Intuit[®] Academy

What's New in QuickBooks[®] 2016





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Laura Madeira Named to the Top 10 QuickBooks ProAdvisors Author of QuickBooks Training Books and Videos Advanced Certified QuickBooks Desktop ProAdvisor Advanced Certified QuickBooks Online ProAdvisor QuickBooks Enterprise Certified QuickBooks Point of Sale Certified

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Laura is the author of the <u>QuickBooks In Depth</u>, an 888+ page reference and training guide. She is also the author of <u>QuickBooks Solutions Guide</u>, <u>QuickBooks Live Lessons</u>: For All QuickBooks Users, 11+ hours of self-paced video instruction and co-author of <u>QuickBooks on Demand</u> 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 on helping growing businesses 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 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/



Connect with her on <u>LinkedIn</u> Follow her on <u>Twitter</u> Subscribe to her Blog via <u>RSS Feed</u> Follow her on Facebook

INTRODUCTION: ABOUT THIS COURSE

In this guide, you will find a summary of each of the new and improved features in the just released QuickBooks Desktop 2016. Learn how these features can save you and your client's time, improving the overall experience with QuickBooks. Your clients will find it easier to work with QuickBooks in 2016 with many end-user focused features and improvements. 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 Intuit QuickBooks Desktop 2016, including Pro, Premier, Accountant, QuickBooks Enterprise 16.0 and QuickBooks for Mac.

This guide is divided into the following sections:

- What's New and Improved For QuickBooks Desktop 2016
- What's New and Improved for QuickBooks for Mac

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
- Recognize the new and improved features in QuickBooks 2016 that will help your clients work more efficiently
- Evaluate and recommend the right QuickBooks software for your client

INTUIT QUICKBOOKS DESKTOP 2016: OVERVIEW

Designed to improve efficiency, and gain better insights with improved access to critical information.

Businesses that use QuickBooks love to work with software that is easy to use and provides a variety of dashboard tools helping the business owner make informed management decisions. With QuickBooks Desktop 2016, small businesses can complete their financial and accounting responsibilities with a minimum amount of effort so they can focus on growing their business.

WHAT'S NEW AND IMPROVED FOR QUICKBOOKS 2016

QuickBooks Accountant Desktop 2016 and Enterprise Desktop 16.0 add even more tools and improvements to empower you and your clients to work more efficiently. These features include:

New! BATCH DELETE/Void TRANSACTIONS

Included with: QuickBooks Accountant Desktop 2016 and all editions of QuickBooks Enterprise Desktop 16.0 (Admin or External Accountant login required).

How to access it: QuickBooks Accountant, from the menu bar, select Accountant, Batch Delete/Void Transactions. QuickBooks Enterprise (editions other than Accountant SKU), from the menu bar, select Company, Accounting Tools, Batch Delete/Void Transactions. This tool can also be accessed using your QuickBooks Accountant ToolBox (see information below).

ANS	ACTION TYPE Che	cks 🔻 🖌 Sho	ow linked transactions V	/hat's this? 🛛 🕏	Show voided t	transactions PAYEE All			-		
IOW	TRANSACTIONS BY	Entered date 🔹	FOR Today		FROM 1	2/15/2019	то 12/15/2019	1			
of 8	Selected	Entered date Last modified date									
~	ENTERED DATE	Transaction date	PAYEE	TYPE		TRANSACTION DATE	CLR	ACCOUNT	MEMO	LINKED TRNS	AMOUNT
	12/15/2019	12/15/2019	Bank of Anycity	Check	491	12/15/2019		Checking			-156
~	12/15/2019	12/15/2019	Bayshore Water	Check	492	12/10/2019		Checking			-156
8	12/15/2019	12/15/2019	Dianne's Auto Shop	Check	493	12/13/2019		Checking			-552
1	12/15/2019	12/15/2019	Mason, Elizabeth	Check	494	12/15/2019		Checking			-5,000
8	12/15/2019	12/15/2019	Perry Windows & D	Check	495	12/12/2019		Checking		PURCHORD	-2,243
	12/15/2019	12/15/2019	State Board of Equa	Sales Tax Pa	496	12/15/2019		Checking	ABCD 11-234567		-1,629
2	12/15/2019	12/15/2019	Thomas Kitchen & B	Bill Pmt-Check	497	12/15/2019		Checking		BILL	-1,170
1	12/15/2019	12/15/2019	State Board of Equa	Check	498	12/15/2019		Checking			-1,62
Tr	ansactions linked	to the highlighted ch	eck							s	nowing 1 - 8 of 8∢
YPE	delete or vold this	NUMBER TRANS	ACTION DATE MEMO	is from it but won	t delete or vo	ia them.		AMOUNT			
11		8059 12/15/2	2019					585.00			
		9050 12/15/	2010					595.00			

Control transactions voided or deleted by the use of multiple filters

What this feature does: With this new feature, QuickBooks users can conveniently process a bulk delete or void for selected transactions.

Below is a summary of the functionality available with the Batch Delete/Void Transactions:

- At this time, transaction types that can be voided or deleted in batch include: Create Invoices, Write Checks, Bill Payment Check and Enter Bills.
- The following transactions cannot be voided or deleted:
 - o Invoice Credit Memos

- o Vendor Credit
- o Sales Tax Payments (in the displayed screen shot, the row is greyed out)
- o Paychecks
- Payroll Liability Payments
- Credit Card Charges / Credits
- Inventory Adjustments
- o General Journal Entries
- o Bank Transfers
- Transactions dated on or before a Closing Date
- o Direct Deposit Transactions
- Electronic payments sent to your financial institution
- o Transactions with attachments
- o Transactions created by the "condense" function
- If you are working with an Accountant's Copy of the client's file, date restrictions apply for both you (you cannot void/delete transactions after the Dividing Date) or for the client (they cannot void/delete transactions dated on or before the Dividing Date).
- Transactions that are linked to other transactions will not void or delete the *linked* transaction. For example, a Bill Payment Check that is voided or deleted will return the Vendor Bill(s) previously marked as paid to an Open status. The tool provides a checkbox to let you filter out linked transactions for the list.
- Customer Invoices with paid items on the invoice, that have been deposited cannot be voided or deleted using this tool.
- Transactions types selected for Delete/Void can be smart filtered by:
 - Payee including Customers, Jobs, Vendors, Employee and Other Names
 - o One choice from: Entered date, Last modified date, Transaction date
 - o All dates, Last 90 Days, and a variety of other dates including Custom
- Select displayed transactions with a single click, or can individually select or de-select transactions. Note: Selecting "all" only selects those transactions that are currently viewable. If there are multiple pages, those will need to be handled a page at a time.
- Sort the viewed data by clicking on any of the column headers.
- Report provided at the end of the process of those transactions Voided/Deleted in the current session.

Integrated backup helps protect data. However, the user can choose a non-standard option to void or delete without creating a backup.

