From the menu bar choose Vendor, Customer or Employee for one-click access to the respective Center.

The screenshot displays the 'Customer Information' page in QuickBooks. The 'Address Info' tab is active, showing fields for Company Name (Kristy Abercrombie), Full Name (Mrs. Kristy Abercrombie), Main Phone (415-555-6579), Main Email (kristy@samplename.com), and other contact details. A 'Transactions' table is visible below, showing a list of transactions with columns for Type, Quantity, Date, Description, and Amount.

SHOW	ALL TRANS...	FILTER BY	ALL	DATE	THIS FISC...	AMOUNT
Check	476	12/01/2017	10100 · Checking	-711.15		
Credit Memo	4002	12/01/2017	11000 · Accounts Re...	-711.15		
Invoice	1084	11/25/2017	11000 · Accounts Re...	3,111.28		

Updated centers offer one-click access to managing details and running reports for customers, vendors and employees

### Track and report on custom contact fields

**How does this improve your clients' efficiency?** Consolidate and organize more important customer and vendor information in the Customer and Vendor Centers to save time searching for customer data typically stored outside of QuickBooks. Small businesses can now assign multiple contacts to customers and vendors, and assign to do's to customers. In addition, users can track twice as many types of contact information for customers and vendors, such as Facebook pages or Twitter handles.

**What pain does this feature solve?** Small businesses now have one central location to find and track contacts, to do's and notes for their customers, vendors and employees. No need to launch additional windows to view this information. Previous versions of QuickBooks did not track detailed information for additional contacts. Other useful information about customers and vendors could not be recorded in QuickBooks. With the reports link on the centers, access to information is made simpler.

## IMPROVED! HIDE ZERO QUANTITY ITEMS ON INVENTORY REPORTS

(Pro, Premier, Bookkeeper, Accountant, and Enterprise)

**What this feature does:** On inventory summary reports, permits you to suppress lines of detail that have a zero quantity. The following reports include this ability:

- Inventory Valuation Summary
- Inventory Valuation Stock Status by Item
- Inventory Valuation Stock Status by Vendor

**How to access it:** From the menu bar, choose Reports > Inventory. These reports allow you to suppress zero quantities: you must have installed maintenance release 3 or newer. To view your current release, click F2 on your keyboard. To update, from the menu bar, choose Help > Update QuickBooks.

	On Hand	U/M	Avg Cost	Asset Value	% of Tot Asset	Sales Price	Retail Value	% of Tot Retail
<b>Wood Door</b>								
Exterior	16		308.51	4,936.10	16.1%	120.00	1,920.00	7.9%
Interior	47		69.90	3,285.17	10.7%	72.00	3,384.00	13.8%
Wood Door - Other	1		1,750.00	1,750.00	5.7%	0.00	0.00	0.0%
<b>Total Wood Door</b>	<b>64</b>			<b>9,971.27</b>	<b>32.5%</b>		<b>5,304.00</b>	<b>21.7%</b>
<b>Total Inventory</b>	<b>1,006</b>	ea		<b>28,683.38</b>	<b>93.5%</b>		<b>24,454.00</b>	<b>100.0%</b>

Inventory Summary reports can be filtered to exclude items with no quantity (R3 or newer required)

**How does this improve your clients' efficiency?** Small businesses with many inventory items can now choose to exclude zero quantity items from inventory reporting.

**What pain does this feature solve?** When inventory reports were prepared, they included inventory with a zero quantity, adding detail to the report that was not needed.

## IMPROVED! INVENTORY REORDER POINT REPORTS CALCULATE ON AVAILABLE QUANTITY

(Premier, Bookkeeper, Accountant, and Enterprise some reports only available with select editions of QuickBooks Premier or Enterprise)

**What this feature does:** When viewing the Inventory reorder reports, users can choose to calculate the amount to reorder using available quantity. When selected, items are marked to order where the Quantity on Hand less the Available amount is short of the Reorder Point.

**How to access it:** From the menu bar, choose Reports > Inventory > Inventory Stock Status by Vendor or Item. Also works with the Inventory Reorder Report by Vendor.

Item Description	Reorder Pt	On Hand	On Sales Order	For Assemblies	Available	U/M	Order	On PO
<b>Anderson's Hardware &amp; Tools Supply</b>								
Anchor Spring	100	1,800	0	600	1,200	ea		100
UR- Connectors	100	447	4	200	243	ea		64
Drill	10	8	1	0	7	ea	✓	2
Grommet #4 Brass	100	1,100	60	600	440	ea		150
Hook - SN	50	128	0	48	80	ea		0
Pin - BL	100	36	0	47	-11	ea	✓	5
RO-1/4in	500	1,665	0	1,000	665	ft		0
Roller -4	100	66	0	10	56	ea	✓	40
SC-10x.5-SS	100	842	0	971	-129	bx...	✓	0
Spring		290	0	35	255	ea		200
<b>Total Anderson's Hardware &amp; Tools Supply</b>		<b>6,382</b>	<b>65</b>	<b>3,511</b>	<b>2,806</b>	<b>-M...</b>		<b>561</b>

Ability to factor in available quantity when reviewing reorder points

**How does this improve your clients' efficiency?** The small business can be more pro-active in replenishing their inventory stock status levels based on available quantity after decreasing on hand quantity by committed inventory.

**What pain does this feature solve?** Previously, reorder reports only compared On Hand Quantity with Reorder Point, this did not factor in that the On Hand quantity might be totally committed on sales orders.

## IMPROVED! ITEM GROUP INCREASED LIST LIMITS INCREASED TO 50

(Pro, Premier, Bookkeeper, Accountant and Enterprise)

**What this feature does:** Item groups permit the user to invoice their client efficiently for multiple items at a time. Item groups also serve another purpose, allowing the business owner to track multiple lines of cost and revenue detail but provide a single line of detail on the customer's invoice.

**How to access it:** From the menu bar, choose Lists > Item List. From the lower-left menu button select New and choose the Group Item Type.

**TYPE**  
Group Use to quickly enter a group of individual items on an invoice.  
[What's the difference between a Group and an Inventory Assembly?](#)

**Group Name/Number**  
Door set

**Description**  
Exterior door and hardware set

**Print items in group**

ITEM	DESCRIPTION	QTY	U/M
Hardware:Doorknobs Std	Standard Doorknobs	1	
Wood Door:Exterior	Exterior wood door	1	
Repairs	Repair work	2	

**Item is inactive**

**Buttons:** OK, Cancel, New Note, Custom Fields, Spelling

Item groups automate streamlined entry on transactions—now groups can include up to 50 items!

**How does this improve your clients' efficiency?** Small businesses can enter more individual items into a single Item Group improving data entry efficiency while retaining the ability to track item level detail.

**What pain does this feature solve?** Previously QuickBooks only permitted up to 20 individual items in a group. Now an Item Group can contain up to 50 individual items.

## IMPROVED! COLLAPSE SUMMARY REPORT LINE DETAILS

(Pro, Premier, Professional Bookkeeper, Accountant – was a Plus feature in 2012. Not yet available in QuickBooks Enterprise)

**What this feature does:** Improves the reporting display for summary reports generated in QuickBooks. Choose to collapse a specific section on summary reports.

**How to access it:** From any displayed report, click the small arrow next to an account category to collapse or expand.

Rock Castle Construction Profit & Loss January through December 2017		◇ Jan - Dec 17 ◇
▼ Ordinary Income/Expense		
▼ Income		
▼ 40100 · Construction Income		
40110 · Design Income	36,729.25	
40130 · Labor Income	208,225.42	
40140 · Materials Income	119,920.67	
40150 · Subcontracted Labor Income	82,710.3	
40199 · Less Discounts given	-48.3	
40100 · Construction Income - Other	0.0	
Total 40100 · Construction Income	447,537.3	
▼ 40500 · Reimbursement Income		
40520 · Permit Reimbursement Income	1,223.7	
40530 · Reimbursed Freight & Delivery	896.0	
Total 40500 · Reimbursement Income	2,119.8	
<b>Total Income</b>	<b>449,657.1</b>	

Before Collapsing

Rock Castle Construction Profit & Loss January through December 2017		◇ Jan - Dec 17 ◇
▼ Ordinary Income/Expense		
▼ Income		
▶ 40100 · Construction Income	447,537.34	
▶ 40500 · Reimbursement Income	2,119.80	
<b>Total Income</b>	<b>449,657.14</b>	
▼ Cost of Goods Sold		
50100 · Cost of Goods Sold	14,766.19	
▶ 54000 · Job Expenses	165,299.14	
<b>Total COGS</b>	<b>180,065.33</b>	
<b>Gross Profit</b>	<b>269,591.81</b>	

After Collapsing

On summary reports, selecting the grey arrow will collapse or expand related rows

**How does this improve your clients' efficiency?** Summary reports can be prepared in QuickBooks that provide just the right amount of detail for management analysis without having to export the report to Excel for customization.

**What pain does this feature solve?** This feature eliminates the need to export reports to Excel in order to collapse specific levels of detail into a summary report.

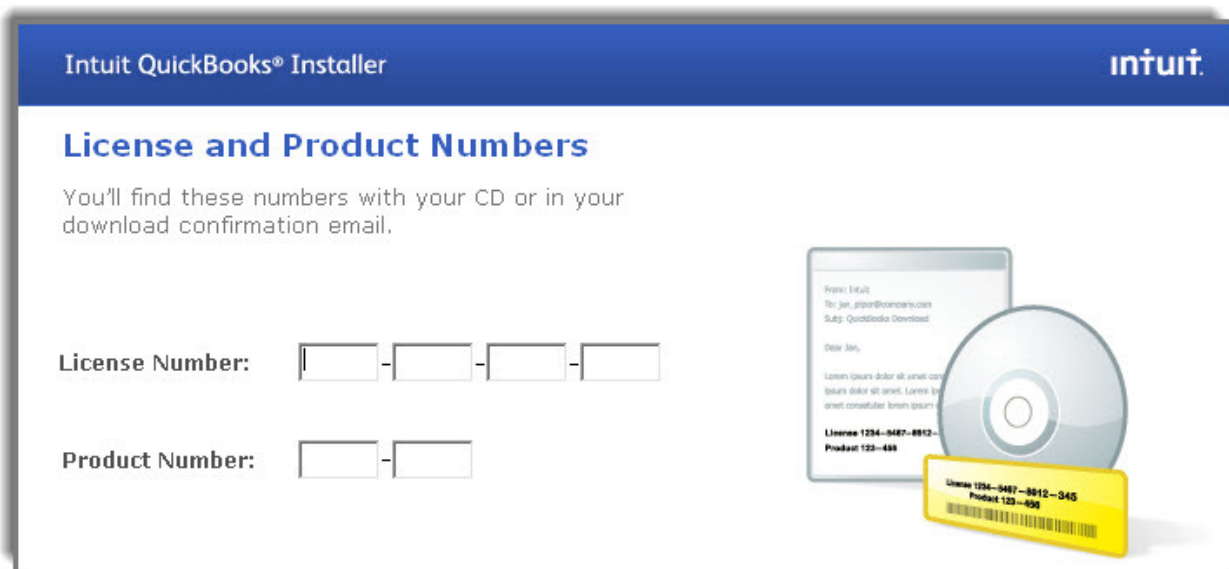


## IMPROVED! UPGRADE EXPERIENCE FOR PLUS SUBSCRIBERS

(QuickBooks Pro and Premier Plus Subscriptions)

**What this feature does:** Improves the customer experience on upgrade by removing the need to enter the license key and register new versions of the software. Upgrade is a “side-by-side” install, meaning that the newest version of QuickBooks Pro or Premier will automatically be installed \*.

