



## What's New in QuickBooks® 2017

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## ABOUT THE AUTHOR



**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*

[www.quick-training.com](http://www.quick-training.com) [info@quick-training.com](mailto:info@quick-training.com)

**Laura Madeira** is the owner of ACS, Inc., an Intuit Premier Reseller, located in the greater Dallas, Texas area. She has been honored to be voted to the Top 10 and Top 100 QuickBooks ProAdvisors for multiple years.

Laura is one of the original members of the elite Intuit Trainer/Writer Network. She has been a guest speaker for Intuit, sharing “What’s New for QuickBooks” each fall. She was also a founding member of the Intuit Customer Advisory Council. Laura is an Advanced QuickBooks Certified ProAdvisor, Enterprise and Point of Sale Certified and also a Sage Certified Consultant representing Sage 100 Contractor.

Laura is the author of the [QuickBooks In Depth](#), an 888+ page reference and training guide. She is also the author of [QuickBooks Solutions Guide](#), [QuickBooks Live Lessons: For All QuickBooks Users](#), 11+ 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 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/>



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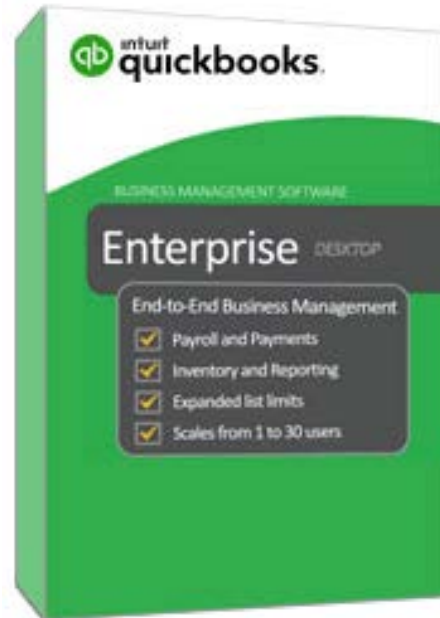
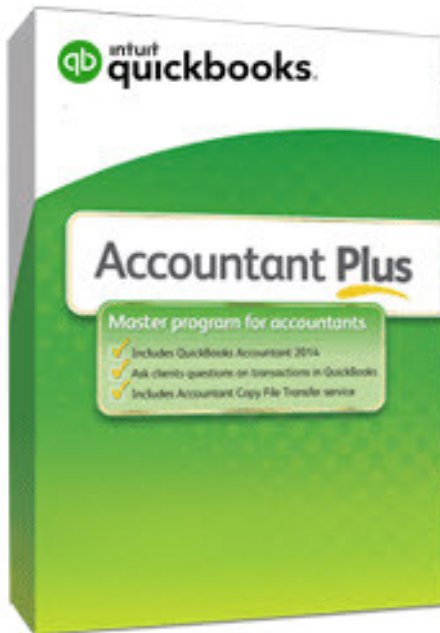
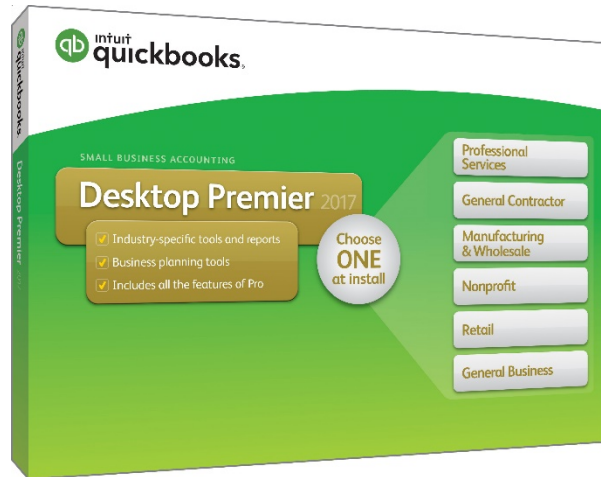
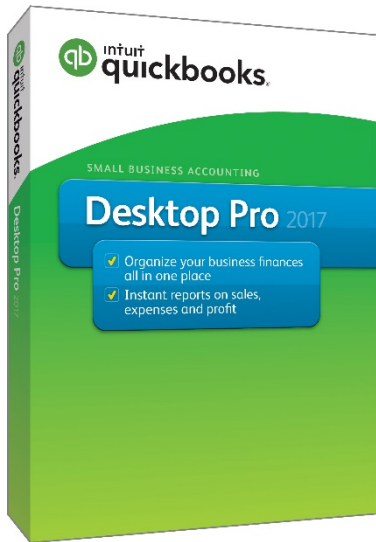
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# INTUIT QUICKBOOKS DESKTOP 2017: OVERVIEW

Designed to improve efficiency with data entry and improve 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 2017, 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 2017

QuickBooks Accountant Desktop 2017 adds even more tools and improvements to empower you to work more efficiently. These features include:

## NEW! SCHEDULED REPORTS

**Included with:** QuickBooks Pro, Premier, Accountant and Enterprise 2017. **Note:** Scheduled Reports does not function in a multi-user or hosted mode, or if multiple versions of QuickBooks Desktop 2017 are installed on the same computer.

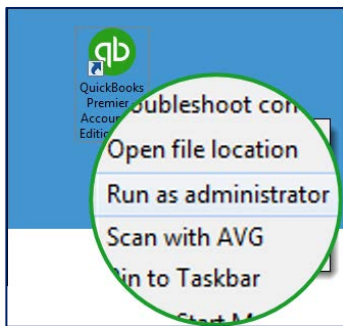
**How to access it:** From the menu bar select, **Reports, Scheduled Reports, Schedule Setup**. The report schedule can later be modified from the menu bar by selecting, **Reports, Scheduled Reports, Scheduled Report Center**. Individual email preference must be completed from the menu bar by selecting, **Edit, Preferences, Send Forms** and completing the required information

**What this feature does:** Get timely insight with automated Scheduled Reports. With the Scheduled Reports feature you can automate the delivery of reports to key management employees or to your accounting advisor.



**Note:** Scheduled Reports does not function in a multi-user or hosted mode, or if multiple versions of QuickBooks Desktop 2017 are installed on the same computer.

Scheduled Reports uses Microsoft's Task Scheduler to complete the automated sending of the reports.



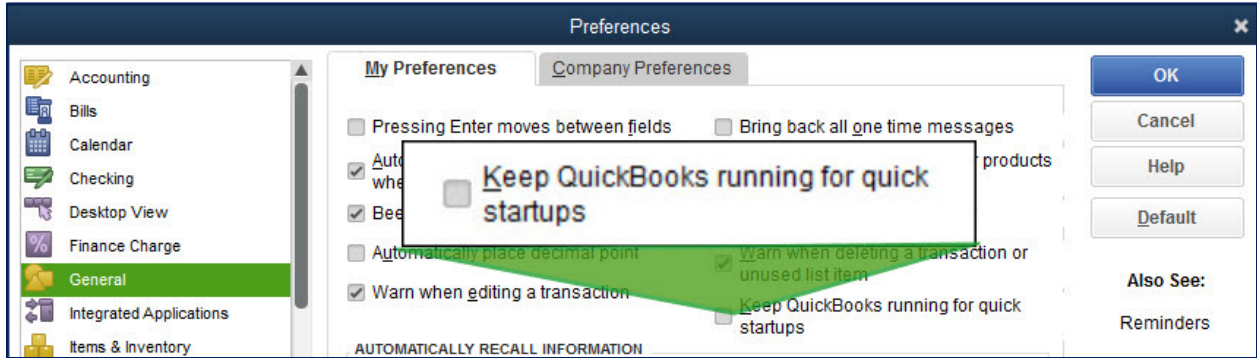
**Note:** The initial setup of a Scheduled Report requires the user to run QuickBooks with Windows Administrative Rights.