				Review Bat	ch Void Transactions					- 0
 Important: QuickBooks re Deleting or vo Batch Delete/V 	moves deleted trans iding linked transact Void Transactions ca	actions permanently, s ions may have uninten n't delete or void certa	o you can't undo the ded consequences. I in transactions. Whic	em. When finished, For example, payme h ones?	you can view a report sh nts applied to a deleted	owing what y invoice will b	ou deleted or vo e unapplied. Le	ided. arn more		
of 7 Selected										
ENTERED DATE	LAST MODIFI	ED DAT PAYEE	TYPE	NUMBER A	TRANSACTION DATE	CLR	ACCOUNT	MEMO	LINKED TRNS	AMOUNT
12/15/2019	12/15/2019	Bank of Anycity	Check	491	12/15/2019		Checking			-156
2 12/15/2019	12/15/2019	Bayshore Wate	r	V	oid Transaction		cking			-156
2 12/15/2019	12/15/2019	Dianne's Auto	Shop		24212c		cking			-552
12/15/2019	12/15/2019	Mason, Elizabe	th Imp	oortant: This action tinue?	i can't be undone. Are yo	u sure you w	ant to cking			-5,000
12/15/2019	12/15/2019	Perry Windows	& D				cking		PURCHORD	-2,243
12/15/2019	12/15/2019	Thomas Kitche	n & B. tran	s process can take isactions.	a while if you selected	a large numb	er of cking		BILL	-1,170
12/15/2019	12/15/2019	State Board of	Equa.	cking						-1,629
Transactions lini	ked to the highlight	ed check	isactions from it but	Yes	No				тот	AL -10,906 . Showing 1 - 7 of 7 4
TYPE -	NUMBER 1	RANSACTION DATE	MEMO				AMOUNT			
Purchase Order	6219 1	0/22/2019					-3530.00			
Back					14	Void du	nlicate entries h	Susan	Dack Up & Void	Close

Admin or External Accountant login, warning messages displays

QuickBooks provides a Review Batch <Void> or <Delete> Transactions view, depending on the type of action selected. The user can type a Memo that will be added to each transaction. The user can also choose to Close and not complete the requested process.

(b	Void Transaction		×
Λ	QuickBooks successfully voided 7 checks.		
	View Voided Transactions Summary	Close	

Confirmation of the voided or deleted transactions

Upon successful completion of the requested operation, QuickBooks provides a message listing the number of transactions Voided or Deleted with a link to view or print the Voided/Deleted Transactions Summary report.

J			Va	oided/Deleted Trans	actions Summary		- 0 :
Custo	nize Report	Comment on Report	Share Template	Memorize F	Prin <u>t</u> v E-ma <u>i</u> l v E <u>x</u> cel v Hide He	ader Refresh	
Date En	tered/Last Modifie	d Today	÷ 1	From 12/15/2019	Ⅲ To 12/15/2019 Ⅲ		
11:08 A	м			Rock Castle C	Construction		
12/15/19	9		Voided/	Deleted Tran	sactions Summary		
Num	Action	Entered/Last M	odified Date	Name	Memo	Account	Split
Transa	ctions voided in c	urrent session					
Bi	ll Pmt -Check 497						
497	Voided Transac	tion 12/15/2019 11:07:	56 12/15/2019	Thomas Kitchen &	VOID: Void duplicate entries by Susan	10100 · Checking	20000 · Acco
497	Added Transact	tion 12/15/2019 10:35:	26 12/15/2019	Thomas Kitchen &		10100 · Checking	20000 · Acco
CI	heck 491						
491	Voided Transac	tion 12/15/2019 11:07:	55 12/15/2019	Bank of Anycity	VOID: Void duplicate entries by Susan	10100 · Checking	-SPLIT-
491	Added Transact	tion 12/15/2019 10:30:	53 12/15/2019	Bank of Anycity		10100 · Checking	-SPLIT-
CI	heck 492						
492	Voided Transac	tion 12/15/2019 11:07:	56 12/10/2019	Bayshore Water	VOID: Void duplicate entries by Susan GJE, RG	10100 · Checking	65100 · Utilitie
492	Added Transact	tion 12/15/2019 10:31:	14 12/10/2019	Bayshore Water		10100 · Checking	65100 · Utilitie
CI	heck 493						
493	Voided Transact	tion 12/15/2019 11:07:	56 12/13/2019	Dianne's Auto Shop	VOID: Void duplicate entries by Susan GJE, RG	10100 · Checking	60100 · Auto

Report on newly voided or deleted transactions

How does this feature help you or your client work more efficiently? There are many instances where this tool could be useful: Removing duplicate transaction imports, erroneous bank-feeds or transactions entered in error from memorized transactions, to name just a few.

Accessing Batch Delete/Void in your Accountant ToolBox: Access the Batch Delete/Void Transactions in any client's QuickBooks Pro 2016 or Premier 2016. The accounting professional must have an active QuickBooks Accountant Desktop Plus Subscription or an active ProAdvisor Membership¹. To access the Accountant ToolBox, accountants must log into the file with an External Accountant user permissions. Note: This feature is accessible in all QuickBooks Enterprise 16.0 editions, when logged into the file as the Admin or with External Accountant user permissions.

With the Accountant Toolbox, you can unlock access to powerful accountant tools while working with client data.

- For accountants who work on their clients books "on site" (physically, remote in, or hosted)
- Work more efficiently with tasks required to complete a tax return or easily make global changes to transactions
- Unlock the QuickBooks Accountant tools, including write off multiple invoices, batch enter and reclassify transactions, and record incorrectly recorded sales tax payments.

To use the Batch Delete Void feature in a client's QuickBooks Pro or Premier 2016 file, log into the file as with External Accountant permissions (a specific type of user assigned when creating a new or editing the settings for a user). After logging into the file as the External Accountant User, from the menu bar, select **Company**, **Accountant ToolBox**, **Unlock Accountant ToolBox**. You will be prompted for your email address and password associated with your QuickBooks Accountant Desktop Plus Subscription or active QuickBooks ProAdvisor Membership.

¹ The Batch Delete/Void feature is accessible in the Accountant Toolbox for Accountants who have QuickBooks Accountant Desktop Plus 2016 or are active ProAdvisors. The Client must be using QuickBooks Pro or Premier 2016.

		Set up user password and access	×
Tra	acking	Access for user: John Smith	
В	anking Reports	What do you want this user to have access to?	
		All areas of QuickBooks	
Ø	N	 Selected areas of QuickBooks (You will make the selections in the screens that follow) External Accountant (Access to all areas of QuickBooks except sensitive customer data, such as credit card numbers) 	

External Accountant type users are required to login and unlock Accountant Toolbox in a client's file

ompany	Customers	Vend <u>o</u> rs	Employees	Banking	<u>R</u> eports	Window	<u>H</u> elp		
Home Pa Compan Calenda	age Iy Snapshot r								
Docume	nts		+			Unlock Ad	countant	ToolBox	×
Lead Ce	nter				Accountant T Accountant F	foolBox allov Plus subscrib	ws ProAdvis pers to use to	ors and Quick	Books e in
My Com	pany				QuickBooks / Non-accouna	Accountant v ant edition of	when they a QuickBooks	re working in :	their client's
Advance	d Service Admi	inistration			Sign into you	r Dro Adviso	r or OuickBo	oke Accounts	ant Dius
Set Up U	Isers and Pas	swords	•		account to ac	ccess your (QuickBooks /	Accountant to	ols.
Custome	er Credit Card	Protection							
Set Clos	ing <u>D</u> ate			E	mail Address	myema	il@myurl.cor	n	
AskAcco	untant about T	ransactio	n						
View Cor	nversation List				Password	*******			
Planning	& Budgeting		•	7	orgot vour p	assword?			
To Do Li	st				rivacy	assworu?	Contin	Je State	Cancel
Reminde	ers			<u>_</u>	macy		(
Alerts Ma	anager								
Chart of	Accounts		Ctrl+A						
Make Ge	neral <u>J</u> ournal I	Entries							
Accounta	ant ToolBox								
Manage	Currency								