**How to access it:** Available only for Plus subscribers. (QuickBooks Pro and Premier)



Plus subscribers will no longer need to enter License and Product Numbers or register when upgrading

**How does this improve your clients' efficiency?** Shortens the time spent upgrading a current users software. Reduces the number of steps involved in the upgrade process.

**What pain does this feature solve?** Upgraders no longer need to manually enter the license code and spend time with manual entry of the validation code.

\* Users will have to manually uninstall the older version of QuickBooks if desired.

## WHAT'S NEW EXCLUSIVELY FOR ENTERPRISE

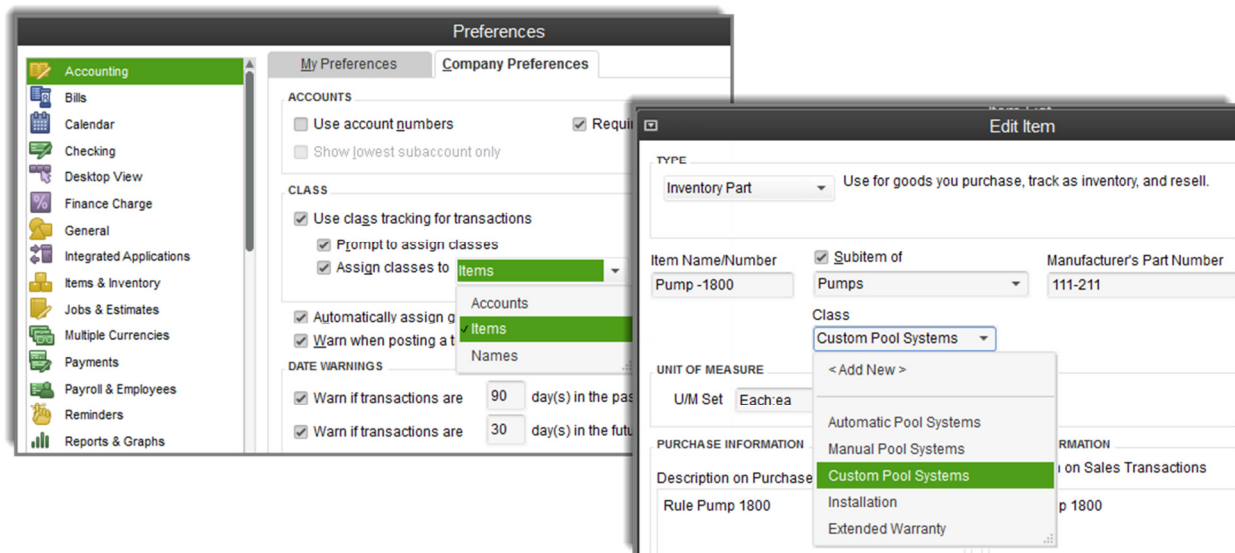
QuickBooks Enterprise users are often pushing the limits of software due to their transaction volume, number of users, or other complexities. In that regard, QuickBooks Enterprise 13.0 builds on its slate of advanced features with these new additions for 2013:

### NEW! DEFAULT CLASS ASSIGNMENT

(QuickBooks Enterprise)

**What this feature does:** Save time and help improve accuracy by assigning default classes to items, accounts or names. When filling out transactions, QuickBooks automatically assigns the default class – you can change it at any time.

**How to access it:** From the menu bar, choose Edit > Preferences > Accounting > Company Preferences tab. You must be logged into the file as the Admin or External Accountant user and be in single-user mode.



Assign default classes to either: Accounts, Items or Name

**How does this improve your clients' efficiency?** Businesses that track data based on profit centers will save time with data entry by assigning classes to *one* of the chosen lists including: items, accounts or names. User can choose *one* of the available defaults not all three, but can change that default at any time.

**What pain does this feature solve?** The business that tracks profitability by department has to be careful to assign the proper class to each transaction line, a cumbersome task. Now users can choose to assign classes to *one* of the following lists including: items, accounts or names.

## NEW! AUTO CREATE PURCHASE ORDERS

(QuickBooks Enterprise)

**What this feature does:** Stock status reports show you which items you need to reorder. Simply add your quantities, then click to auto-create all your purchase orders in one step.

**How to access it:** From the menu bar, choose Reports > Inventory > Inventory Stock Status by Vendor, Item. Also works with the Inventory Reorder Report by Vendor.

The screenshot displays the 'Inventory Stock Status by Item' report in QuickBooks Enterprise. The report title is 'Advanced Inventory File Inventory Stock Status by Item' for the period 'December 1 - 15, 2016'. A 'Create Auto PO's' button is highlighted in the report's toolbar. Below the report, the 'Create Auto PO's' dialog box is open, showing a table of items to be reordered. The dialog includes a date selector (12/15/2016) and a ship-to site dropdown (Atlanta Warehouse). The table lists items with their descriptions, classes, vendors, and reorder quantities. A 'Create PO's' button is visible at the bottom of the dialog.

ITEM	DESCRIPTION	CLASS	VENDOR	REORD...	QTY AV...	QTY ON...	QTY TO OR...
✓ Pedestal - DR	PowerTrak, Drive Pedestal			100	6	2	0
	Screws:SC-10x.5-SS		Anderson's Hardware & Tools Supply	100	-129	0	0
	Roller -4		Anderson's Hardware & Tools Supply	100	56	40	0
	Drill		Anderson's Hardware & Tools Supply	10	7	2	0
✓ Pin - BL	Anchor Pin, Black		Anderson's Hardware & Tools Supply	100	-11	5	85
	Drum - AL		Caylor's Hardware & Adhesives	100	-84	10	0
✓ Anchor adhesive	Adhesive, Anchor		Caylor's Hardware & Adhesives	50	34	0	25
	J Box		Fran's Fasteners	50	16	5	0
	Rope		Fran's Fasteners	500	60	0	0
	Unit - RC-1/2HP		Lipps Pool Supplies	5	4	0	0
	Pool Covers:Cover -AQ		Lipps Pool Supplies	5	-5	7	0

From the inventory stock status reports conveniently auto create PO's

**How does this improve your clients' efficiency?** Stock status reports show which items are running low and how many to reorder. After reviewing the report, click to begin processing new purchase orders in batch.

**What pain does this feature solve?** Previously users reviewed their stock status reports and then individually created purchase orders for the desired items.

## IMPROVED! INCREASED LIST LIMITS

(QuickBooks Enterprise – unless otherwise noted below)

**What this feature does:** New list limits expand the capabilities of QuickBooks Enterprise Solutions.

**How to access it:** No access is needed. Increased size limits are built into the software.

List Name	Previous	New
Chart of Accounts	10,000	100,000
Classes	10,000	100,000
Customer Types	10,000	100,000
Vendor Types	10,000	100,000
Memorized Transactions	29,000	50,000
To Do's	10,000	100,000
Customer Messages	10,000	100,000
Items in a Group or Sales Tax Item (also for Pro, and Premier)	20	50