Additionally, only the QuickBooks Admin user can create, edit, inactivate or delete a Scheduled Report setup.

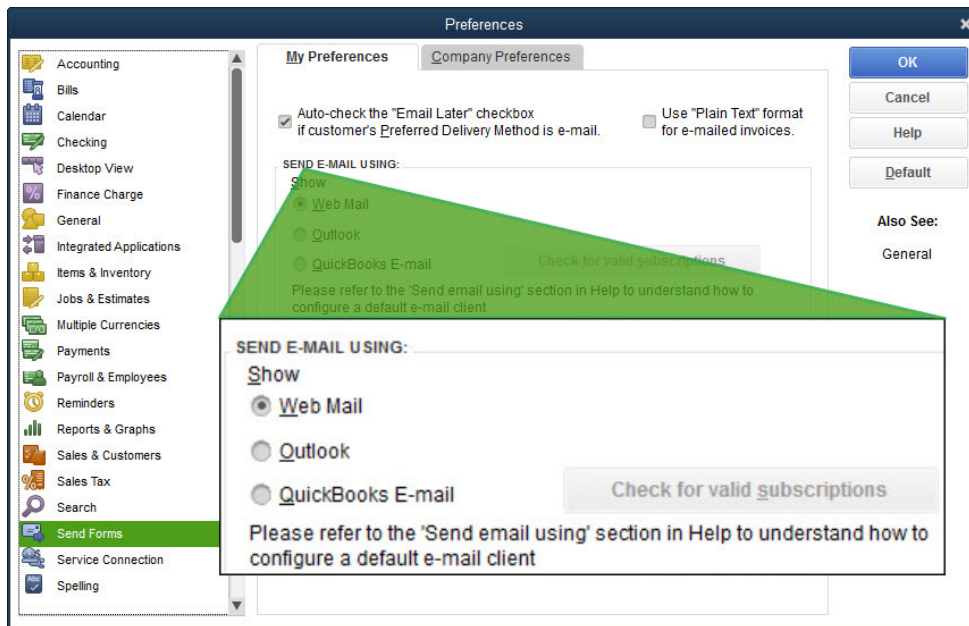
Scheduled Reports can only be setup when QuickBooks is in Single-User mode.

To Run QuickBooks as the Windows Administrator, right click with your computer mouse on the QuickBooks icon on your desktop and select **Run as administrator**. This is only required when a Scheduled Report is initially setup.

There are a couple of preferences that need to be set appropriately for this feature to work: From the menu bar select **Edit, Preferences, My Preferences, General** to **Keep QuickBooks running for quick startups** is *not selected*.



***Make sure preference to “Keep QuickBooks running for quick startups” is not selected***



***Scheduled Reports will work with Web Mail or Outlook E-mail settings***

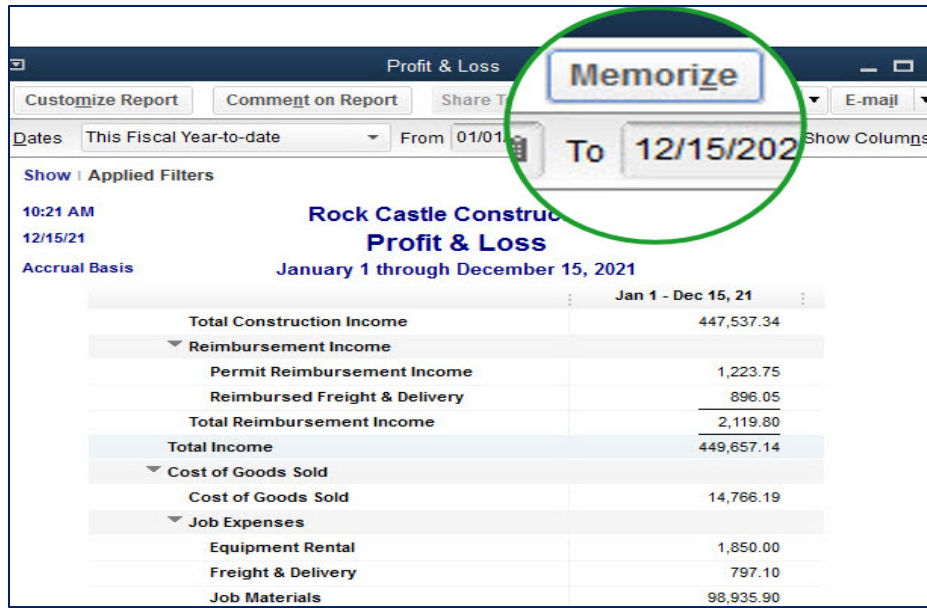
Secondly, from the menu bar select **Edit, Preferences, Send Forms, My Preferences**.

The Send Forms preference will need to be completed.

Scheduled Reports works with **Web Mail** or **Outlook**. But will not work with the QuickBooks E-Mail option.

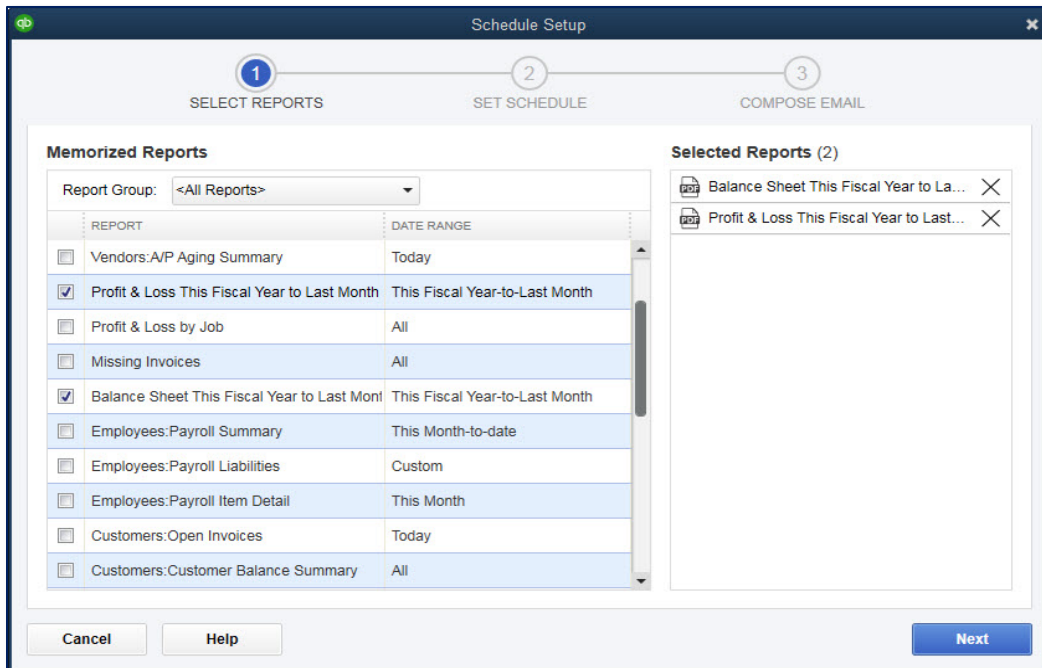
Note: If Outlook is selected it will need to be running at the time selected for sending the scheduled report(s).

To schedule a report, it must first be memorized. To memorize a report, customize as needed and then select the **Memorize** button at the top of a displayed report window. The memorized report(s) can now be included in the Schedule Setup.



***Scheduled Reports must first be memorized***

After you are logged into the file with Windows Administrative rights and as the QuickBooks Admin user and you have completed the aforementioned preferences you are ready to schedule your report(s). The selected reports will be attached as individual, password protected PDF's to a single email.