Tools accessible when logged into your client's file with External Accountant Permissions

Sample Rock C	astle Construction - QuickBooks Pro 2016
<u>Company</u> Customers Vendors Employees	Banking Reports Window Help
Company Customers Vendors Employees Home Page Company Snapshot Calendar Documents Image: Company Snapshot Image: Company Snapshot Lead Center Image: Company Image: Company Advanced Service Administration Set Up Users and Passwords Image: Company Advanced Service Administration Set Up Users and Passwords Image: Company Set Closing Date Bulk Enter Business Details Image: Company Ask Accountant about Transaction View Conversation List Image: Company Planning & Budgeting Image: Company Image: Company In Do List Reminders Image: Company	Banking Reports Window Help Accountant Center Accountant Center Batch Enter Transactions Batch Delete/Void Transactions Client Data Review Reclassify Transactions Fix Unapplied Customer Payments and Credits Clear Up Undeposited Funds Account Write Off Invoices Fix Unapplied Vendor Payments and Credits Fix Unapplied Vendor Payments and Credits Fix Incorrectly Recorded Sales Tax Compare Balance Sheet and Inventory Valuation Troubleshoot Inventory Find Inacount
Chart of Accounts Ctrl+A Make General Journal Entries Accountant ToolBox Accountant ToolBox Manage Currency Enter Vehicle Mileage Prepare Letters with Envelopes	Make General Journal Entries Working Trial Balance Condense Data

Log in with External Accountant permissions to access your Accountant ToolBox

To learn more about working with the Accountant ToolBox, <u>click here</u> or go to: <u>http://goo.gl/9GywH0</u>

NEW! BILL TRACKER

Available with: QuickBooks Pro, Premier, Accountant Desktop 2016 and QuickBooks Enterprise Desktop 16.0.

Accessible: From the menu bar, select Vendors, Bill Tracker. Also accessible from the Vendor Center, or from the Top or Left Navigation bars.

			Bill Trac	ker				-
UNPAID					PAID			
40,272.72 31 OPEM BILLS		2	4,308.22 overdue		76,176.34 Ist Phild In LAST 30 DA	rs		
NDOR AI	• TYPE AI		★ STATUS All	• DATE All	GROUP B	None	•	
VENDOR	TYPE	NUVEER	DATE	DUE DATE	STATUS	AMOUNT OUE	ALCONT.	
Timberlaft Lumber	Bill	12849	11/20/2019	12/20/2019	Overdue	19.60	Pay Bill	
Hopkins Construction Ren	tals Bill		12/8/2019	12/23/2019	Overdue	150.00	Copy Bill	
Middlefield Drywall	Bill		11/24/2019	12/24/2019	Overdue	1,200.00	Print Bill	_
Robert Allard_V	Bill		12/15/2019	12/25/2019	Overdue	14,510.00		
] Cal Telephone	BII		11/25/2019	12/25/2019	Overdue	91,94		
Lew Plumbing	Bill		12/11/2019	12/26/2019	Open	1,200.00		
Lew Plumbing	BII	20001	12/12/2019	12/27/2019	Open	130.00		
Wheeler's Tile Etc.	Bill	7893	11/29/2019	12/29/2019	Open	1,250.00		
Vu Contracting	BII		12/15/2019	12/30/2019	Open	1,250.00		
C.U. Electric	Bill		11/30/2019	12/30/2019	Open	500.00		
] Timberloft Lumber	Bill		12/1/2019	12/31/2019	Open	80.50		
Patton Hardware Supplies	Bill		12/1/2019	12/31/2019	Open	210.00		
Perry Windows & Doors	Bill		12/2/2019	1/1/2020	Open	50.00		

Real-time information, filter and sort to meet specific reporting or task needs

What this feature does: The Bill Tracker dashboard collates information from QuickBooks about the money-out of the business. With real-time access to all of the QuickBooks money out transactions, management can visually analyze and act on the information. Interface is similar to the look and feel of the Income Tracker we have had for a couple of years.

With the new Bill Tracker dashboard you and your clients can:

- View real-time data and status of the money out transactions for the business
- Filter the displayed details by clicking on any of the color blocks at the top
- Filter the displayed details specifically for:
 - Vendor, which includes a subtotal and the option to expand or collapse selected vendor details
 - Type of transaction
 - o Status of transactions including all, open or overdue
 - o Date range
- Group the displayed information by Vendor
- Clear / Show all will reset any filters you have selected

- Manage multiple transactions and perform batch actions for selected transaction types:
 - o Print
 - o Close
 - o Email
 - о Сору
 - o Pay
- Take immediate action by creating new, paying or copying transactions with ease
- Edit details of displayed transactions

			Bill ⁻	Tracker			
NBILLED 19,729.05 10 PURCHASE ORDERS	26 29 (D 6,636.92 OPEN BILLS		7,798.22 9 OVERDUE		PAID 76,176.34 46 PAID IN LAST 30 DAYS	
end <mark>or All</mark>	туре	Purchase Order	- STATUS Open	▼ DATE All	•	GROUP BY None	Clear / Show All
VENDOR	TYPE	NUMBER	DATE A	DELIVERY DATE	STATUS	AMOUNT DUE	ACTION
Perry Windows & Doors	Purchase Order	6219	10/22/2019	10/22/2019	Open	3,530.00	Convert to Bill 💌
Timberloft Lumber	Purchase Order	6226	11/28/2019	11/28/2019	Open	6,075.00	
Larson Flooring	Purchase Order	6230	12/1/2019	12/1/2019	Open	341.20	
Larson Flooring	Purchase Order	6231	12/3/2019	12/3/2019	Open	4,750.00	
Daigle Lighting	Purchase Order	6232	12/7/2019	12/7/2019	Open	163.25	
Wheeler's Tile Etc.	Purchase Order	6233	12/9/2019	12/9/2019	Open	188.40	
Wheeler's Tile Etc.	Purchase Order	6234	12/10/2019	12/10/2019	Open	712.80	
Lew Plumbing	Purchase Order	6235	12/12/2019	12/12/2019	Open	403.40	
Daigle Lighting	Purchase Order	6236	12/15/2019	12/15/2019	Open	65.00	
A Cheung Limited	Purchase Order	6237	12/15/2019	12/15/2019	Open	3,500.00	
Print Selected Purchase Orders							
Pay Bills Close Purchase Orders						10 700 07	
						TOTAL 19,729.05	

Filter the dashboard results, and efficiently complete batch actions

New! BULK CLEAR SEND FORMS

Included with: QuickBooks Pro, Premier, Accountant Desktop 2016 and QuickBooks Enterprise Desktop 16.0.

How to access it: From the menu bar, select File, Send Forms.

What this feature does: Removes the "Email Later" selection on the Create Invoices window, in batch from the Send Forms menu.

How does this feature help you or your client work more efficiently? Previously, when your customer selected the Remove button on the Send Forms window, only the single selected form would be removed from the Send Que. Your client had to select each form on the list individually and select Remove.