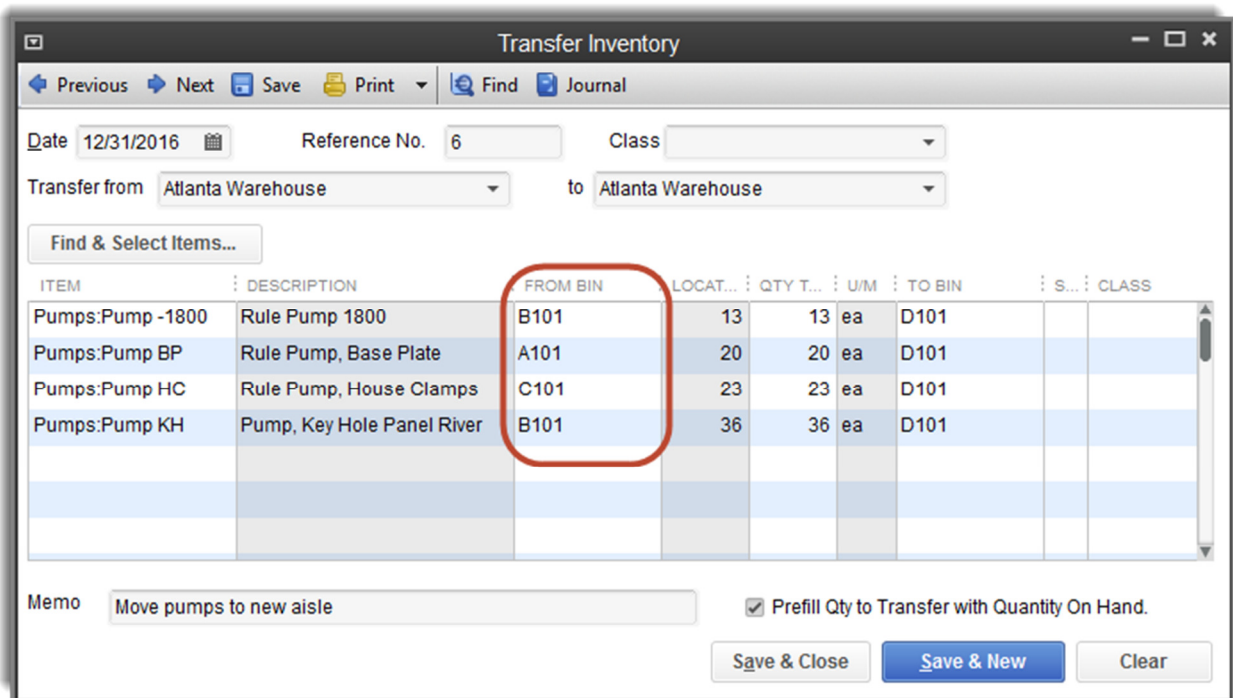
# WHAT'S NEW EXCLUSIVELY FOR ENTERPRISE WITH ADVANCED INVENTORY

## NEW! SHELF AND BIN LOCATION TRACKING

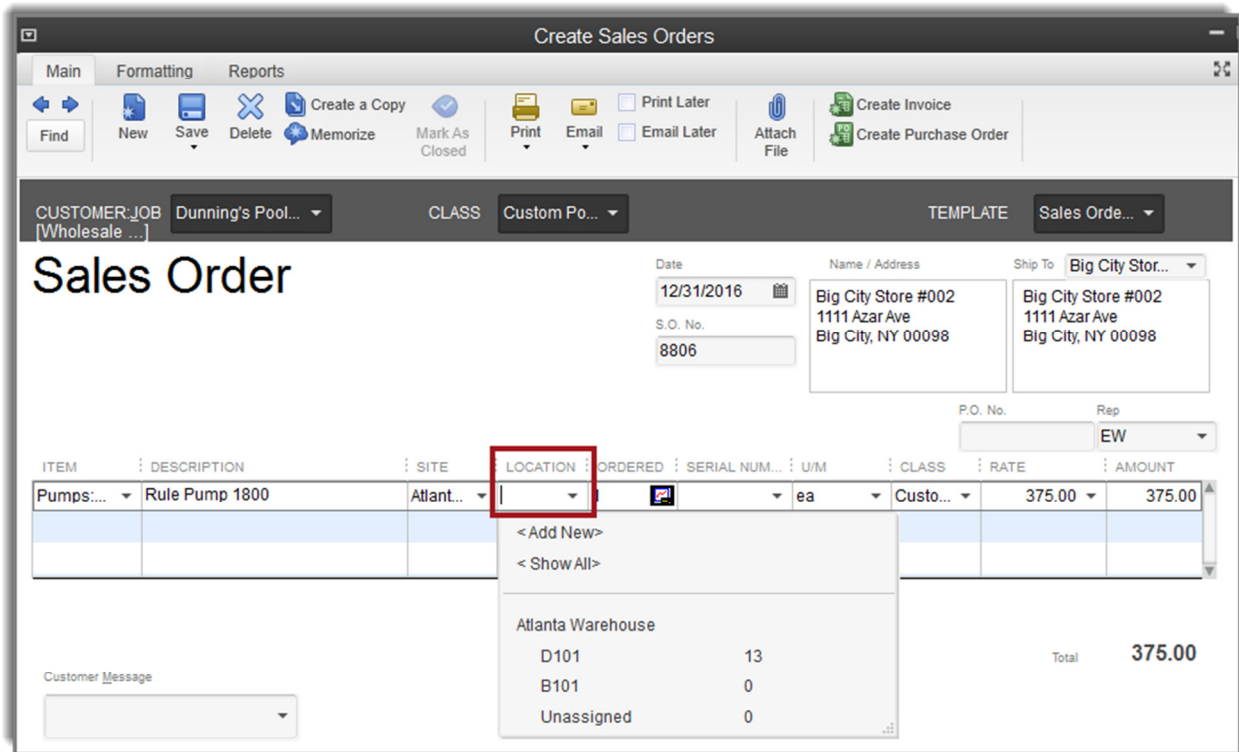
(QuickBooks Enterprise with Advanced Inventory Subscription) Barcode Scanner sold separately.

**What this feature does:** Track specific inventory items down to the bin location level within one or more warehouses. When filling out forms, automatically see quantities and serial or lot numbers for each bin. Sort pick lists and item receipts by location for efficient picking and stocking.

**How to access it:** From the menu bar, choose Edit > Preferences > Items & Inventory > Company Preferences Tab > Advanced Inventory Settings. You must be logged into the file as the Admin or External Accountant user type and in single user mode.



Create multi-location sub sites for tracking bin and shelf locations



Select the location and bin/shelf when recording transactions

**How does this improve your clients' efficiency?** Add sophistication to inventory tracking and reporting for multiple locations, bins and shelves. Define your default purchase or sales bin or shelf per item using the Lists, Add/Edit Multiple List Entries dialog.

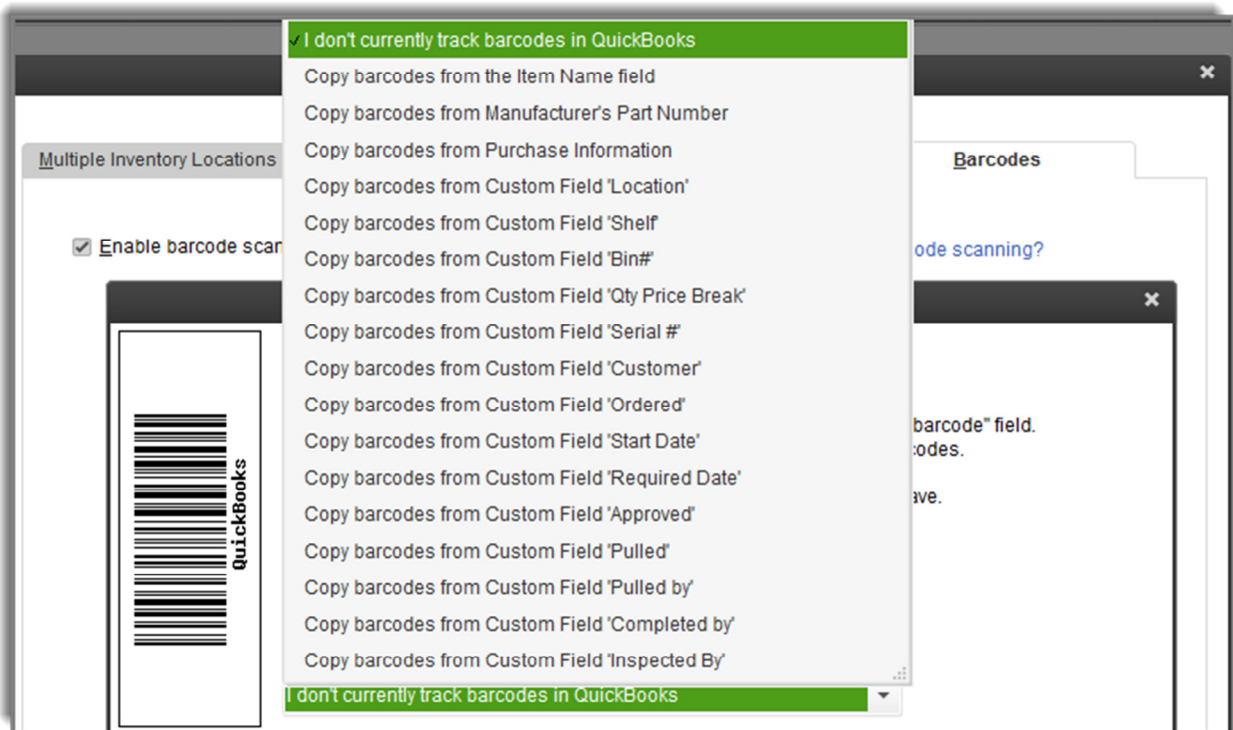
**What pain does this feature solve?** Previous versions of QuickBooks Enterprise with Advanced Inventory only permitted defining multiple locations. Workarounds were required using custom fields to track and report on bin and shelf locations.

## NEW! BARCODE SCANNING

(QuickBooks Enterprise with Advanced Inventory Subscription)

**What this feature does:** Increase efficiency and reliability for all inventory data entry by scanning items and serial numbers without touching a keyboard – QuickBooks automatically puts the information into the right field. If you don't have barcodes, QuickBooks will create them for you.

**How to access it:** From the menu bar, choose Edit > Preferences > Items & Inventory > Company Preferences Tab, Advanced Inventory Settings. Select the Barcodes tab. QuickBooks will recognize barcodes you have stored in custom fields and will auto generate a barcode, as you scan them in. You must be logged into the file as the Admin or External Accountant user type and in single user mode



Get started quickly with the new barcode feature or let QuickBooks create them for you

✖ ☐ ✕ **Edit Item**

**TYPE**  
 Inventory Part Use for goods you purchase, track as inventory, and resell.

Item Name/Number  Subitem of Manufacturer's Part Number  
 AN spring 0034-198

Barcode Number  
010372514777

**UNIT OF MEASURE**  
 U/M Set Each:ea Edit...

**PURCHASE INFORMATION**

Description on Purchase Transactions  
Anchor Spring

Cost 0.50 per ea

COGS Account Cost of Goods Sold

Preferred Vendor Anderson's Hardware ...

**SALES INFORMATION**

Description on Sales Transactions  
Anchor Spring

Sales Price 1.00 Markup 100.0% per ea

Income Account Pool Cover & Equipme...

**INVENTORY INFORMATION (QUANTITIES IN EA)**

Asset Account	Global Reorder Pt	Total Qty on Hand	Average Cost
Materials Inventory	100	1,805	0.50

Inventory Site Info

OK

Cancel

Notes

Custom Fields

Spelling

Edit Markup...

Serial Numbers

Item is inactive

Use your barcode reader to scan and complete this field in an item record



### Purchase O...

Date: 12/15/2016  
Vendor: Anderson's Hardware & 786 Roadster Way Middlefield, CA 94472  
Ship To: Advanced Inventory File 110 Sampson Way Middlefield, CA 94471  
P.O. No.: 44  
Terms: Net 30  
Expected/Due: 01/14/2017  
Ship Via: [Dropdown]

ITEM	DESCRIPTION	LOCATION	QTY	RATE	AMOUNT
AN spring	Anchor Spring		10	0.50	5.00
Anchor adhesive	Adhesive, Anchor		3	10.00	30.00
Connectors - UR	UR- Connectors		1	35.00	35.00
0103725147140					

Create purchase orders by scanning product barcodes, increase efficiency and accuracy

BILL CREDIT BILL RECEIVED

### Item Receipt

VENDOR: Caylor's Hardware & Adhesives  
DATE: 09/18/2012

MEMO: Received items (bill)

Expenses: \$0.00

ITEM	DESCRIPTION	QTY	RATE	AMOUNT

#### Open Purchase Orders

Vendor: Caylor's Hardware & Adhesives

Select a Purchase Order to receive

DATE	PO NO.	MEMO
09/17/2012	44	

I am scanning items

OK Cancel Help

Click to enable barcode scanning for receiving items

**Item Receipt**

VENDOR: Caylor's Hardware & Adhesives      DATE: 09/18/2012

REF. NO. \_\_\_\_\_      TOTAL: 95.00

MEMO: Received items (bill to follow)      CLASS: \_\_\_\_\_

ITEM	DESCRIPTION	RCVD	PO QTY	U/M	COST	AMOUNT	SITE	LOCA...	CUST...	BILL...	CLASS	PO NO.	SERIAL N...
Anchor adhesive	Adhesive, Anchor	2	1	ea	10.00	20.00						44	
Base - BL	Anchor Base, Black	1	1	ea	75.00	75.00						44	