***Memorized Reports can be selected on the Schedule Setup window***

After choosing the reports to include in the Report Schedule, you will need to select the schedule time for delivery of the reports. Schedule Reports offers a variety of pre-defined frequencies including:

- Daily
- Weekly
- Every Two Weeks
- Monthly
- Quarterly

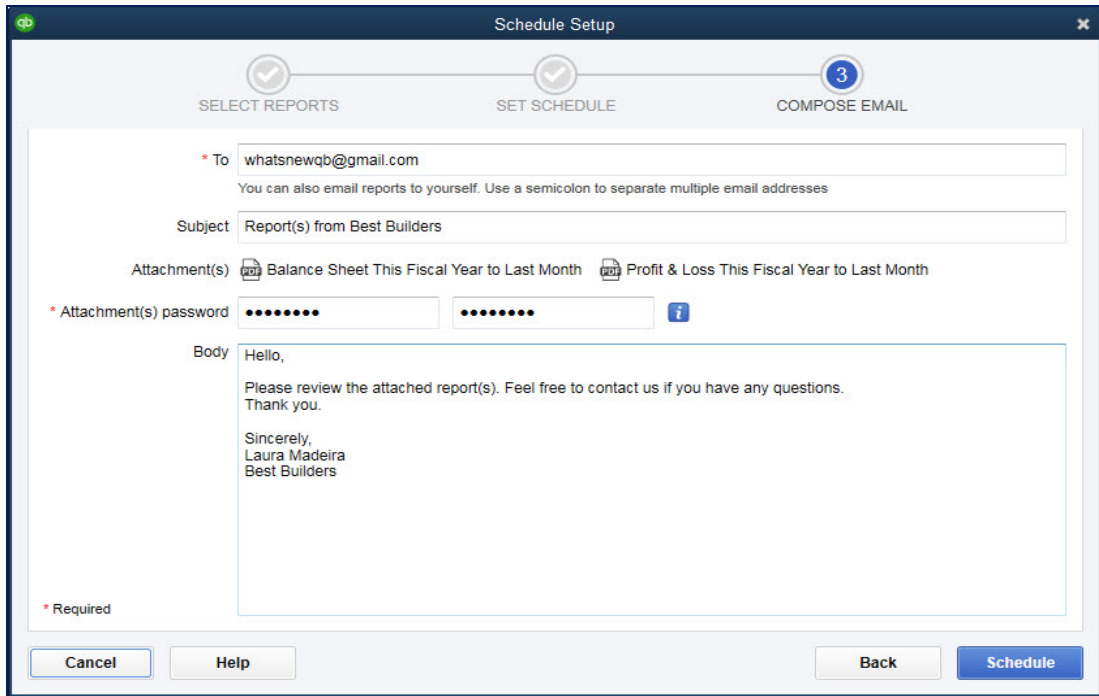
Reports can be sent on the hour, either a.m. or p.m. times using Microsoft's Task Scheduler.

***Define a scheduled time for the automated delivery of the reports***

The last step in creating a schedule is to compose the email that will accompany the reports. In this last step you complete the following:

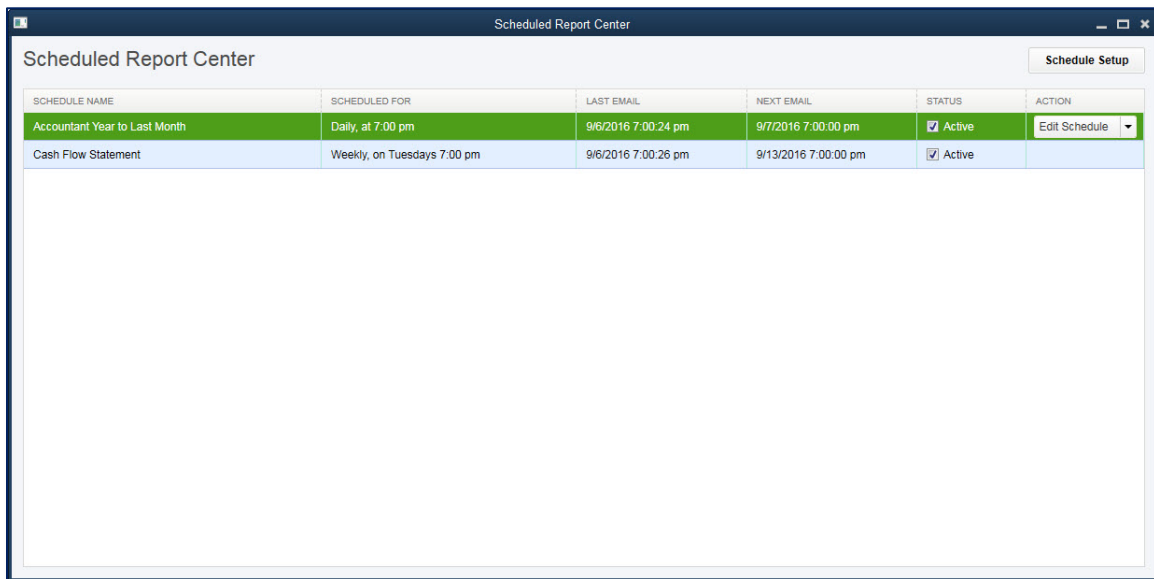
- Type the email(s) for distribution, separating them with a semi-colon
- Optionally edit the default email Subject line content
- Required – assign a password that will be required to open and view the attachments
- Optionally edit the default email Body content





**Assign a required password (does not need to be complex) needed to open the attachments**

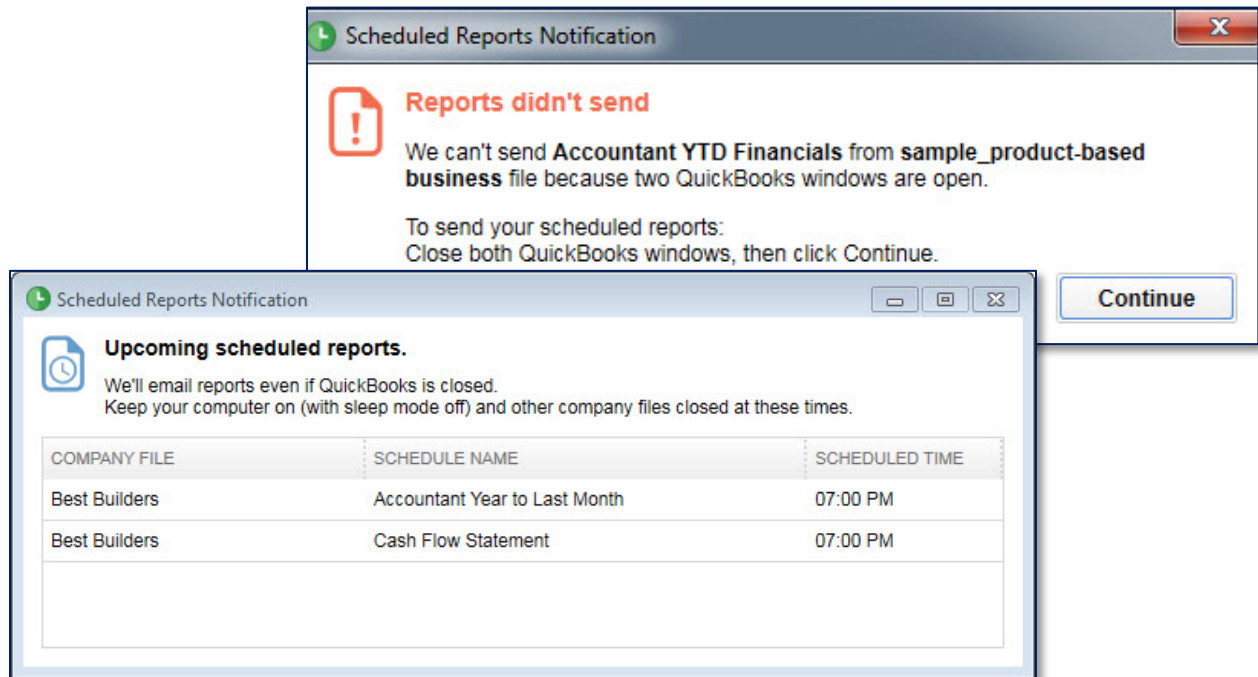
After the Report Schedule is setup, the Admin user for the QuickBooks file can view the Schedules, Modify the Schedules, Delete the Schedule or Inactivate a Schedule from the Schedule Report Center.