Main Fo	ormatting	Send/Ship	Reports										
Find Ne	ew Save	Delete	Create a Copy Memorize	Mark As Pending	Print	Email	Print La	ater Later	0 Attach File	Add App	d Time/ bly Cre	/Costs dits F	Progress
CUSTOMER:JO	B Cook, Bri	an:Kit 🔻	[Kitchen Upg]	TEMPLATE	Roc	k Castl	Email Lat Marks t	ter he Invo	oice "Email L	ater".			
				DATE			When y out a gi	ou're re roup of	eady, you ca Invoices ma	an send arked	Ship	To 1	*
Invo	lce			12/15/2	019		"Email L	ater".			Cook	(-
				INVOICE #	ŧ		345 Cherry	Lane	100	345 Ch	erry La	ane	
				1098] [vildalellela	CA 944	102	Middlei	ield, C	A 94462	<u>د</u>
									TERMS		DUE D	ATE	
									Net 30	•	01/1	4/2020	
ITEM	DESC	RIPTION						QUAN	RATE	: AMO	UNT	TAX	
Appliance	Gas F	Rangetop							247.5	0 2	47.50	Тах	
Appliance	Doub	le oven							350.0	0 3	50.00	Тах	

This feature removes the Email Later selection on forms in bulk

of 1	6 Selected			×	3 email(s) to Send	то	kristy@samplename.com	Cc: Bcc				
3	SEND TO	TYPE	NUM	DATE	AMOUNT			_				
2	Family Room	ORDR	7000	06/07/2019	\$1,293.00	ATTACH	Inv 1044 from Rock Castle Construction 3244.pdf	0				
1	Family Room	INV	1043	06/07/2019	\$1,292.78	TEMPLATE	Attached 60KB of 25MB limit	_				
2	Family Room	INV	1044	06/07/2019	\$0.00		Basic Invoice	•				
j,	Guest Villa	INV	1009	08/20/2018	\$36,575.00							
1	Home Remodel	INV	1004	03/28/2018	\$16,500.00	SUBJECT	Invoice 1044 from Rock Castle Construction					
1	Home Remodel	INV	1006	05/14/2018	\$16,500.00	BODY	Dear Mrs. Abercrombie :					
3	Kitchen	INV	FC 6	12/11/2019	\$5.95		You'll find your invoice included below. Please remit navme	nt at your				
1	Kitchen	INV	1096	12/14/2019	\$2,824.03		earliest convenience.	in or your				
1	Kitchen	INV	1095	12/14/2019	\$8,656.25		Thank you for your business - we appreciate it very much.					
1	Kitchen	INV	1094	12/14/2019	\$2,080.11		Sincerely,					
8	Kitchen	INV	1098	12/15/2019	\$1,636.69		Rock Castle Construction					
3	Office Remodel	INV	1007	06/16/2018	\$11,605.00							
1	Remodel	INV	1092	12/10/2019	\$13,900.00							
3	Remodel Bathr	INV	1091	12/10/2019	\$4,522.00							
1	Robson Clinic	INV	1097	12/15/2019	\$12,420.98							
3	Storage Expans.	. INV	1093	12/12/2019	\$220.00							
							Check Spelling					
120												

Select and remove multiple documents from the Send Que

NEW! FISCAL YEAR-TO-LAST MONTH REPORT FILTER

Included with: QuickBooks Pro, Premier, Accountant Desktop 2016 and QuickBooks Enterprise Desktop 16.0.

How to access it: Any report that permits you to filter for a specific date range. From a displayed report, select the **Dates** drop down and choose, **This Fiscal Year-to-Last Month**.

What this feature does: Useful when reviewing financials for the Fiscal Year-to-Last Month dates.

How does this feature help you or your client work more efficiently? In previous versions of QuickBooks, users were required to manually select the last month in a Year-to-Last Month analysis, and after manually selecting the date range, memorizing the report for future use for the same static date. When a new period was needed for the same report details, the date range would have to be manually changed and the report re-memorized.

	Profit & Loss	- 🗆 ×
Customize Report Comment on Report	rt Share Template Memorize Print V E-mail V	E <u>x</u> cel ▼ Hide He <u>a</u> der Colla <u>p</u> se
Dates This Fiscal Year-to-Last Month	From 01/01/2019 III To 11/30/2019 III Show Columns	Total only Sort By Default
8:52 AIV This Week-to-date 12/15/15 This Month Cash B This Month-to-date This Fiscal Quarter This Fiscal Quarter-to-date This Fiscal Quarter-to-date	Rock Castle Construction Profit & Loss January through November 2019 Jan - Nov 19 he/Expense	:
✓ This Fiscal Year-to-Last Month This Fiscal Year-to-Last Month	Construction Income 0 • Design Income 27,579	9.25
Yesterday Last Week	0 · Labor Income 152,526 0 · Materials Income 88,482	3.62 2.89
Last Week-to-date Last Month	0 · Subcontracted Labor Income 67,675 9 · Less Discounts given -48	3.83 3.35
Last Month-to-date	0 · Construction Income - Other 0 0100 · Construction Income 336,218	3.24
Last Fiscal Quarter-to-date	Reimbursement Income 924 0 · Permit Reimbursement Income 924 0 · Deimbursed Freight & Delivery 896	4.27
Last Fiscal Year-to-date	0 • Reimbursement Income 1,820 me 338.03	0.32
Next 4 Weeks Next Month	oods Sold Cost of Goods Sold 9,920	0.43
	Job Expenses 54200 · Equipment Rental 300	0.00

New, pre-defined date filter for reports

New! AUTO COPY SHIP-TO ADDRESS

Included with: QuickBooks Premier, Accountant Desktop 2016 and QuickBooks Enterprise Desktop 16.0.

How to access it: From the Create Sales Order or Create Estimates window by clicking on the Create Purchase Order icon. The Create Purchase Order Based on the Sales Transaction window displays, place a checkmark in the Drop ship to customer box and click OK.

Main Forma	atting Reports								× ×
Find New	Save Delete Memo	e a Copy orize I	Mark As Pri Closed	Int Email ☐ Email La	er 👘 ater Attach File	Create Invoice	se Order		
CUSTOMER:JOB	; Jenny:Room Addition	•	CLAS	ss Remodel 🔹		stom S. 👻	> Morgent	haler, Jenny:R Transaction	oom Add
Sales	Order	DATE 12/15/2 S.O. NO. 7003	2019	NAME / ADDRESS Jenny Morgenthaler 37105 E. Oasis Dr. Middlefield, CA 94485	SHIP TO Morge Jenny Morge 37105 E. Da Middleffeld, G	nthaler sis Dr. CA 94485	SUMMARY Phone Email	55	5-415-5366
			Specify what to	Create Purchase Orde	er Based on the S	Sales Transactior	×	es	0.00 0 1
ITEM	DESCRIPTI	ORDE	Create	e purchase order for all a	allowed items.			is be involced	
Lighting	Lights	12	Create	e purchase order for sel	ected items.				074 50
	TAX San Tomas	▼ (7.75		ОК	Cancel	Help		ce - Paid hent ce - Paid	2/1.53 271.53 6,134.17 6,134.17

New selection to Drop ship to customer

Durchaso	Ordor			DATE	VENDOR		SHIP TO Morgentha	
Fulchase	Oldel			12/15/2019 🗰 PO Box 5903		x 5903	Jenny Morgenthaler	
				P.O. NO.	Middle	field CA 94482	37105 E. Oasis Dr.	
				0000			Middlefield, CA94485	
				6239				
				6239				
ITEM	DESCRIPTION	: QTY :	RATE : CU	ISTOMER.		i class	: AMOUNT	
ITEM Fluorescent Ceiling Lighting	DESCRIPTION	: QTY : 3	RATE CU	ISTOMER rgenthaler, Jenny:Room A	ddition	CLASS	: AMOUNT 135.00	

Ship to field auto populates with the Customer's address from sales transaction

What this feature does: When placing a checkmark in the Drop Ship to Customer on the Create Purchase Order based on Sales Transaction window:

- Leave the checkbox blank if the materials being purchase are to be delivered directly to the warehouse of the company purchasing the materials.
- Place a checkmark in the checkbox when the materials being purchased are to be dropped shipped directly from the vendor to the customer site.