Expenses \$0.00    Items \$95.00

Buttons: Clear Qty's, Show PO, Compare To PO, Save & Close, Save & New, Clear

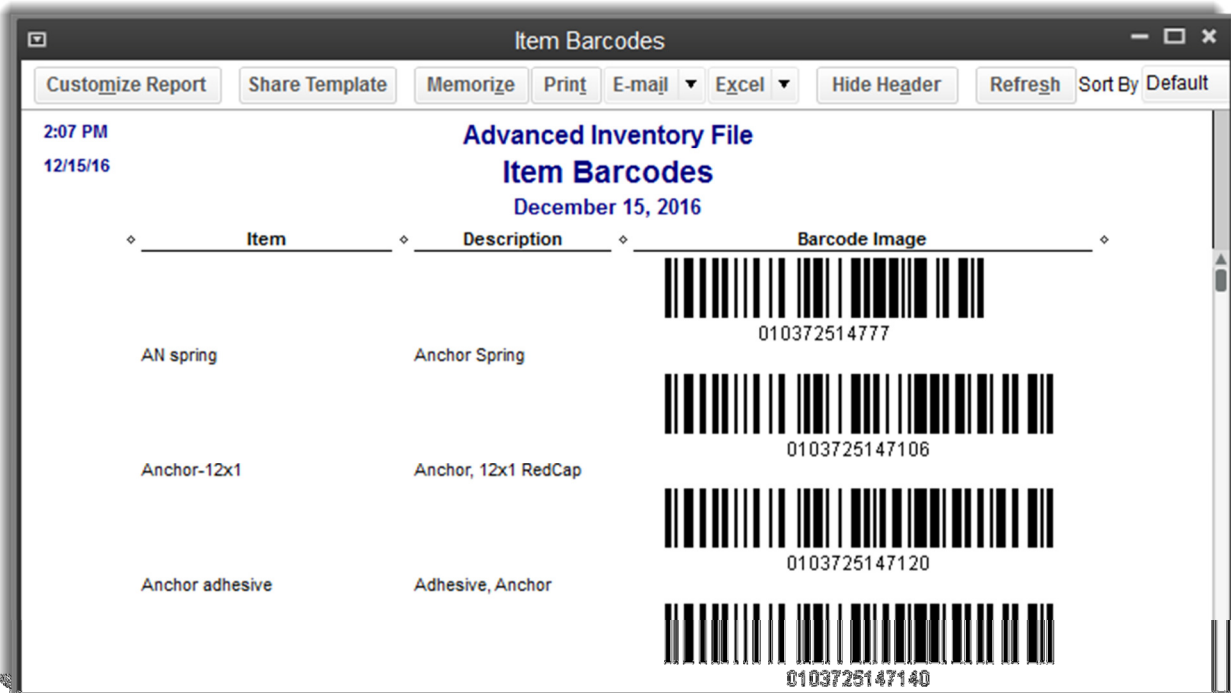
Compare scanned totals against original PO totals

**Item List**

Look for \_\_\_\_\_ in All fields    Search    Reset    Search within results

NAME	DESCRIPTION	BARCODE	BARCODE IMAGE	TYPE	TOTAL QUANTI...
Anchor adhesive	Adhesive, Anchor	0103725147120		Inventory Part	51
Base - BL	Anchor Base, Black	0103725147140		Inventory Part	37
Connectors - UR	UR- Connectors	010372514792		Inventory Part	464
Cord - 12G	Electrical Cord, 12 Gauge	010372514782		Inventory Part	12
Drill	Cordless Drill	0103725147105		Inventory Part	8
Drum - AL	Drum, 4", Aluminum	010372514799		Inventory Part	688

Customize the item list to display the barcode and image



Print for scanning convenience

**How does this improve your clients' efficiency?** Small business owners can speed up the time required to input and track inventory transactions. Fewer keystrokes are needed from a keyboard making it a perfect choice for a busy warehouse recording items received and shipped out. Use barcoding to complete transactions with the serial number, if the serial number already exists in QuickBooks.

**What pain does this feature solve?** Using bar code scanning increases efficiency and reliability for all inventory transactions by automatically populating the item from a printed barcode. Barcoding improves accuracy when adding new or removing items from inventory.

**What Bar Code Scanners Work?** At the time this document was written, Intuit provided the following list of bar code scanners that are functional with the new software enhancements:

Wasp (9500 – laser, 8900 and 8950 LR CCD and 4500  
<http://www.waspbarcode.com/>

Adesso Nu Scan 1000U  
 Farsun Laser Barcode Scanner Type FG9100A  
 Ascan Barcode Scanner  
 Numa Wireless NU-2111ZB  
 Acande FG-WX2100 Wireless

## NEW! FIFO COST LOT HISTORY REPORT

(QuickBooks Enterprise with Advanced Inventory Subscription)

**What this feature does:** Provides the user with visibility into how the FIFO cost lots were being tracked.

**How to access it:** With the FIFO preference enabled the report is available from the menu bar by choosing Reports > Inventory > FIFO Cost Lot History by Item

Item Description	Acq Date	Acq Trans...	Acq From	Acq Amt	Qty	Disb Date	Disb Trans Type	Disb To	Disb Amt
<b>Cover -AQ (Pool Cover, Aqua)</b>									
Pool Cover, Aqua	04/09/2016	Bill	Lipps Pool Supplies	1,480.00	2	12/08/2016	Invoice	Dunning's Pool Dep...	3,750.00
Pool Cover, Aqua	10/10/2016	Bill	Lipps Pool Supplies	740.00	1	12/15/2016	Invoice	Retail Homeowner...	2,500.00
Pool Cover, Aqua	12/01/2016	Item Receipt	Anderson's Hardw...	1,500.00	2				0.00
Pool Cover, Aqua	12/15/2016	Item Receipt	Lipps Pool Supplies	750.00	1				0.00
<b>Cover -DB (Pool Cover - Dark Blue)</b>									
Pool Cover - Dark ...	10/10/2016	Bill	Lipps Pool Supplies	740.00	1	12/01/2016	Invoice	Pete Harbin Contra...	2,125.00
Pool Cover - Dark ...	11/05/2016	Bill	Lipps Pool Supplies	2,235.00	3	12/08/2016	Invoice	Dunning's Pool Dep...	5,625.00
Pool Cover - Dark ...	12/01/2016	Item Receipt	Anderson's Hardw...	4,500.00	6				0.00
<b>Cover -FG (Pool Cover, Forest Green)</b>									
Pool Cover, Forest...	04/09/2016	Bill	Lipps Pool Supplies	800.00	1	12/03/2016	Invoice	Steve Box Home B...	2,550.00
Pool Cover, Forest...	04/09/2016	Bill	Lipps Pool Supplies	1,600.00	2	12/15/2016	Invoice	Dunning's Pool Dep...	4,500.00
Pool Cover, Forest...	12/01/2016	Item Receipt	Anderson's Hardw...	1,700.00	2				0.00

New report provides visibility into the how FIFO costs lots

**How does this improve your clients' efficiency?** Users can efficiently track the inventory acquisition (purchase, customer return, inventory adjustment, etc.) along with its cost. This provides the user with information so they can see that the oldest cost lot is being disbursed first.

**What pain does this feature solve?** The calculation for FIFO costing (as well as for Average Costing) is done "under the hood" by QuickBooks and was not a financial number a user could track before this report.

## WHAT'S NEW IN QUICKBOOKS FOR MAC FOR 2013

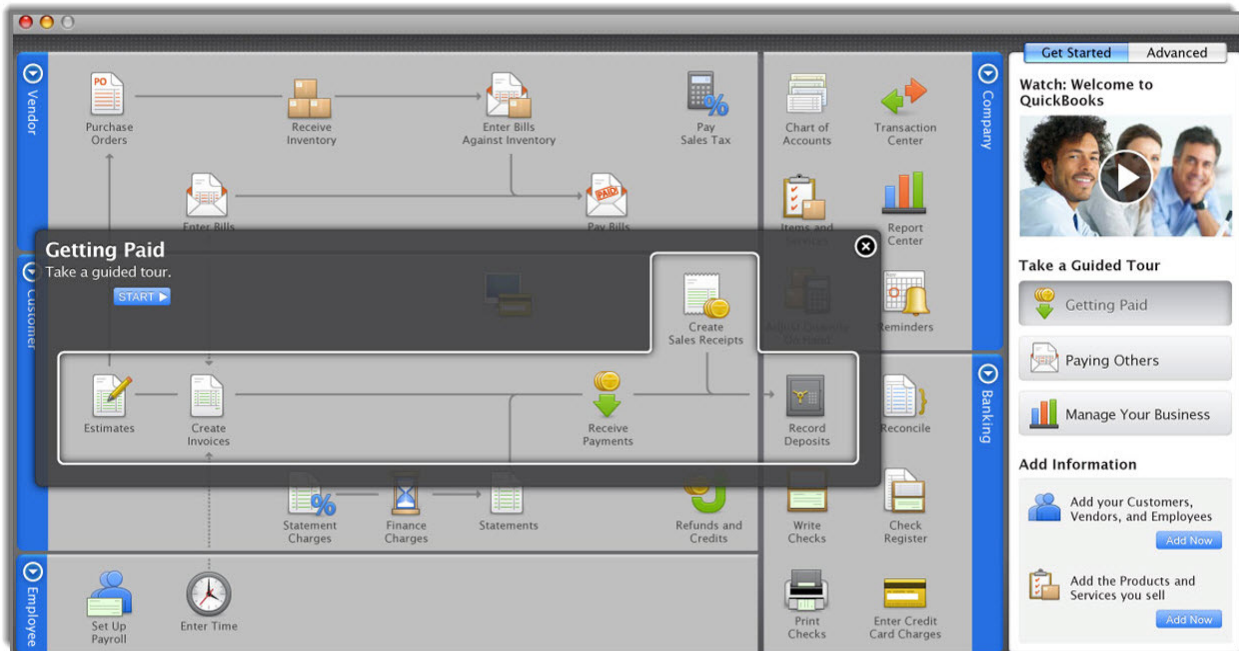
QuickBooks for Mac users and the accounting professionals who support them will be delighted to see enhanced features in this product that mirror many benefits which the Windows users have been enjoying for some time. In addition, the interface on forms and reports will be uniquely “Mac.”