**Admin user in QuickBooks can view, modify, inactivate and delete a Schedule Setup**

QuickBooks will also provide notifications of Upcoming scheduled reports if that option was selected in the Set Schedule window.

If for some reason the scheduled reports do not send successfully, a message will display with the reason and a recommendation for successfully completing the process.



***Schedule Reports provides notifications of success or failure of the automated send***

A few technical details about working with Scheduled Reports:

- Original setup of a Report Schedule must be done by launching QuickBooks with the “Run as Administrator” windows option, or with User Account Controls set to “Never Notify”.
- Preference must *not be selected to Keep QuickBooks running for quick startups*.
- Automated reports will be sent even if QuickBooks is closed. Computer where QuickBooks is stored must have sleep mode in power settings disabled.
- If you are using Outlook as your email delivery option, Outlook must be running to permit the report(s) to be sent at the scheduled time.

The following are not supported scenarios for Scheduled Reports:

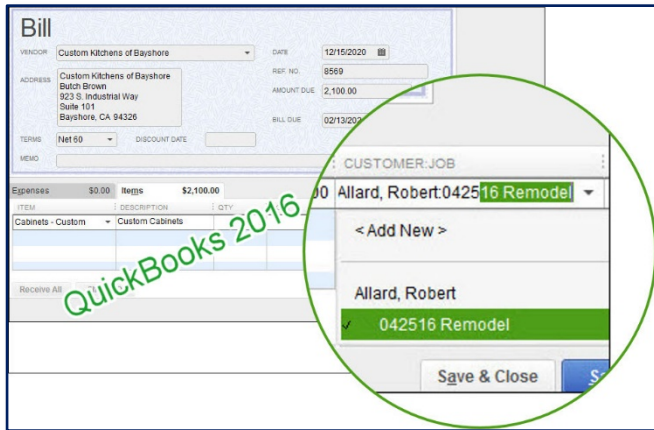
- The company file is open in multi-user mode at the time of the scheduled report. QuickBooks must either be closed or launched in single-user mode to send the scheduled report(s).
- If multiple QuickBooks files are used, the reports will only be sent if the scheduled time aligns with the currently open QuickBooks file.
- Using QuickBooks as your email delivery option. Please change your preference to either webmail or Outlook.
- Multiple editions of the same version of QuickBooks 2017 installed on the same computer. For example, if you have QuickBooks Premier 2017 and QuickBooks Enterprise 2017 installed.
- Scheduled Reports is not supported for QuickBooks in a hosted environment with roaming profiles.

## NEW! SMART SEARCH

**Available with:** QuickBooks Pro, Premier, Accountant and Enterprise 2017

**Accessible:** When adding a customer or job to a transaction

**What this feature does:** In QuickBooks 2017, the Smart Search is extended to look for a match in the first few characters of any part of the list name. That is looking for a match in the first word, second word, and third word and so on.



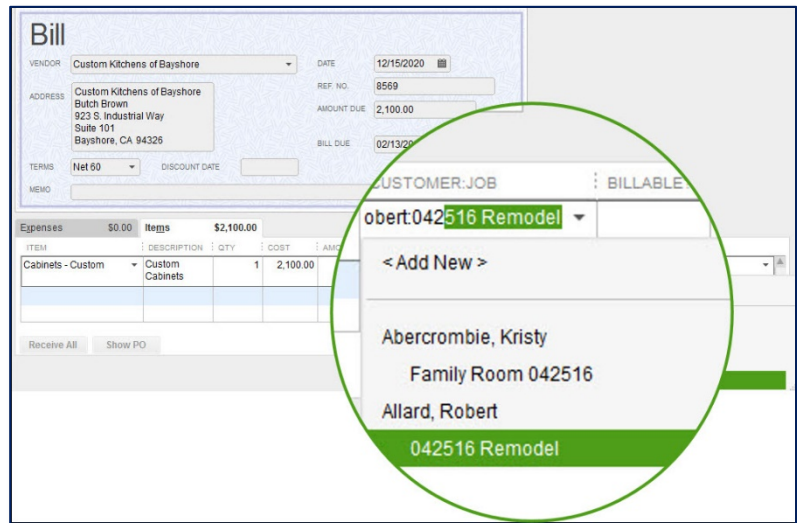
Previous versions of QuickBooks, when you would search for a name and typed a few characters, the resulting display would only be those list names where the first few characters of the *first word* of the full name would match.

In this image, I have typed 0425 and one list match was displayed, the one where the first word in the multi-word name had the same characters.

Using QuickBooks 2017, when characters are typed, the resulting display will find all listings where the first few characters of any of the words in a list name match.

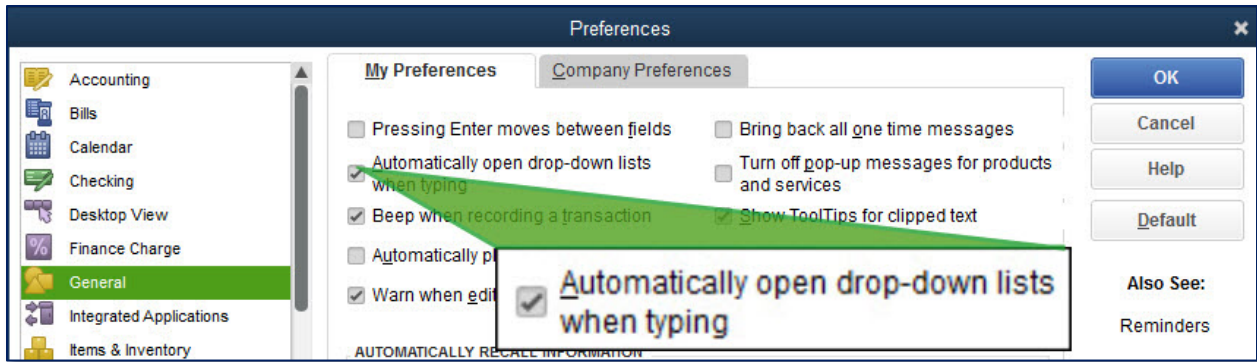
In this example, 042 was typed and two listings displayed. One with the same characters in the third word of a name, the other with matching characters in the first word of the name.

Many different industries use a naming convention for jobs that includes alpha and numeric characters.



**Smart Search will find matches to the first few characters in any word in the list**

For this feature to work make sure you and your client have the following completed: From the menu bar, select **Edit, Preferences, General, My Preference**, to **Automatically open drop-down lists** when typing with the checkbox selected. This preference is not checked when starting new in QuickBooks or when upgrading to QuickBooks 2017 so it will need to be reviewed for each individual user.