How does this feature help you or your client work more efficiently? No more hassle with manually inputting addresses from the Create Sales Order or Create Estimate into the Purchase Order ship to field, required in earlier versions if materials were dropped shipped from the vendor to the customer site.

Once selected, QuickBooks will remember your selection and will default the same choice the next time a Purchase Order is created from these transactions.

NEW! FILTER FOR CUSTOM FIELDS IN ITEM REPORTS

Included with: QuickBooks Pro, Premier, Accountant Desktop 2016 and QuickBooks Enterprise Desktop 16.0.

How to access it: Filter on Custom Defined Fields in item based reports.

What this feature does: Item based reports will recognize the filter settings for custom defined fields.

J		Edit Item		- 🗆 ×
Inventory Part	Use for goods you p	urchase, track as inventory, ar	nd resell.	ОК Cancel
Item Name/Number Cabinet Pulls	✓ Subitem of Cabinets	Manufacturer's Pa	art Number	New Note Custom Fields
UNIT OF MEASURE				Spelling
Enable		Custom Fields for Cabinet		• I Markup
PURCHASE INFORMATION	COLOR	Brushed Satin Nickle	Cancel	
Cabinet Pulls			Help	
Cost	3		Define Fields	m is inactive
COGS Account Cos	t of Go			

Assign values to Custom Fields on Items List

							Invento	ory Stock	Status by Item	r	
Custo	mize Report	Comment on Report	Sh	are Template	Me	emori <u>z</u> e	Print	▼ E-ma	<u>i</u> l ▼ E <u>x</u> cel	▼ Hide He <u>a</u> der	Refresh
<u>D</u> ates	This Month-to-	date 👻	From	12/01/2015	T	o 12/15	/2015 🗎	Use	avail qty to reord	ler 🔲 Hide zero Q	OH 🔲 Full Ass
5:12 P 12/15/	5:12 PM 12/15/15 Inv						Ro nvento	ck Cast ory Sto	le Construc ock Status	tion by Item	
					Modify Report: Inventory Stock Status by Item						
	Inventory	Display		<u>F</u> ilters		Header/Footer Fonts & Numbers					
	Cabinets Cabinet Pu	CHOOSE FI	TER						CURRENT FILT	ER CHOICES	
	Light Pine	col		C	olor			FILTER		SET TO	
	Cabinets -	Other FILTER			Develo	d O elle			Color	Brushed S	Satin
	Total Cabinet	s Color		Brushed Satin				Date		This Mont	h-to-date
	Door Frame							Item		All invento	ry and a
	Hardware								Posting Stat	tus Either	

Filter item based reports for values in Custom Fields

I			Inve	ntory Stock Stat	us by Item				- 0
Customize Report Comme	nt on Report	Share Template	Memori <u>z</u> e F	Prin <u>t</u> T E-ma <u>i</u> l	▼ E <u>x</u> cel ▼	Hide Header	Refresh		
ates This Month-to-date	▼ From	m 12/01/2019	To 12/15/2019	🗰 🔲 Use ava	il qty to reorder	Hide zero QO	H 🔲 Full Assemb	lies	
4:43 PM			F	Rock Castle (Construction				
12/15/19			Inven	tory Stock	Status by	tem			
	Reorde	r Pt (Min) 🕴 Ma	x On Hand	On Sales Order	For Assemblies	Available 0	rder On PO	Reorder Qty	Next Deliv Sales/Week
Inventory									
Cabinets									
Cabinet Pulls	•	15	423	0	0	423	0	0	0 🖌
Total Cabinets			423	0	0	423	0		0

Item based reports will filter for Custom Defined Field content

- How does this feature help you or your client work more efficiently? In previous versions of QuickBooks users could add the filter for custom fields to item based reports, but the filter request would not be recognized by the report.
- **Note:** QuickBooks Pro, Premier and Accountant provide users with up to 7 total custom fields for use with the following lists: Items, Customers, Vendors and Employees. However, there is an aggregate limit of 15 for all three lists together. QuickBooks Enterprise provides up to 12 custom fields for the same lists with an aggregate limit of 30. In Enterprise only, users can also assign the attribute of the custom field and require that that field be populated on forms, lists or both.

There are many different uses for Custom Fields, including tracking weight, color or size for items purchased or sold. Some other types of uses with a customer list might be to track a route number or a preferred shipping method. The uses are really endless.

			Reg	uired on:	
Label	Use	What kind of data?	Trans	List	ОК
Color	~	Any text		A	Cancel
Material	-	Any text			cuncer
Ordered	-	Any text			Help
Required Date	-	Date (mm/dd/yyyy)	•		
Approved	~	Any text			
Pulled By	-	Numbers, whole only (xxx			
Completed By	-	Numbers, 2 decimals (xx			
Inspected By	-	Numbers, any decimals (x.xxxxxxxx)		
		✓ Date (mm/dd/yyyy)			
		Date (mm-dd-yyyy)			
		Date (yyyy/mm/dd)			
		Date (yyyy-mm-dd)			
		Date (yyyy-ddd)			
		Phone-optional Ext. (xxx-x	xx-xxxx-xxxxxx)	
		Phone-Other (xxxxxxxxxxxx)			
		User's multi-choice list			
		Edit multi-choice list			

QuickBooks Enterprise provides robust functionality with Custom Fields

NEW! CONTINUOUS FEED LABEL PRINTER SUPPORT

Included with: QuickBooks Pro, Premier, Accountant Desktop 2016 and QuickBooks Enterprise Desktop 16.0.

How to access it: The menu bar, select **File, Print Forms, Labels**. Select the list you want to print labels for, and then choose Printer Type, **Label Printer (Single Label)** and the 1" x <select your label size> single label will default in the Label Format selection.

	Select Labels to Prin	ıt	×
Print labels for			ОК
Names from			Cancel
	nes		Help
Customer Type	All Customer Types	*	noip
Vendor Type	All Vendor Types	*	
Item <u>Barcodes</u>	All items	-	
i with Zip Codes the gradient of the second	nat start with		
Sort labels by Name	*		
Print labels for inact	ive names		
Print Ship To <u>a</u> ddres	ses where available		
🔲 Print labels for j <u>o</u> bs			
🖉 Include item descrip	otion		

Choose the desired list to print continuous labels for

	Print Labels	
ettings <u>F</u> onts		
Printer <u>n</u> ame:	HP LaserJet 2300L PCL 5#:1 on TPVM:	tions
Printer type:	Label Printer (Single Label)	Cancel
Noto: To install add	litional printers or to change part	Help
assignment	is, use the Windows Control Panel.	Preview
Label Format:	1"x1" single label	Align
	√ 1"x1" single label	
	1"x2" single label	
	1"x3" single label	
	2"x1" single label	
	2"x2" single label	
Number of copies	2"x4" single label	
Collate	2.25"x3" single label	
Rotate 90 deg	2.5"x1" single label	
Printer feed sle	3"x1" single label	

Label formats supported now include 1 x multiple size single label



QuickBooks always supported printing sheets of labels on standard printers







Horizontal Label Placement

Rotate 90 degrees for vertical labels

Left feed slot placement for labels

What this feature does: QuickBooks users can print single labels with a Zebra-compatible printer from any of the following lists and filters:

- Names List (all names)
- Filter for Customer Type
- Filter for Vendor Type
- Print Bar Codes (QuickBooks Enterprise with Advanced Inventory)
- Filter for Zip Codes that begin with selected numbers
- Sort labels by Name or Zip Code
- How does this feature help you or your client work more efficiently? Users no longer have cumbersome workarounds that were required for what should have been a simple task, printing to a Zebra-compatible continuous feed label printer. Printing one label is now fast, easy and efficient.