### NEW! GUIDE ME PLUS

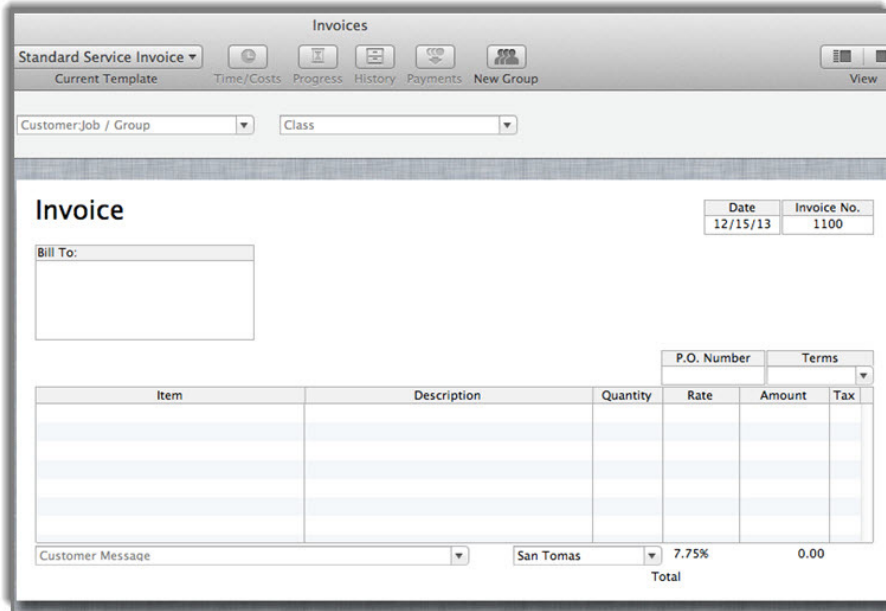
(QuickBooks for Mac)

**What this feature does:** Learn about key workflows on demand: Getting Paid, Paying Others and Managing your Business. Contextual help as you complete important transactions.

**How to access it:** Help > Show > Guide Me



New tutorials and work flow guides make getting started easy!



**Creating Invoices**

It's great to get paid! Use an invoice to bill a customer you've done work for.

Click into a field to learn what to enter. Roll your cursor over a button to find out what it does.

These fields are required:

- Customer:Job
- Item (at least one)
- Tax Item (only if you've set your Sales Tax preference to charge customers sales tax)

**Hot Tip**  
Don't fill out invoices for customers who pay you on the spot. Instead, create Sales Receipts.

**Watch: Creating Invoices**

Transaction specific help, just when you need it!

**How does this improve your clients' efficiency?** Dive in and get working quickly with answers to questions. Completing a customer's invoice? Help content will recognize what transaction type you are working in and provided guided assistance.

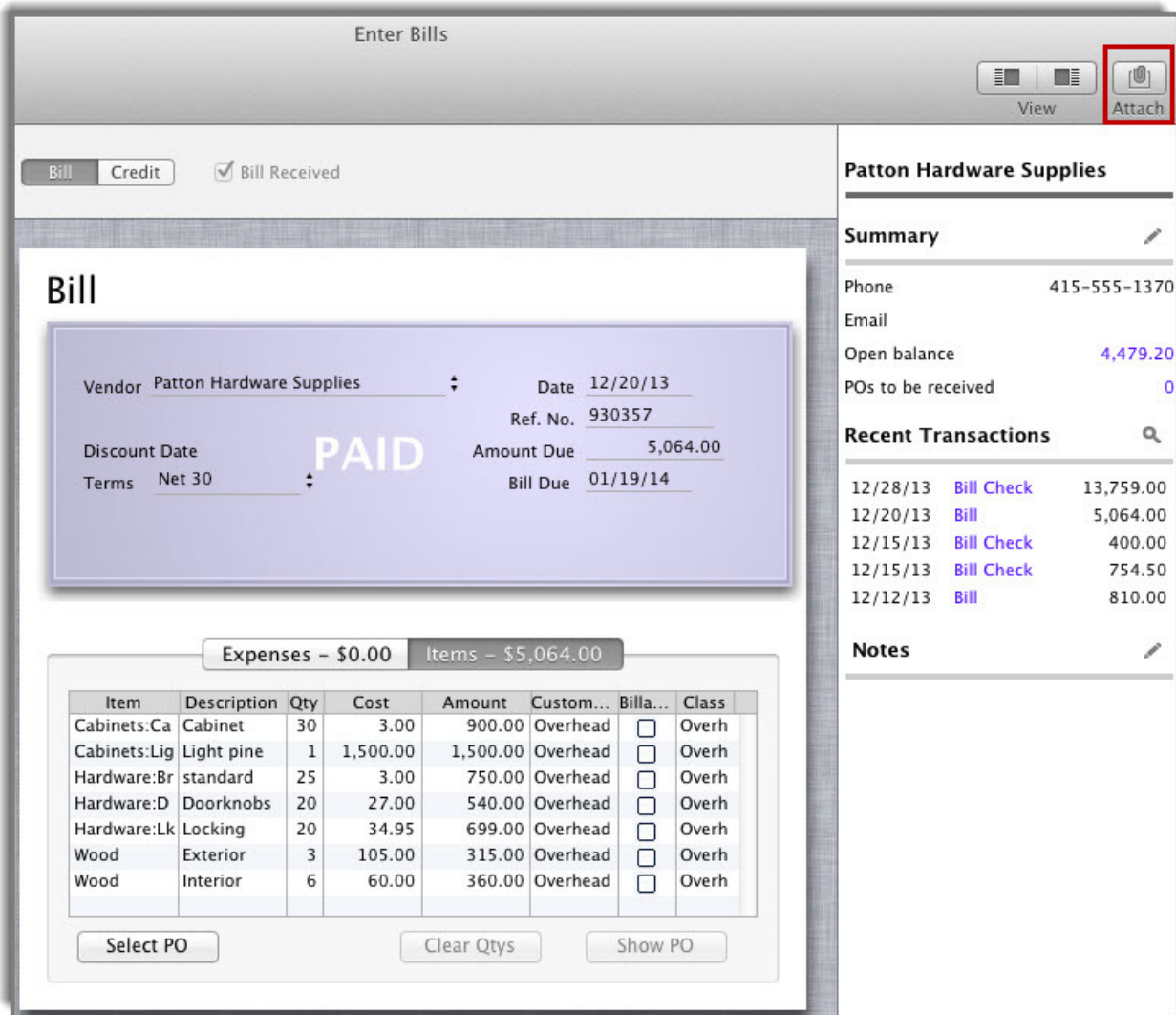
**What pain does this feature solve?** Searching for help can be time consuming, with the context sensitive help and guided help and videos you have answers to your questions just when you need it!

## NEW! ATTACH DOCUMENTS

(QuickBooks for Mac)

**What this feature does:** Stay organized and keep track of important notes, contracts, receipts and document scans. Mac users can select where the storage folder is located. The attached document appears on a list when reselecting the Attach icon from a transaction, complete with a very Mac-like miniature preview.

**How to access it:** Company > Attachments Center



Attach the original source document with the transaction in QuickBooks for Mac 2013

**How does this improve your clients' efficiency?** Important documents are at your fingertips, associated with the relevant transaction. Show proof of the details at tax time with little effort.

**What pain does this feature solve?** No need to search through folders in your file cabinet to find the receipt for a transaction.

## **NEW! AUTOMATIC AND ENCRYPTED BACKUP**

**(QuickBooks for Mac)**

**What this feature does:** Automatically Backup creates a backup every 2-24 hours, depending on how you set the Preferences. Encrypting the backup provides internal security.

**How to access it:** QuickBooks > Preferences > Backup

**How does this improve your clients' efficiency?** No need to make backups manually throughout the day.

**What pain does this feature solve?** No fear of losing important data.



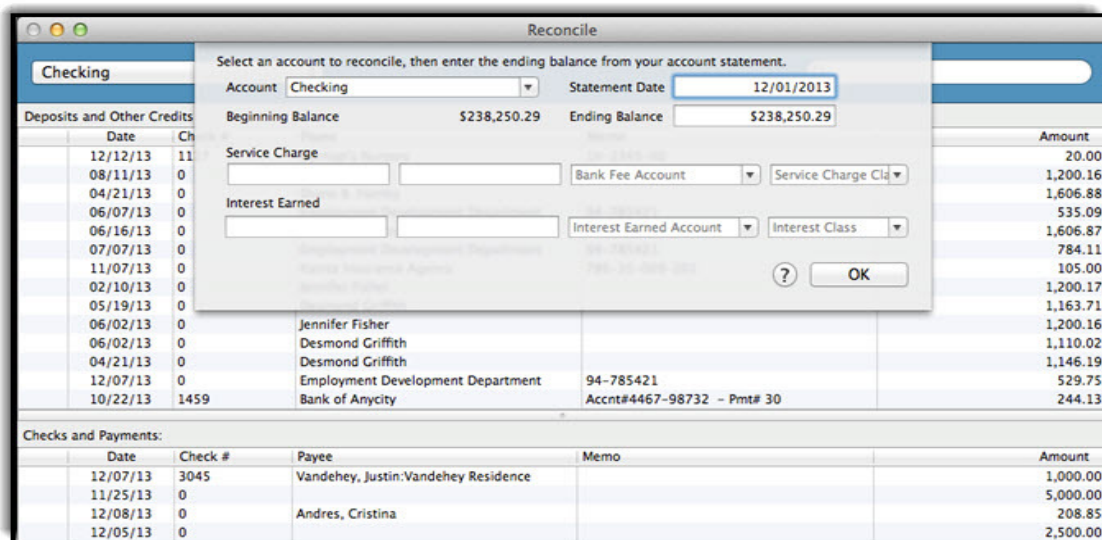
## IMPROVED! BANK RECONCILIATIONS

(QuickBooks for Mac)

**What this feature does:** Several important improvements when working with bank reconciliations including:

- Sort columns of data for easier reconciliation
- Exclude transactions after the Statement Ending Date
- Minor reconciliation discrepancies are now recorded to an expense account (and not to Opening Balance Equity)
- New - Undo Reconciliation function
- Statement Date is now entered at the beginning of the reconciliation process

**How to access it:** Banking > Reconcile and from the Home page in the Banking Section



Sort by column, find transactions, undo last reconciliation and more!

**How does this improve your clients' efficiency?** User friendly interface makes completing bank reconciliations easier than before. Bookkeepers can use QuickBooks for Windows to complete the bank reconciliation and return it to the Mac user.