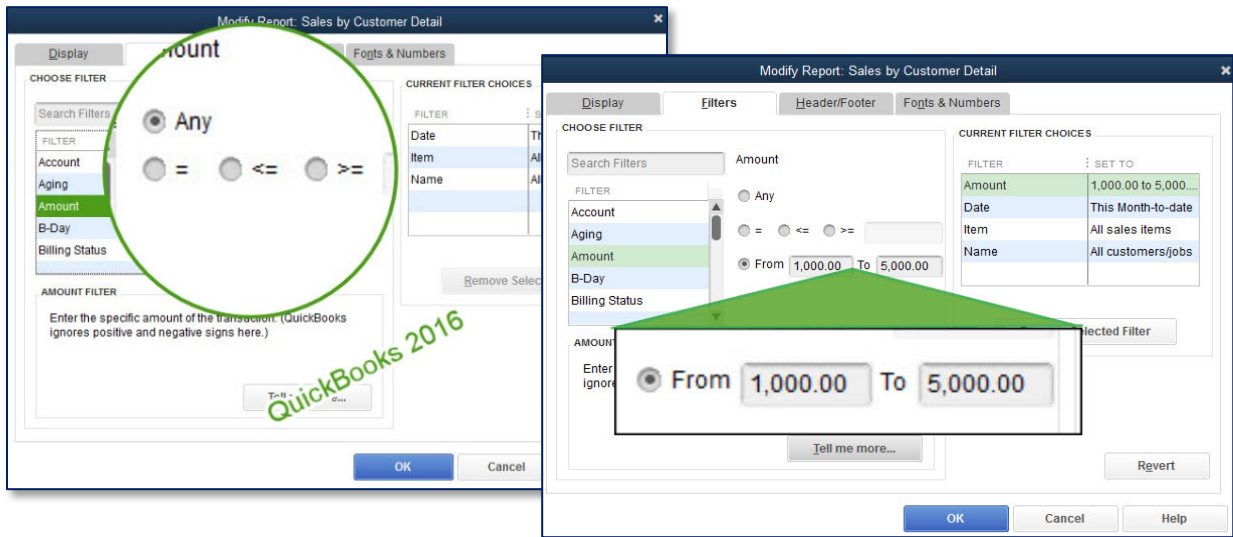
Smart Search will only work when this preference is selected

### NEW! IN BETWEEN AMOUNT SEARCH

Included with: QuickBooks Pro, Premier, Accountant and Enterprise 2017

How to access it: From any displayed report, select **Customize Report**, and from the **Filters Tab**, select **Amount** on the left. A search option is offered for an amount range. You can also access this from the menu bar by selecting, **Edit, Find** or **Edit, Search**.

What this feature does: Now you can search between values to find a transaction without having to



New From amount range in report filters, find and search windows

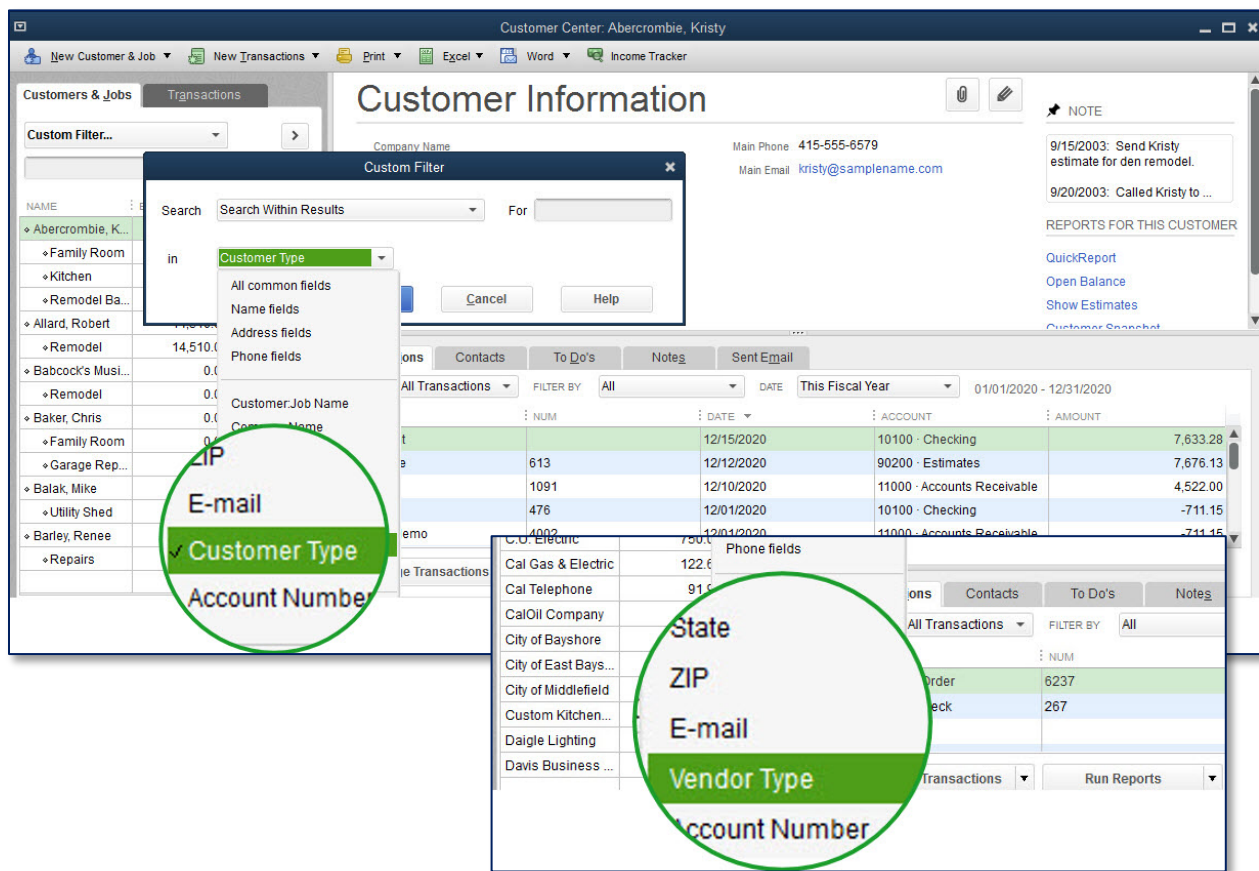
## NEW! VENDOR AND CUSTOMER TYPE FILTER

Included with: QuickBooks Pro, Premier, Accountant and Enterprise 2017

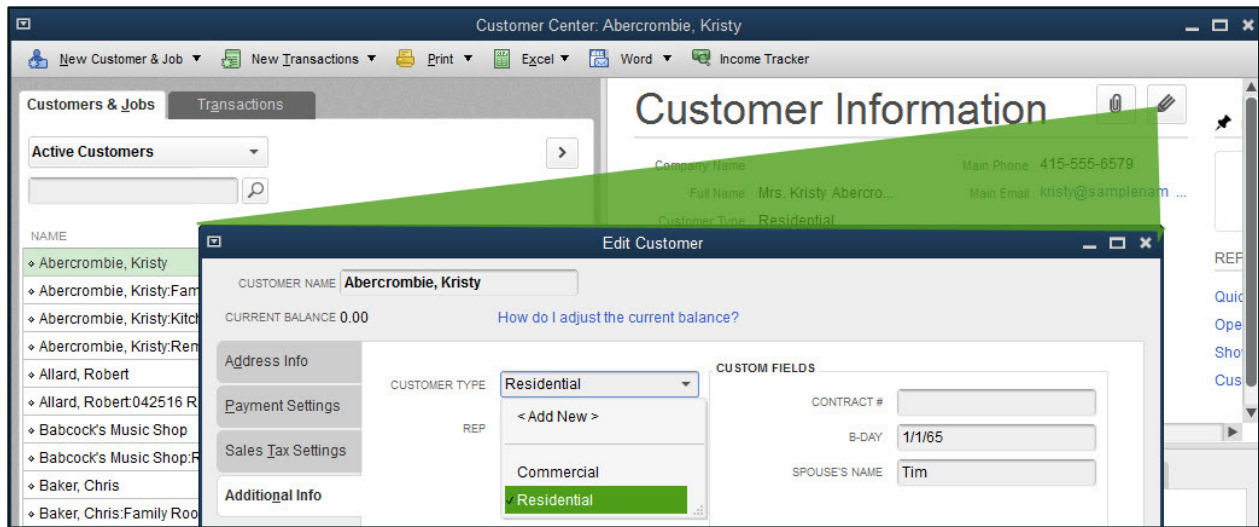
How to access it: From the Customer or Vendor Center

What this feature does: Efficiently filter the Customer or Vendor Center displayed list by user defined Type, with new filter option included.