NEW! SORT ON COLUMNS IN RECEIVE PAYMENT

Included with: QuickBooks Enterprise Desktop 16.0.

How to access it: From the menu bar, select Customers, Receive Payment. Alternately from the Home Page select Receive Payments.

					Receive F	ayments				- 0	13
M	ain Repo	orts Pa	yments							25	-
F in	id New	Delete	Print Email	Attach File	Look u Customer/l	ip L nvoice F	In-Apply Di Payment	scounts And Credits	Record Bounced Check	Process payment	Ac
С	usto	ome	er Pay	mer	nt			CUSTOME	R BALANCE	13,560.39	
RECE	EIVED FROM	Natiello, I	Ernesto:Kitc 👻	0750				Hastar			
PAYI	MENT AMOUNT		13,560.39	0.0	-	CREDIT		Master			
	DATE	12/15/20	19 🛍	CASH	CHECK	DEBIT	e-CHECK	▼			
RE	FERENCE #	42000		DEPOSIT TO	Checkin	a 🔹	1				
		0.000		Mark Data Print Provident	Parts and	, ,					
1	DATE		NUMBER A	ORI	G. AMT.		AMT. D	UE	: PA	YMENT	
1	12/14/2019		1094			2,080	.11		2,080.11	2,080.11	4
1	12/14/2019		1095			8,656.	25		8,656.25	8,656.25	
1	12/14/2019		1096			2,824	03		2,824.03	2,824.03	6
											Y
				Totals		13,560.	39	1	3,560.39	13,560.39	Ē
								AMOUN	TS FOR SELEC	TED INVOICES	
								AMOUNT	DUE	13,560.3	9
								APPLIED)	13,560.3	39
								DISCOU	NT AND CREDIT	s 0.0)0

Click on a column header to sort the displayed rows of open Invoices

- What this feature does: QuickBooks users can work more efficiently in the Receive Payment window for those customers whom have many, many rows of open invoices for the payment to be applied to.
- How does this feature help you or your client work more efficiently? In previous versions of QuickBooks you could not sort the displayed rows of open invoices in the Receive Payment window. When assigning a payment to specific invoices from a long list, users would have to scroll through the list to find the invoices that were being paid, if not assigning the payment to the oldest invoice first.

IMPROVED! E-INVOICING

- Included with: QuickBooks Pro, Premier, Accountant Desktop 2015 and 2016 and QuickBooks Enterprise Desktop 15.0 and 16.0. E-Invoicing² was released as a subscription enhancement in 2015. Using e-Invoicing with QuickBooks Payments is a fee based service. To learn more visit: <u>http://quickbooks.intuit.com/payments/</u>.
- **How to access it:** Select the preference to enable payments by Credit Card or Bank Transfer (ACH). Select the payment type preference on the Customer record. Click the **Email** icon at the top of a displayed **Create Invoices** window. Optionally, from the menu bar, select **File**, **Send Forms**.

	Preferences	
Accounting	My Preferences Company Preferences	ОК
Bills	RECEIVE PAYMENTS	Cancel
Calendar Checking	Automatically apply Automatically payments Automatically Use Undeposited Funds as a default deposit to account	Help
Desktop View		Default
Finance Charge	ONLINE PAYMENTS	
General	Your customers can pay you online using:	Also See:
Integrated Applications	Credit Card Bank Transfer (ACH)	Sales and Customers
2 Jobs & Estimates		Castonicio
Multiple Currencies		
Payments		
Payroll & Employees		

Set a Company file preference for type of payment to accept

² E-invoicing QuickBooks Payments is an optional fee-based service. Additional terms and conditions apply. See http://quickbooks.intuit.com/payments/ for more details.

	S Inc.					
CURRENT BALANCE 250	.00	How do I adjust the current bal	ance?			
Address Info	ACCOUNT NO.					
Payment Settings	PAYMENT TERMS	Due on receipt -		PRICE LEVEL		▼ ?
Sales <u>T</u> ax Settings	PREFERRED DELIVERY METHOD	E-mail 👻				
Additio <u>n</u> al Info	PREFERRED PAYMENT METHOD	MasterCard -				
<u>J</u> ob Info	CREDIT CARD INFOR CREDIT CARD NO EXP. DATE NAME ON CARD ADDRESS ZIP / POSTAL CODE Set Up Recurrin Can I save the	MATION 08 / 2015 mg Payment Card Security Code?		ONLINE PAYMENTS	er pay you by: 1 VISA 🗪 📰 🚥 sfer (ACH) Bank	
Customer is inactive	•			ОК	Cancel	Help

Set a specific payment method preference by customer



Override the company or customer preference, on a specific invoice



Easy to invoice, easy to pay

What this feature does: E-Invoicing is a smarter way to send invoices and record payments. With e-Invoicing you and your clients can:

- Send Invoices with a Pay Now link, HTML view or Plain Text view using Outlook or Webmail
- Accept Payments by Visa, MasterCard, Discover, American Express or ACH Bank Transfer QuickBooks data is updated, download the payments and fees directly into QuickBooks
- How does this feature help you or your client work more efficiently? Receiving an invoice with an easy to click Pay Now link, with detailed HTML content in the body of the email makes getting paid easier than ever. Additionally, now QuickBooks users can set a default for the payment type they are willing to accept online, as a company, customer or individual invoice preference.

QuickBooks makes it easy to complete the payment and deposit process. Simply download the transactions into your QuickBooks file, and they are assigned to the appropriate invoice automatically. Download payments and fees directly into the QuickBooks bank register.

		Record Merchant Service Deposits	
Deposits Summary QuickBooks Bank Account Balance Bank of America \$1,775.40		Batch Deposits & Fees 2 READY TO RECORD	Pending Transactions 1 PENDING
Deposited & Recorded \$0.00 Unrecorded \$111.18		Ready To Record in QuickBooks Click Record Deposit to add the batch deposit or fee to your QuickBooks bank account. UsuBMITTED FUNDED SOURCE TYPE ACCT AUTH CODE CUSTOMER CARDHOLDER	View Older View Newer Actions
		8/21/2015 8/22/2015 CARD BATCH 1411013814 8/21/2015 8/21/2015 FEE BATCH 1411013814 Record Selected FEE BATCH 1411013814	TOTAL: \$ 115.00 Record Deposit

QuickBooks automates the process of assigning the payment and recording the deposit

Note: As of the date of this document (September 2015) e-Invoicing does not offer the option for a customer to partial pay an invoice. To get around this, you will need to create invoices for the amount that is expected to be paid.