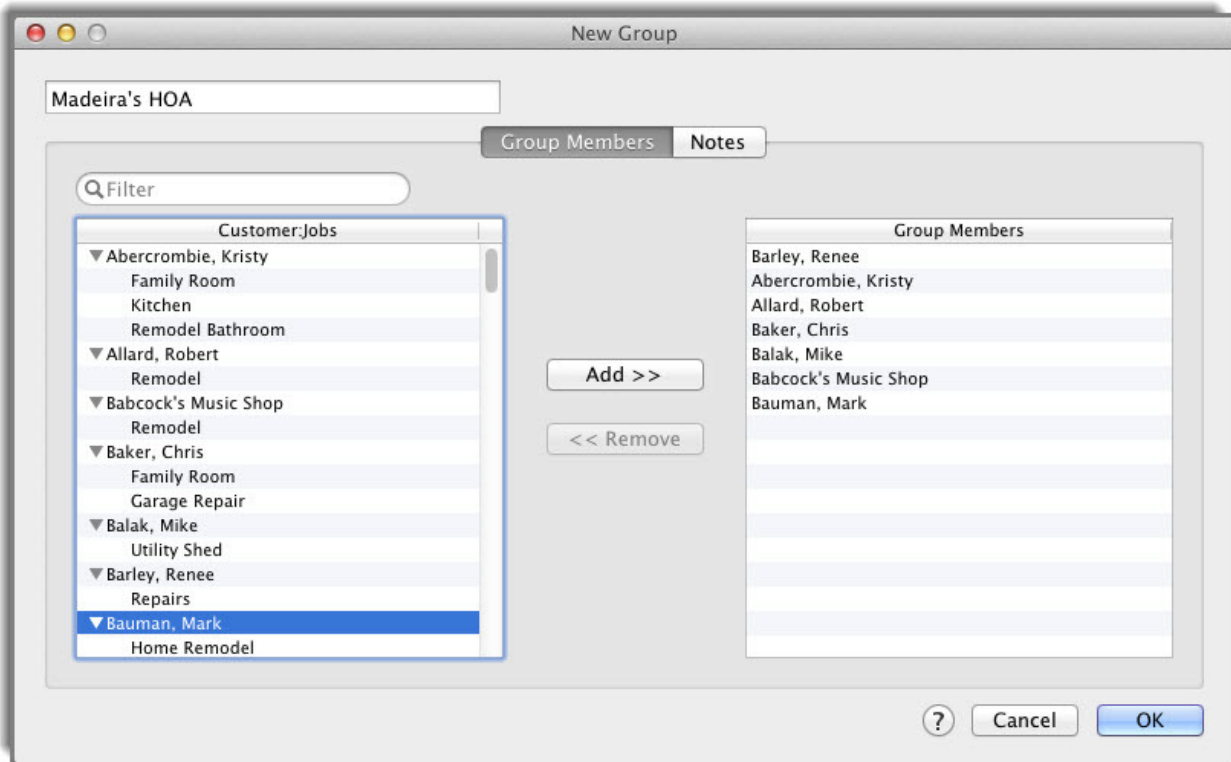
**What pain does this feature solve?** Reconciliation in prior versions of QuickBooks for Mac did not offer the same reconciliation functionality as the Windows products. Was not as user friendly and took longer to complete.

## NEW! BATCH INVOICING

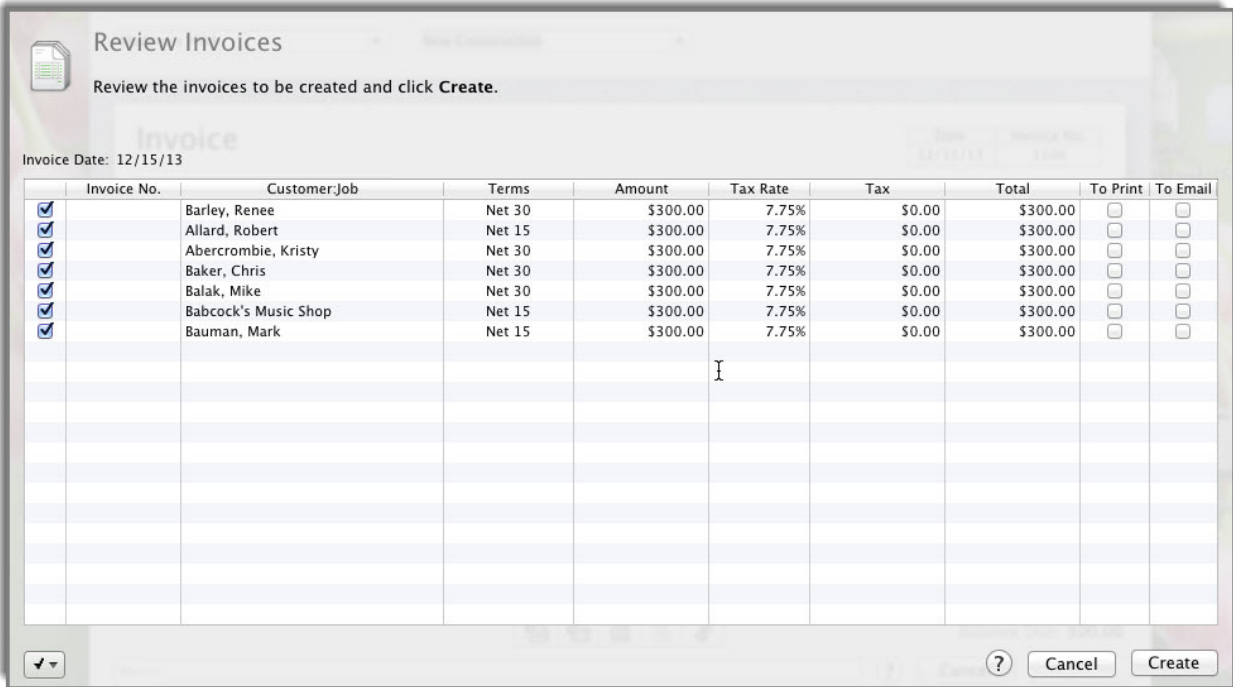
(QuickBooks for Mac)

**What this feature does:** For professional providers who, on a regular basis, generate the same invoice to multiple customers at one time

**How to access it:** Customers > Create Batch Invoices



Group customers together that are to be invoiced the same items and same sales price



Review the invoice details before creating the invoices

**How does this improve your clients' efficiency?** For users that create recurring invoices to groups of like customers, using this new feature saves time.

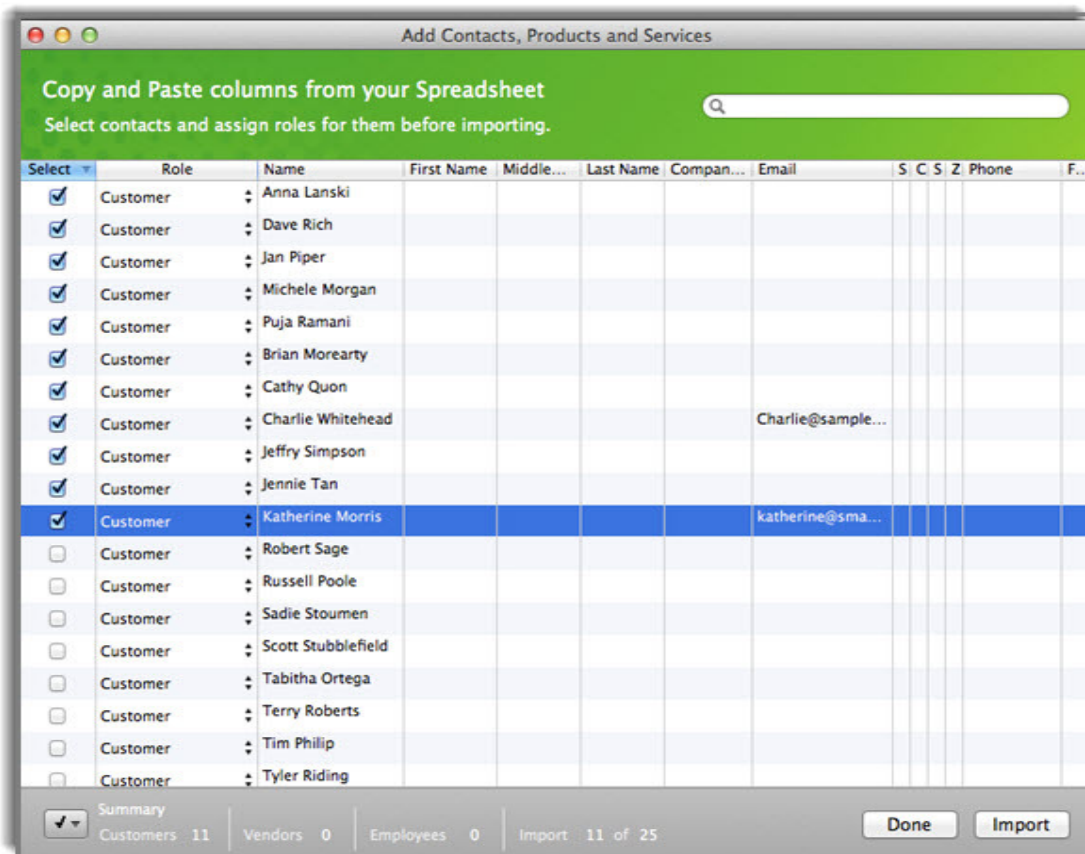
**What pain does this feature solve?** Saves time when creating the same invoiced items and sales price for multiple customers in a batch. Users can review the invoices generated and make changes as needed.

## NEW! IMPORT NAMES AND ITEMS

(QuickBooks for Mac)

**What this feature does:** Import contact information from Mac address book and Gmail contacts. Assign contact as Customer, Vendor, Employee or Other Name list. Copy and paste items into data file from an Excel file.

**How to access it:** File > Import > From Multiple



Get started quickly using QuickBooks for Mac by importing lists

**How does this improve your clients' efficiency?** Select contacts from your Mac address book or Gmail contacts for import. No need to enter one at a time, instead copy and paste and assign the proper role to each contact. Choose from Customer, Vendor, Employee or Other Names list. You can also choose to not import a contact name by deselecting it.

**What pain does this feature solve?** Previously, the only method for importing contacts was with the Intuit Interchange Format file (.iif), a comma separated file that was not particularly easy to work with. If not using that method users had to enter contacts and items one at a time.

## NEW! INTUIT PAYMENT NETWORK INTEGRATION

(QuickBooks for Mac)

**What this feature does:** Simplifies getting paid from customers quickly.

**How to access it:** Preferences > Add-Ons

The screenshot displays a QuickBooks invoice interface. At the top left, the word "Invoice" is prominently displayed. To the right, a small table shows the "Date" as 12/15/13 and the "Invoice No." as 1105. Below this, the "Bill To:" information is listed: Kristy Abercrombie, 5647 Cypress Hill Rd, Baysore CA 94326. A table below the bill-to information shows "P.O. Number" and "Terms" (Net 30). The main body of the invoice is a table with columns for "Item", "Description", "Quantity", "Rate", "Amount", and "Tax". One item is listed: "Blueprint changes" with a quantity of 2, a rate of 100.00, and an amount of 200.00. At the bottom of the invoice, there is a "Customer Message" field. A red circle highlights a link within this field: <https://ipn.qtcspi.intuit.com/vg5qkgxc>. Other fields at the bottom include "San Tomas" (likely a tax code), a rate of 7.75%, and a tax amount of 0.00. The total amount due is 200.00.