How does this feature help you or your client work more efficiently? Previously in QuickBooks we could define a type for customers and vendors. We could filter reports for the type assigned, but that was about all we could do with that field. In QuickBooks 2017 the displayed list in the Centers can be filtered for the type assigned. This filter options can be useful for any QuickBooks user that would like to see the list for a specific type, and then manage the filtered information that displays.



*Filter displayed data in Centers by Customer or Vendor Type Assigned*



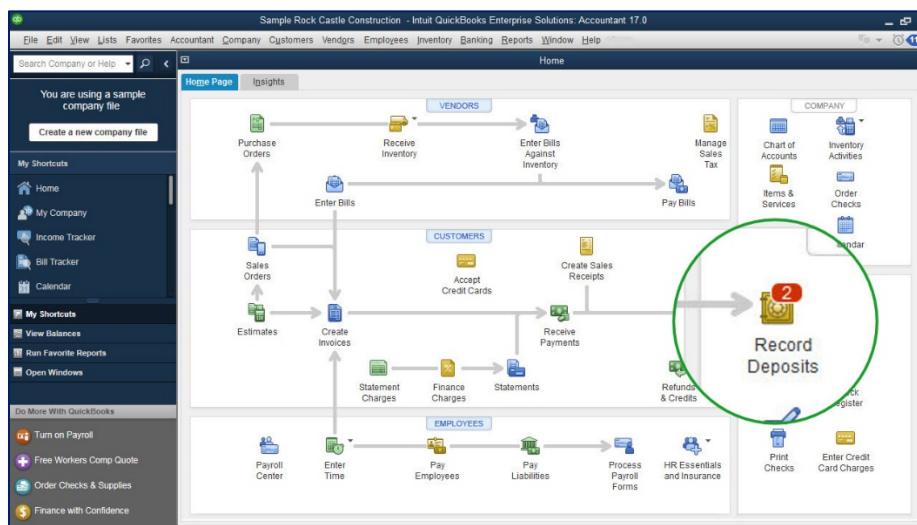
**Create a user defined Customer Type (or Vendor Type) to assign to the list items**

## NEW! VISUAL REMINDER TO RECORD MAKE DEPOSITS

Included with: QuickBooks Pro, Premier, Accountant and Enterprise 2017

**How to access it:** Displayed on the **Home Page** when there is an Undeposited Funds balance

**What this feature does:** QuickBooks users are now notified with a badge on the Make Deposits on the Home Page when there are funds recorded as received for customer invoices but not yet recorded as deposited to the bank account. This feature is a visibility improvement and does not change the workflow in QuickBooks for recording payments and making deposits.



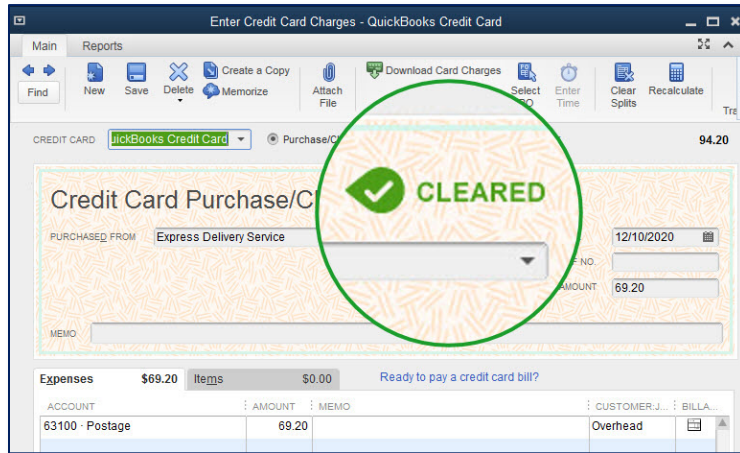
**New badge to remind users to Record Deposits to bank accounts**

## NEW! CREDIT CARD CLEARED STATUS

**Included with:** QuickBooks Pro, Premier, Accountant and Enterprise 2017

**How to access it:** From the menu bar select, **Banking, Enter Credit Card Charges**

**What this feature does:** View easy to read credit card charge status resulting from reconciliation of credit card statement in QuickBooks.



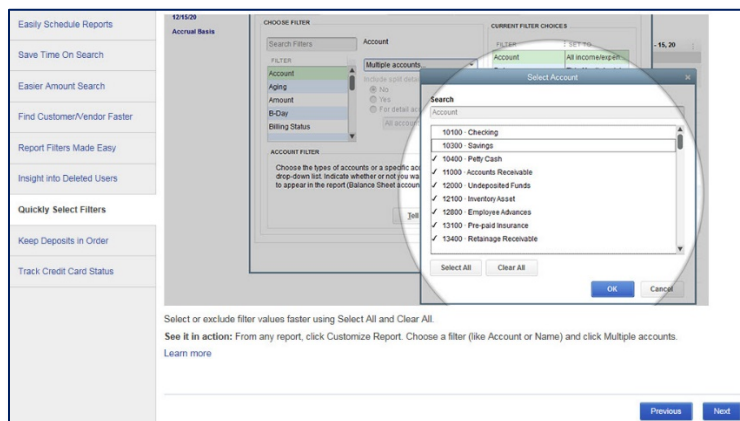
*Cleared status displays on credit card charge and credit transactions*

## NEW! FEATURE TOUR

**Included with:** QuickBooks Pro, Premier, Accountant and Enterprise 2017

**How to access it:** Opens automatically with the install of QuickBooks 2017. Can also be opened on demand from the menu bar by selecting, **Help, New Features, New Feature Tour**.

**What this feature does:** Want a quick way to see the new features in QuickBooks? Click the provided hyperlinks for more detailed information.



*Learn about What's New in QuickBooks 2017*

## IMPROVED! REPORT FILTERS VIEW AND MODIFICATION

Included with: QuickBooks Pro, Premier, Accountant and Enterprise 2017

**How to access it:** Select the **Show Applied Filters** located in the top left corner of any displayed report. Optionally select **Hide Applied Filters** to remove them from view.

**What this feature does:** On a displayed report, users can select Show or Hide the Applied Filters. Users can easily modify the filters, by clicking the filter description on the displayed report to open the Modify Report with the selected filter active. Conveniently remove a selected filter by clicking the X next to the filter.

	New Construction	Remodel	TOTAL
<b>40100 - Construction Income</b>			
40110 - Design Income	3,152.74	33,576.51	36,729.25
40130 - Labor Income	52,696.44	155,528.98	208,225.42
40140 - Materials Income	68,401.16	51,519.51	119,920.67
40150 - Subcontracted Labor Income	58,492.30	24,218.05	82,710.35
40199 - Less Discounts given	0.00	-48.35	-48.35
40100 - Construction Income - Other	0.00	0.00	0.00
<b>Total 40100 - Construction Income</b>	<b>182,742.64</b>	<b>264,794.70</b>	<b>447,537.34</b>