IMPROVED! VERIFY AND REBUILD PROCESS

Included with: QuickBooks Pro, Premier, Accountant Desktop 2016 and QuickBooks Enterprise Desktop 16.0.

How to access it: From the menu bar, select File, Utilities, Verify Data.

What this feature does: Save time troubleshooting QuickBooks data verification issues. Detailed reporting before and after a Verify or Rebuild help QuickBooks users to more accurately troubleshoot data integrity issues. New detailed reports make it easier to see what was fixed during the Rebuild, and what could not be corrected. Backup of the QuickBooks data is required during the process.

	Re	build Your Company F	File	
4	QuickBooks found some pr fix most issues by rebuildin Click Rebuild Now to get st	oblems with your com; g your company file. arted.	oany file, but don't worry! You can	5
	Rebuild Now	View Errors	Close	

View Errors to easily access details found in the QBWin.log file

				QuickBooks Verify/Re	ebuild Results	_
		📇 Print				
verity	Results					
Company File	C:\Users\Owner\E)esktop)		.QBW		
System Date	08/24/2015					
Verify run on	08/24/2015 10:15	5:53				
Issues found	73					
Rebuild Now	can fix by re	ebuilding your data	a			
Item History						
	•	Error 165 (30) See Onlin	e Article			
		Error: Verify Item History:	Bad target COGS. Ite	em = 2934 Targ = 2027635.		
		Details: List: 'Item', record	d name: '1308-1 (Hydr	raulic TOB Bolt On GM Rich	mond w No. 1 Piston	4.680 OD)'
		Error: Verify Item History:	Bad target COGS. Ite	em = 2934 Targ = 2471405.		
		Detaile: List: Item! record	1			

Review errors that may be fixed by doing a Rebuild

QuickBooks Verify/Rebuild Results						
	📮 Print					
Rebuild R	esults					
Company File C:\Use System Date 08/24/2 Rebuild run on 08/24/2 Issues found 87	rsIOwner QBW 2015 2015 12:31:27					
! We couldn't fix sor	ne of your errors, but don't worry! We can help. Please <u>contact support</u> for assistance.					
Collapse Al						
Item History	▼ Error (5)					
	VRL Parent item modified by child. Issue flagged and fixed. Details: (QBWin.Log Error Message) Ham Michow Internal arms. Inch moont keeping. Needed to change a target we haven? locked. Target 2652483, view 29					
	Item history internal error, both feeded keeping, needed to change a target we haven t locked. Farget 2039403, view 29 Details: (QBWn.Log Error Message) Item History database error (10). Error Message: Item History internal error, lock record keeping. Needed to change a target we haven't locked. Target 2653483, view 29 Details: (QBWn.Log Error Message)					
	betails. (upprinting entry message) Item History database error (8). Error Message: Item History internal error, lock record keeping. Needed to change a target we haven't locked. Target 2653483, view 29 Details: (QBWin.Log Error Message)					

Rebuild report details errors that could not be fixed

		Produ	ict Information) ^	
Product Intuit Q	uickBooks Enterprise S	Solutions 16.0			
License number Product number User Licenses 10 Installed 08/06/2015		ACTIVATED R1_18 /06/2015		SERVICES INFORMATION AuthID Company Realm ID null Online Billing Token Shopping Source Token	
USAGE INFORMATIO Date First Used Audit Trail	on 08/06/2015 M Enabled since 12/09	Number of Uses /2010 20:38:48	16864	INTEGRATED APPLICATION INFORMATION # of apps 9 Last accessed 07/31/2015 20:01:28	
LOCAL SERVER IN Hosting: Initial Cache Cache	FORMATION Off 514 1028	Server IP Server Port Server Name	0	DB Engine version 16.0.0.2038	
	5965-67295		ОК	Review last Verify / Rebuild	

From the Product Information Window (F2) Users can review the last Verify/Rebuild reports



Convenient links in reports to support articles to help solve data integrity issues

How does this feature help you or your client work more efficiently? For those clients that experience data integrity issues, detecting the errors required some expertise in finding the correct QBWin.log report. For QuickBooks Desktop 2016, troubleshooting is so much easier with reports and links to technical support articles provided as part of the Verify / Rebuild process.

IMPROVED! ADVANCED REPORTING WITH QUICKBOOKS ENTERPRISE

Included with: QuickBooks Enterprise Desktop 15.0 and 16.0.

How to access it: From the menu bar, select Reports, Advanced Reporting.

What this feature does: With Enterprise Advanced Reporting³ you and your clients have access to all of their QuickBooks data right at their fingertips. Improvements made to Advanced Reporting beginning with QuickBooks Enterprise 15.0 include:

³ Advanced Reporting is included in all QuickBooks Enterprise 15.0 or newer subscriptions and Full Service Plan With Enterprise Advanced Reporting³ you and your clients have access to all of their QuickBooks data right at their fingertips. Improvements made to Advanced Reporting beginning with QuickBooks Enterprise 15.0 include:

- Ability to create a mix of charts and detail data on one sheet
- New object added for Chart reporting of Sales Order Created vs Sales Order Shipped
- New object added for Invoiced vs Paid Transactions
- Transaction, Customer and Canonical Date Ribbons
- Help Site improvements including template pages, user guides and training videos

100 C	Intuit QuickBooks I	Enterprise: Advanced Reporting 1.8		_ 🗆 X
🔢 Reports 🕶 🗮 Report List				💭 Feedback 🕜
Library 📇 🛃 🕼 🍁 🖕				
Walco	ma Customizo			
Objects for your report	Customize			
🗎 List Box				
Table	?			
II Chart		Welcome to Advanced R	eporting	
A Text & Utility	Double-click any object		oporting	
ne ne	re to add it to the report.	Follow these quick steps to see how yo	ou can start creating y	our own reports.
			Ne	vt: Customize a report
Canonical			INC	ixt. Gustoimze a report
Canonical (M/Y)				-
Canonical (Q/Y)				
Customer Last Invoiced				
Customer Last Invoiced (M/Y)	2			Custom
Customer Last Invoiced (Q/Y)		Q Search		
Customer Last Payment	2. Drag and drop anything in	State P	Balance	Ralance Main Phone
Customer Last Payment (M/Y)	your report to move it.	CA	customer	
Customer Last Payment (ON)		City P	Abercrombie, Kr	0 415-555-6579
		Bayshore	Abercrombie, Kr	0 415-555-6579
Transaction	2	E. Bayshore	Abercrombie, Kr	25990 415-555-6579
Transaction (M/Y)		East Bayshore	Allard, Robert	0 415-555-5575
Transaction (OV)	3 Click any item to filter	Millbrae	Allard, Robert:R	925 650-555-3422
manual (da 1)	the table.	San Mateo	Babcock's Music	0 650-555-2342
Transaction Last Invoiced		West Bear	Babcock's Music	0 650-555-2342
Transaction Last Invoiced (M/Y)			Baker, ChristEa	0 415-555-225:
Transaction Last Invisiond (O/V)		Current Coloctions	Datory children	0 110 000 2200 ¥
			Savo	



- Ability to create a mix of charts and detail data on one sheet
- New object added for Chart reporting of Sales Order Created vs Sales Order Shipped
- New object added for Invoiced vs Paid Transactions
- Transaction, Customer and Canonical Date Ribbons
- Help Site improvements including template pages, user guides and training videos (FSP) SKUs