Customers can click the IPN link on the invoice to pay online

**intuit.** [Sign Out](#) | [Suggestions](#) | [Help](#) | [Support](#) | [Blog](#)

**PaymentNetwork**

**Welcome qbmcompany@layeredlogic.com**  
Complete your open requests or review your recent PaymentNetwork payments.

**Open Requests** [Request Payment](#) Last 5 Requests  
one-time or recurring

Type	Date	Detail	Amount	Action
Your last five open sent and received requests for payment will appear here. You do not currently have any open requests.				

**Recent Payments** [Send Payment](#) Last 5 Payments  
one-time or recurring

Type	Status	Date	Detail	Amount	Action
Card	Pending	25-Jun-2012	Received payment from Will Lynes (williamlynes@gmail.com)	\$2.73	VIA QB <sup>11</sup> <a href="#">View</a>
Card	Pending	25-Jun-2012	Received payment from William Lynes (william_lynes@intuit.com)	\$100.00	VIA QB <sup>11</sup> <a href="#">View</a>
Bank	Completed	31-May-2012	Received payment from QBM Customer (qbmcustomer@layeredlogic.com)	\$4.00	VIA QB <sup>11</sup> <a href="#">View</a>
Bank	Completed	31-May-2012	Received payment from QBM Customer2 (qbmcustomer2@layeredlogic.com)	\$2.00	VIA QB <sup>11</sup> <a href="#">View</a>

Track customer payment activity conveniently from the IPN Dashboard

**How does this improve your clients' efficiency?** Invoices presented to customers include the Intuit Payment Network link for ease in processing payments online. Payment transactions are downloaded automatically into your QuickBooks data.

**What pain does this feature solve?** Previous versions of QuickBooks Online did not offer a simple and easy online payment solution that integrated with the software.

## **NEW! REPORT REFRESH PREFERENCE**

(QuickBooks for Mac)

**What this feature does:** Users can choose to have reports Refresh Automatically or Refresh at a time you choose, after you have made your changes.

**How to access it:** From any on-screen report.

**How does this improve your clients' efficiency?** With the new preference setting, users can manage how they prefer the report refreshes when data has changed. Refresh "on demand", or automatically when data changes.

**What pain does this feature solve?** Refreshing reports, particularly on larger files could slow down the responsiveness of the program.

## WHAT'S NEW IN QUICKBOOKS ONLINE

The list of features in QuickBooks Online Simple Start, Essentials and Plus continues to grow. As with all improvements to this online suite of products, new features appear automatically, with no installation or conversion steps required.

### NEW! INCOME LIST WITH MONEY BAR

(QuickBooks Online Simple Start, Essentials and Plus)

**What this feature does:** Provides a “Command Center” to track customer transactions, Estimates and Invoices and take action on those transactions.

**How to access it:** Customers > Income List

The screenshot displays the 'Income List' interface. At the top, a 'Money Progress Bar' is divided into three sections: UNBILLED (\$3,388), UNPAID (\$5,212), and PAID (\$84). Below this bar, there are filter options for 'Invoices' and 'Overdue', and a '+ Create New' button. The main area contains a table of invoices with the following data:

Date	Type	Num	Name	Due Date	Aging	Amount Due	Total	Last Delivered	Status	Action
08/15/2012	Invoice	1030	Jane Doe	09/24/2012	14	114.98	114.98		Overdue	Receive Payment
08/15/2012	Invoice	1033	Kelly Kimball	09/14/2012	24	75.55	75.55		Overdue	Receive Payment
08/14/2012	Invoice	1024	David McDonald	09/13/2012	25	21.90	21.90		Overdue	Receive Payment
07/27/2012	Invoice	1021	Jenny Bell	09/29/2012	9	329.57	329.57	08/29/2012	Overdue	Receive Payment
06/01/2012	Invoice	1007	David McDonald	09/27/2012	11	550.00	550.00		Overdue	Receive Payment
Total (all transactions):						\$1,092.00	\$1,092.00			

At the bottom of the table, it shows 'Show: 50 150 300 Transactions' and navigation controls: 'First Previous 1 - 5 of 5 items Next Last'.

**How does this improve your clients' efficiency?** See at a glance how much of your income is unbilled, billed, and recently paid. The Money Progress Bar allows user to filter the list of any sales document that is open, due or overdue, and then take action on single or multiple items at once.

**What pain does this feature solve?** Reducing the chance of errors, accountant and business owner can spend time on analysis of the business and not fixing transactions. Prior versions of the software required the user to research customer details one at a time, running multiple reports in many different windows to see information now presented at a glance.

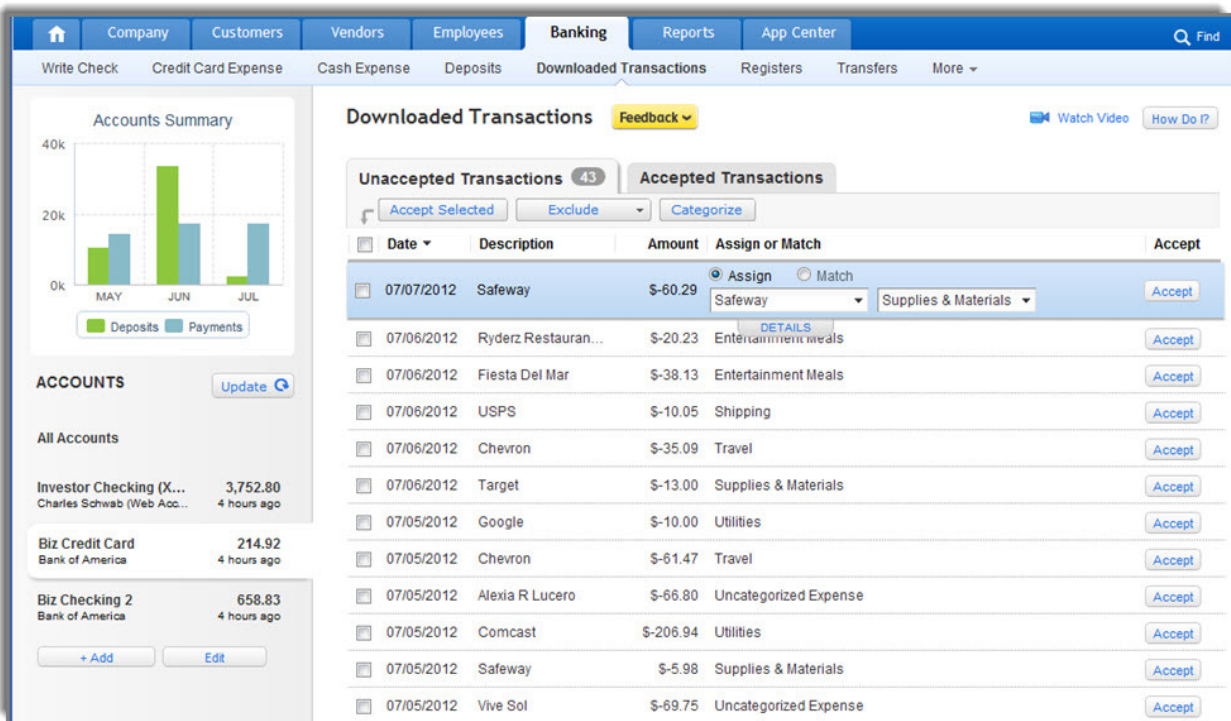


## IMPROVED! DOWNLOAD TRANSACTIONS WORKFLOW

(QuickBooks Online Simple Start, Essentials and Plus)

**What this feature does:** Available for new and existing online banking users. Users can choose to see transactions from one account at a time or from multiple accounts at once. Choose to add, match or split transactions between accounts.

**How to access it:** Banking > Downloaded Transactions



New user interface for managing downloaded transactions

**How does this improve your clients' efficiency?** Business owners can concentrate on business building activities knowing that it is easy to download transactions directly into their QuickBooks Online file.

**What pain does this feature solve?** This feature replaces the "Full Automation" download process, providing a much cleaner interface.

## IMPROVED! SALES TAX FUNCTIONALITY

(QuickBooks Online Simple Start, Essentials and Plus)

**What this feature does:** Ability to setup sales tax (both single and combined rates) so you can charge sales tax on invoices and other sales transactions. Sales Tax Groups manage districts with multiple sales tax components.

**How to access it:** Company Menu Ribbon

**Sales tax**

Do you charge sales tax for any of your products or services? If so, select this preference. Using this preference, you can charge sales tax on invoices and other sales transactions.

When you select the Sales tax preference, QuickBooks Online Plus asks if you want to make existing sales tax groups. Select the option you want to use below to specify how you want to track sales tax.

**Default tax settings**

New customers are taxable

New products and services are taxable

Select whether you want all new customers and all new products and services to be marked as taxable.

**Sales tax account**

Sales tax account:  ▼

Select the account to hold sales tax amounts that you collect from customers. A liability account is recommended.

**Tax rate**

Price/Rate:  %

Enter the sales tax percentage that you want to apply to most transactions. You should enter the tax rate for each tax group. [Learn more about sales tax groups.](#)

QuickBooks Online Plus applies the percentage to estimates, invoices, sales receipts, refund receipts, and sales journal entries.

New Sales Tax Preferences

**QuickBooks Online Plus** Revelio ▼ Lillys Zoo ▼

Company Customers Vendors Employees Banking Reports App Center

Chart of Accounts Recurring Transactions Sales Tax Preferences Activity Log Budgets Manage Users More ▼

### Sales Tax Center

**Sales Tax Owed**

Show By Month For Current Year Start of Year Jan Accounting Basis Cash

Agency Name	Gross Sales	Taxable Sales	Tax Amount	Adjustments	Payments	Balance
AZ State Rev Dept <i>rename</i>	\$10,357.76	\$240.00	\$3.60			\$3.60
Tucson City <i>rename</i>	\$10,357.76	\$120.00	\$2.40			\$2.40
CA Board of Equalization <i>rename</i>	\$10,357.76	\$1,015.00	\$85.14		\$1.39	\$83.75
<b>Original Sales Tax Payable</b>			<b>\$498.78</b>			<b>\$498.78</b>

Record Tax Payment View Report

**Recent Sales Tax Payments**

Agency Name	Tax Period	Tax Amount	Adjustments	Total Paid	Paid Date
CA Board of Equalization	10/31/2012	\$1.39		\$1.39	10/10/2012

Delete Payment View All

New Sales Tax Center makes managing sales tax related activities

Bill To: John Martin, 123 Main St, Anytown, NY 02212

Invoice Date: 10/15/2012

Terms: Net 30, Due Date: 11/14/2012

Fax #:

**New Charges:**

#	Product/Service	Description	Qty	Rate	Amount	Tax
1	Cherry trees	Cherry trees	5	19.99	99.95	<input checked="" type="checkbox"/>
2	Gardenias	Gardenias	13	15.00	195.00	<input checked="" type="checkbox"/>
3						<input type="checkbox"/>
4						<input type="checkbox"/>

Subtotal of new charges: 294.95

Change Accounts... Subtotal: 294.95

Discount:  %

Customer Message:

Calculate Taxable Subtotal:  After discount,  Before discount

Tax: San Mateo County 8.375%: 24.70

**Total: 319.65**

New Tax drop-down for recording sales tax on sales transactions

**How does this improve your clients' efficiency?** Better reporting provides details on current and upcoming sales tax due by agency. Tax payments can be recorded in the Sales Tax Center, rather than using a paid bill or check.