*Show or Hide filters on a displayed or printed report*

	New Construction	Remodel	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
40100 - Construction Income			
40110 - Design Income	3,152.74	33,576.51	36,729.25
40130 - Labor Income	52,696.44	155,528.98	208,225.42
40140 - Materials Income	68,401.16	51,519.51	119,920.67
40150 - Subcontracted Labor Income	58,492.30	24,218.05	82,710.35
40199 - Less Discounts given	0.00	-48.35	-48.35
40100 - Construction Income - Other	0.00	0.00	0.00
<b>Total 40100 - Construction Income</b>	<b>182,742.64</b>	<b>264,794.70</b>	<b>447,537.34</b>
<b>40500 - Reimbursement Income</b>			
40620 - Permit Reimbursement Income	487.00	736.75	1,223.75
40530 - Reimbursed Freight & Delivery	102.00	784.05	886.05
<b>Total 40500 - Reimbursement Income</b>	<b>589.00</b>	<b>1,520.80</b>	<b>2,109.80</b>
<b>Total 40100 - Construction Income</b>	<b>183,331.64</b>	<b>266,325.50</b>	<b>449,657.14</b>
<b>Expenses</b>			
8,188.02	6,577.57	14,765.59	
1,560.00	300.00	1,860.00	
53,497.75	45,638.15	99,135.90	
175.00	525.00	700.00	
41,402.95	21,815.00	63,217.95	
132.00	692.00	824.00	
-51.11	-150.70	-201.81	
<b>Total</b>	<b>98,706.69</b>	<b>68,892.45</b>	<b>167,599.14</b>
<b>Total</b>	<b>104,895.31</b>	<b>75,170.02</b>	<b>180,065.33</b>
<b>Total</b>	<b>78,436.33</b>	<b>191,155.48</b>	<b>269,591.81</b>
<b>Total</b>	<b>78,436.33</b>	<b>191,155.48</b>	<b>269,591.81</b>

Account: All income/expense accounts  
Class: Multiple classes...  
Date: This Fiscal Year

If the report is printed when Show Filters is selected, the filters will print on the last page added to the report.

If Hide Filters is selected, the filters will not be included in the printed report.

*Filter descriptions print*

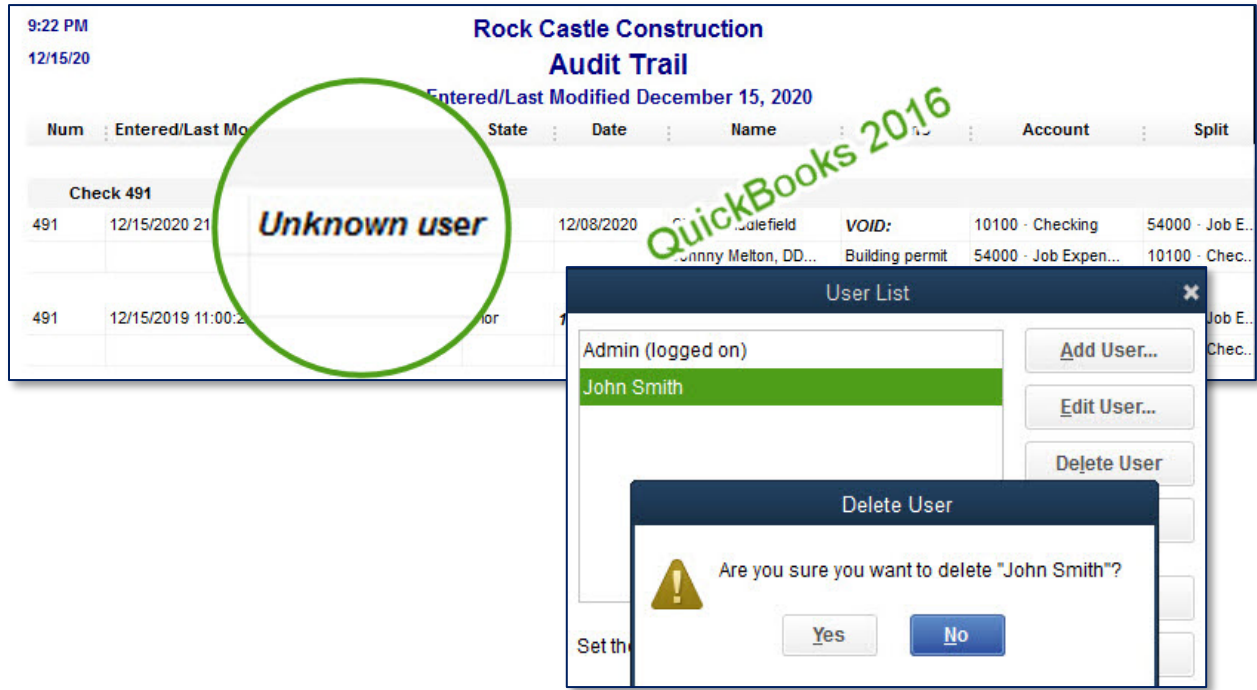


## IMPROVED! DELETED USERS ON AUDIT TRAIL

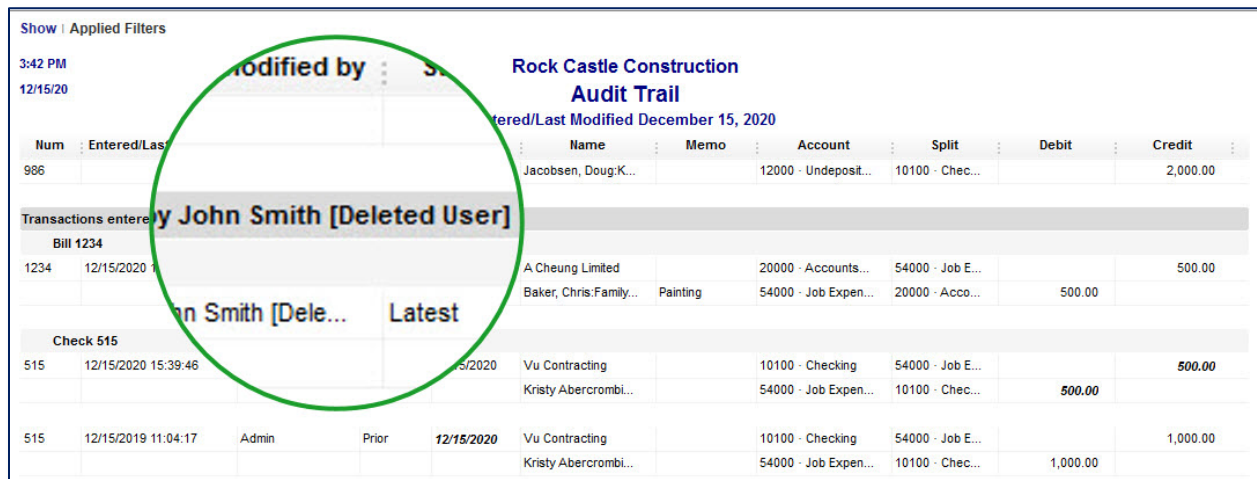
Included with: QuickBooks Pro, Premier, Accountant and Enterprise 2017

How to access it: From the menu bar select, **Reports, Accountant & Taxes, Audit Trail**

What this feature does: Improvement is for instances where a User Name was deleted by the Admin User. The Audit Trail will now retain user names association with transaction changes for deleted users.