			Report List	x
SHO	w	All Report Types	All S= Starter Import	t
Sele	ct re	Starter Reports My Custom Reports	DESCRIPTION	REPORT GROUP
	5	AR Aging Dashboard	What's the complete picture of my receivables? Which invoices or statement charges are due and overdue?	8/26/2015 11:11:08 AM 8/26/2015 11:11:09 AM
	Image: Second system Image: Second system How much does each customer owe? Image: Second system Second system Which customers are active and what is their open balance?			8/26/2015 11:11:10 AM 8/26/2015 11:11:13 AM
	Inventory Stock Status by Item D What's t Inventory Voluction Detail Which tr		What's the detailed information about each inventory item? Which transactions have affected the value of my inventory?	8/26/2015 11:11:17 AM 8/26/2015 11:11:17 AM
	S Job Activities Over Time		Shows the number of jobs completed, total revenue from jobs complete.	
	6	Job Profitability Summary	What's total amount my company made or lost on each job?	8/26/2015 11:11:21 AW
	5	Sales By Item Detail	How much money is my company making or losing on each job? What are the sales of each item, broken down by transaction?	8/26/2015 11:11:23 AM 8/26/2015 11:11:24 AM
S Sales Item Forecasting What are my sales totals, including Quantity on Hand, for the last 180 d S Sales Profitability What's my sales profitability over daily, monthly, and yearly time period				8/26/2015 11:11:25 AM . 8/26/2015 11:11:26 AM
	1	Start From Scratch	Want to start fresh without any pre-built templates?	8/26/2015 11:11:27 AM

Start with Report Templates, the list is growing!



Create interactive reports with both text and charts offering drill-down to details



Customize the data displayed



"Grab" selected data with the computer mouse



Selected data is then filtered for new report

- How does this feature help you or your client work more efficiently? QuickBooks Enterprise 16.0 improves the User Interface in Advanced Reporting, making it easier to drag and drop selected fields and filters for reporting.
- **Note:** Advanced Reporting with QuickBooks Enterprise, provides the opportunity for an additional revenue stream for the accounting professionals. Create new business opportunities with your QuickBooks Enterprise clients by creating customized reports, or training your clients how to create and modify reports.

For additional resources, visit: <u>https://qbar.intuitlabs.com/</u>. QuickBooks Advanced Reporting is a separate app and is powered by QlikView. For more information: <u>http://www.qlik.com/us/explore/products/qlikview</u>

IMPROVED! SIMPLIFIED UPGRADE PROCESS

- **Included with:** QuickBooks Pro, Premier, Accountant Desktop 2016 and QuickBooks Enterprise Desktop 16.0.
- **How to access it:** When upgrading to QuickBooks Desktop 2016 from an earlier version of QuickBooks Desktop.
- What this feature does: The process required to update a QuickBooks file from one year's version to the next has been simplified into just a few clicks.



This image displays the upgrading experience for prior year's versions of QuickBooks

Update Year QuickEleoks Company File	
QuickBooks. Let's update your company file to the newest versi	Update Your QuickBooks Company File
of QuickBooks. Just to be safe, we'll make a backup copy of your company file before we get started Your backup copy will be saved here: C:Users\OwnerDocuments\My Data Backupe\ Change his detaul location	Okay, we're updating your company file If you've got a big company file, this could take a while.
important: Once you update, you won't be able to open your company file in an o	Ider versic Updating Update Your QuickBooks Company File
DuickBooks.	
	Hooray! You have successfully updated to the new QuickBooks 2016 version.

Just a few clicks to upgrade to QuickBooks 2016

How does this feature help you or your client work more efficiently? Beginning with QuickBooks Desktop 2016, users that are upgrading their QuickBooks Desktop file from a previous year's version will find the process simplified from previous years.

WHAT'S NEW AND IMPROVED IN QUICKBOOKS MAC DESKTOP 2016

QuickBooks for Mac users and the accounting professionals who support them will be delighted to see this year's new features and enhancements. And while the functionality is increased and user efficiency is improved in the new version, the overall user interface remains uniquely "Mac".

NEW! PRINT DIRECTLY TO ENVELOPES

Included with: QuickBooks for Mac Desktop 2016

How to access it: File, Print Forms, Multiple Types... [Print Envelopes...] button. Access the print option from Invoices, Checks, Purchase Orders, and Statements.

What this feature does: QuickBooks users can print directly to envelopes from selected forms.

8 - 4	🔋 😑 🚯 Print Forms							
View:	Multiple For	rm Types	•	(Q Filter Nam	es		
	Туре	Date	Number	Name	Template	Amount		
In the	ist above, se	elect the form	ns you want to pri	nt.				
? (Select All	Sele	ct None	Print Envelopes	Print Labels	Print		

Print directly to envelopes

How does this feature help you or your client work more efficiently? Allow the users to print directly to envelopes, saving them time and hassle of first printing to a label and then affixing the label to the envelope.

NEW! FONT SIZE CONTROL IN REPORT TOOLBAR

Included with: QuickBooks for Mac Desktop 2016

How to access it: Open a report, use Font Size Toolbar items.

What this feature does: Allows the user to easily change the font size used in a given report.

Reports	Options Filters Fo	Dormat Header	r/Footer	Profit an	d Loss Detail	Print	A A Help Font Size) Q	Search Search
Dates:	This Fiscal Year-to	o-date 🗘	From:	01/01/15 To: 08/20/15	Hide Header		Collapse		
08/20/15				Profit a January 1 throu	ess Haven nd Loss Detail ugh August 20, 2015				
Net Inco	Type me	Date	Num	Name	Memo	Clr	Split	Amount	Balance 0.00 4

Changing the font on a display report with ease

How does this feature help you or your client work more efficiently? The user can choose to preview the report with a large font, making it easier to read on the screen or in print. The new font resizing also helps to ensure that the report fits a single page.

New! TIMESHEET PRINTING

Included with: QuickBooks for Mac Desktop 2016

How to access it: File, Print Forms, Timesheets.

What this feature does: QuickBooks users can now print the timesheet report.

•••		Print Timesh	eets	
Dated 0	8/17/15	thru 08/23/15	Q Filter	Name
	Na	me	Туре	Hours
In the list	above, select the	timesheets you want to pr	int.	
?	Select All	Select None		Print

New for Mac 2016 – Printing of Timesheets

How does this feature help you or your client work more efficiently? QuickBooks users can print details of times sheet data. Printing of timesheet reports were not supported in previous versions of QuickBooks for Mac.

IMPROVED! CALCULATE QUICKMATH IMPROVEMENTS

Included with: QuickBooks for Mac Desktop 2016.

How to access it: Calculator icon next to number fields.

What this feature does: Improvements to an existing feature.



Improvements to the workings of the QuickMath

OTHER I MPROVEMENTS

Resizable Columns in Forms

QuickBooks users can now resize columns on any forms. Row height will automatically adjust to the height of the data in those fields.

Timesheet User Interface

The new User Interface will look and feel more like an Apple product. More familiar and easy to learn and use.

Guide Me Redesigned

Guide Me provides helpful information when a QuickBooks user hovers over an area in the program. The new Guide Me content will now display in the lower right of the screen and can be positioned to another location if desired.

Automatic Reference Counting (Technical)

With this change in how memory is allocated and managed within the program, the application should operate more quickly.

Migration from Mac to QuickBooks Online

New mechanism that when implemented, will allow QuickBooks Mac Desktop users to migrate to QuickBooks Online.