**What pain does this feature solve?** Previous versions of QuickBooks Online only offered a single default sales tax rate. Previous reports did not provide the level of detail needed for properly reporting sales tax amounts. Users no longer have to manage multiple work-around processes for managing sales tax.

# RECOMMENDED SYSTEM REQUIREMENTS 2013

## WINDOWS VERSIONS

### *Operating Software Supported*

QuickBooks Pro or Premier 2013 or QuickBooks Enterprise Solutions 13.0:

- **Windows 8**, (Will be supported with QuickBooks 2013 R4 and later)
- **Windows 7**, all editions including 64-bit, [natively installed](#)
- **Windows Vista** (SP2 or later), all editions including 64-bit, [natively installed](#)
- **Windows XP** (SP2 or later), all editions including 64-bit, [natively installed](#)
- **Windows Server 2008**, **Small Business Server 2008**, and **Windows Server 2003**, including 64-bit, [natively installed](#)

### *Database Servers*

- **Windows:** [natively installed](#) Windows 8, Windows 7 (SP1) or Vista with UAC on, XP (SP2 or later), Windows Server 2008 R2, Windows Server 2008, Windows Server 2008 - Terminal Server Config., Windows Server 2003, Windows Small Business Server 2012, Windows Small Business Server 2011, and Windows Small Business Server 2008.

**NOTE:** [Windows Home Server Edition](#) is not supported.

- **Linux:** When using an **Enterprise Solutions Database Server-only** installation: [natively installed](#) OpenSUSE 12.2, Fedora 17, Red Hat Enterprise 6.2.

### *QuickBooks Pro or Premier Hardware and Operating System Requirements (Client and Server)*

- 2.0 GHz processor; 2.4 GHz recommended
- 1 GB RAM for single user, 2 GB RAM recommended for multiple users
- 4x CD-ROM drive required for CD installations
- Display optimized for 1024 x 768 screen resolution or higher with up to 1 Extended monitor
- Windows
  - U.S. version of only
  - Regional Settings are supported when set to English (United States) with keyboard setting to U.S. only
  - [Natively installed](#)

- Disk space requirements
  - 2.5 GB of disk space (additional space required for data files)
  - Additional software: 250 MB for Microsoft .NET 4.0 Runtime, provided on the QuickBooks CD
  - Additional requirements for Intuit Data Protect in QuickBooks Connected Services offerings
    - Require minimum 2.0 GB Ram
    - Twice the size of the largest File set to back up + 100MB or twice the size to restore. The space is only required from the work folder LocalApplicationData+"Intuit\Intuit Data Protect"

### ***QuickBooks Enterprise Solutions Hardware And Operating System Requirements (Client And Server)***

- Client
  - 2.0 GHz processor, 2.4 GHz recommended
  - 1 GB RAM for single user, 2 GB RAM recommended for multiple users (2 GB RAM required for Windows 8 64 bit)
- Server
  - 2.0 GHz processor (1.2 GHz for Linux), 2.4 GHz recommended (2.0 GHz for Linux)
  - 1 GB RAM, 2 GB RAM recommended - Server
- 4x CD-ROM drive required for CD installations
- Minimum 1024 x 768 screen resolution or higher with up to 1 Extended monitor
- Windows
  - U.S. version of Windows only.
  - Regional Settings are supported when set to English (United States) with keyboard setting to U.S. only
  - [Natively installed](#)
- Minimum network requirements
  - 100 Mbps network card
  - 100 Mbps switch or router
  - 40 Mbps network bandwidth
- Disk space (client and server)
  - 2.5 GB of disk space (additional space required for data files)
  - Additional software: 250 MB for Microsoft .NET 4 Runtime, provided on the QuickBooks CD
  - Additional requirements for Intuit Data Protect in QuickBooks Connected Services offerings
    - Require minimum 2.0 GB Ram

- Twice the size of the largest File set to back up + 100MB or twice the size to restore. The space is only required from the work folder LocalApplicationData+"Intuit\Intuit Data Protect"

### ***RAM Requirements for Microsoft Terminal Services***

**Important:** Terminal services is only supported with QuickBooks Enterprise.

- 5 users: 2-3 GB
- 10 users: 3-4 GB
- 15 users: 4-6 GB
- 20 users: 6-8 GB

### ***Software Compatibility***

QuickBooks is capable of integrating with hundreds of third-party applications. The following integrations are provided with QuickBooks; additional RAM will enhance the use of these features. See [Intuit Marketplace](#) for the most up-to-date list.

- Microsoft Office
  - Office 2010 (including Outlook 2010) both on 32 and 64 bit.
  - Preparing letters requires Microsoft Word 2010, 2007, or 2003.
  - Exporting reports requires Microsoft Excel 2010, 2007, or 2003.
  - Contact Synchronization with Microsoft Outlook requires Outlook 2007, 2003, or 2002.
  - Synchronization with Outlook requires [QuickBooks Contact Sync for Outlook](#) (the download is available at no charge).  
Contact Sync does not work with the Microsoft Business Contact Manager Outlook plug-in. If a sync is performed, duplicate records could result
- QuickBooks Point of Sale 2013 V11.0, V10.0, V9.0, and V8.0.
- Adobe Acrobat Reader: Business Planner functionality and viewing forms requires Adobe Acrobat Reader 5.0 or later.
- Payroll and other online features and services requires Internet access with at least a 56 Kbps connection speed (DSL or cable modem recommended).
- TurboTax 2012 (Personal and Business).
- Lacerte 2012 and 2011.
- Pro-Series tax years 2012 and 2011.
- QuickBooks for Mac 2013

## ***Firewall and Antivirus Software Compatibility***

QuickBooks 2013 has been tested with the following firewall and antivirus products.

**NOTE:** In some cases, it may be necessary to adjust settings in these products to ensure the best possible performance with QuickBooks.

- Windows 7 Firewall (all editions)
- Windows Vista Firewall (all editions)
- Windows XP Firewall (all editions)
- Symantec Norton AntiVirus, Internet Security, Norton 360
- McAfee VirusScan Plus, Internet Security, Total Protection
- Trend Micro PC-cillin Internet Security
- ZoneAlarm

**NOTE:** QuickBooks will work with systems running RAID (Redundant Array of Inexpensive Disks) but this is not recommended because performance issues may cause QuickBooks to operate slowly.

## **QUICKBOOKS FOR MAC**

System hardware and software requirements,

### ***Minimum System Requirements***

- Mac OS X v10.7 (Lion) or v10.8 (Mountain Lion)
- Intel-based processor, Core 2 Duo or higher required
- Multiuser: Intel Core 2 Duo or higher processor to run server
- 2 GB RAM (4 GB RAM recommended)
- CD/DVD drive for installation
- 250 MB of available disk space
- Printer: 100% Macintosh-compatible printer, if you plan to print invoices, checks, deposit slips, lists, purchase orders, mailing labels, reports, or graphs
- Checks: Use Intuit Checks if you plan to print checks. Canadian Image Ready Cheques are not supported.

### ***Integration/Compatibility Requirements***

- Export report data requires Apple Numbers '09; Microsoft Excel 2008 or 2011 for Mac.
- E-mail requires Apple Mail, Microsoft Entourage 2008 or Outlook 2011 for Mac
- Back up to MobileMe requires paid MobileMe account available separately from Apple, Inc.
- iCal, iChat, and Address Book are included in Mac OS X installs from Apple, Inc.
- Accepting credit and debit cards directly into QuickBooks 2013 for Mac requires Intuit Merchant Service for QuickBooks for Mac (sold separately); subject to application approval and debit card



transactions are processed as Signature Debit, which does not require entering a PIN code. See <http://payments.intuit.com/legal.jsp> for details.

- Processing payroll, integrated with QuickBooks for Mac, requires paid subscription (sold separately), EIN and Internet access. QuickBooks 2013 for Mac works with Intuit QuickBooks Payroll for Mac.
- QuickBooks Payroll for Mac requires Internet connection and Adobe Reader to print checks and forms. Additional fees apply.
- System requirements for Intuit QuickBooks Payroll for Mac and Aatrix Top Pay may differ from those of QuickBooks. For details, visit the company web sites at [www.macpayroll.com](http://www.macpayroll.com) and [www.aatrix.com](http://www.aatrix.com).
- QuickBooks for Mac 2013 will support one-way conversion from QuickBooks for Windows 2011, 2012 and 2013
- QuickBooks for Mac 2013 will only support round tripping with QuickBooks for Windows 2013

### **Download Requirements**

You must have all 3 of the following to download QuickBooks:

- A high-speed Internet connection (DSL, cable modem, or higher)
- Safari 2.0 or higher

It is recommended that you keep the original disk image, used to install QuickBooks, if you ever need to re-install QuickBooks. However, after installing QuickBooks, you can delete the downloaded disk image file from your computer to free up disk space.

## **QUICKBOOKS ONLINE**

We recommend a high-speed Internet connection, such as DSL or cable modem. You are welcome to try a slower connection, but it will take you a lot longer to get things done.

### **Minimum**

- PC or Mac 450 MHz computer with 128 MB of RAM (recommended: 1 GHz computer with 256 MB of RAM)
- Windows XP or later or Mac OS X 10.5 or later
- 1024x768 screen resolution
- Internet access (recommended: high-speed connection such as DSL or cable)
- For Windows users: Adobe Acrobat Reader 6.0 or later is required for printing invoices, checks, and other forms (download the latest version at [get.adobe.com/reader](http://get.adobe.com/reader))

### **Supported Browsers (Windows)**

- Internet Explorer for Windows, version 8 or higher
- Firefox for Windows, version 4 or higher
- Google Chrome

- Safari for Windows 5.0.1 or higher

### ***Supported Browsers (Mac)***

- Safari for Mac, version 4.1.1 or higher
- Firefox for Mac, version 3.6 or higher
- Google Chrome

### ***Integration Requirements***

- Exporting report data to Excel requires Excel 97 or later
- Exporting data to QuickBooks for Windows requires an Internet Explorer ActiveX component (you'll be prompted by IE if you don't already have it)

### ***Mobile Access***

- iPhone: QuickBooks Mobile app from the App Store
- Android: QuickBooks Mobile app from the Android Market
- BlackBerry: Go to <https://qbo.intuit.com> (QuickBooks Online Plus and Simple Start Online only)