Earlier versions of QuickBooks would report "Unknown user" for deleted users



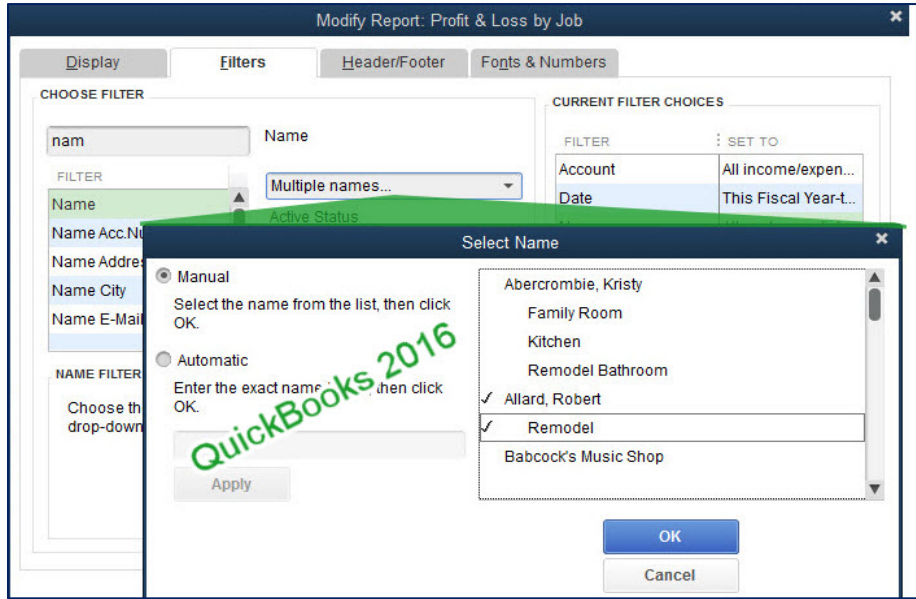
QuickBooks 2017 retains deleted user names with transaction activity

## IMPROVED! QUICKLY SELECT FILTERS

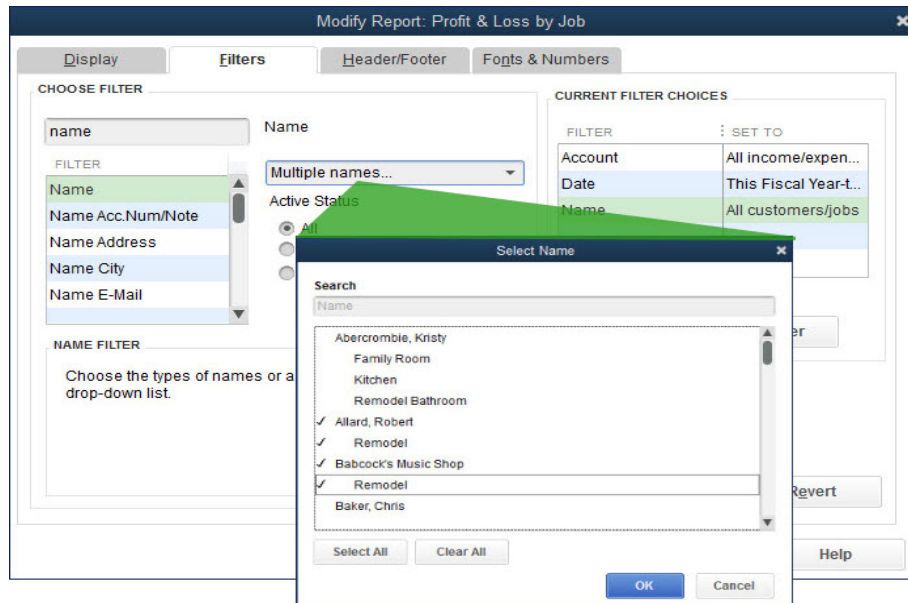
Included with: QuickBooks Pro, Premier, Accountant and Enterprise 2017

**How to access it:** From any displayed report, click **Customize Report**, then select the **Filters** tab. From the selected filter, choose **Multiple....** at the top of the drop-down menu choices

**What this feature does:** Easily view and select multiple report filters. In previous year's versions of QuickBooks desktop, users had to carefully scroll through a list to pick the individual filtered elements. Now, in QuickBooks 2017 when selecting multiple items in a filter for a report, the list is displayed clearly, and a Select All or Clear All option is provided.



*Selecting multiple list items in prior versions looked like this*



*Selecting multiple list items offers a new Select Name window*

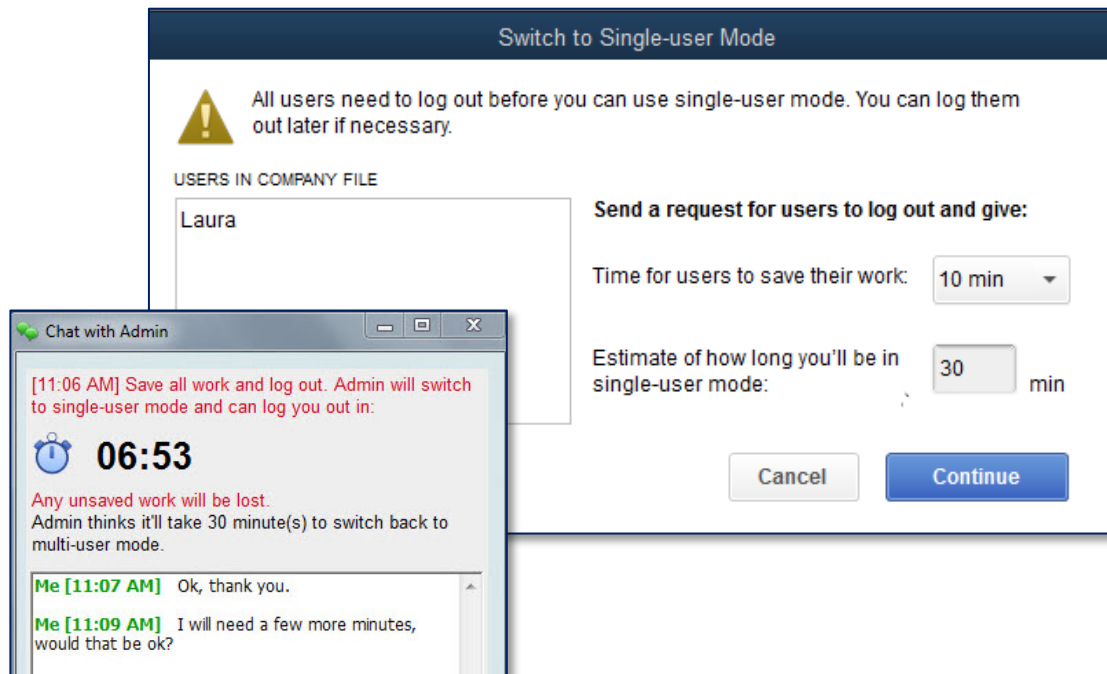
## IMPROVED! MULTI-USER MODE IN QUICKBOOKS ENTERPRISE

Included with: QuickBooks Enterprise 2017

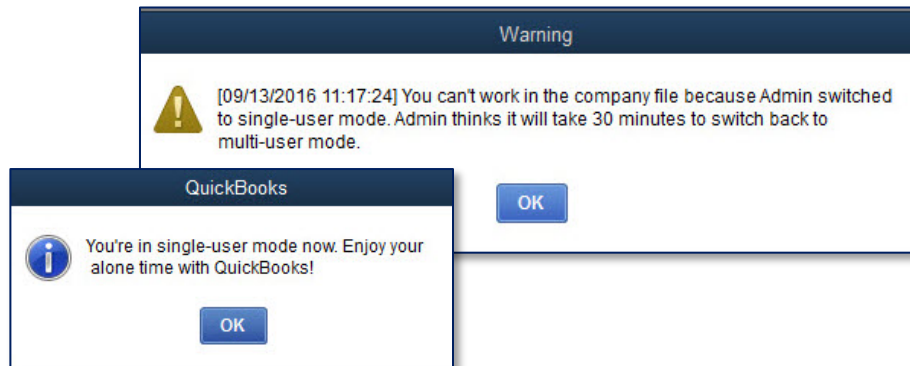
**How to access it:** When working in Multi-user mode

**What this feature does:** Two improvements were made when working in Multi-user mode in QuickBooks Enterprise:

First, the Admin user can communicate efficiently with the end-user on timing for logging users out of the file. A message is sent with a timer that displays on the end-users computer. The Admin user can force users out of the company file. For example, this solves for the case when an employee left QuickBooks running when they left their office.



**The Admin user can notify logged users to log out for a specified length of time**



**User is notified that they cannot work in the file while the Admin has Single-user access**

Secondly, for QuickBooks Enterprise 2017 there are now fewer tasks that require users to switch between multi-user and single-user mode. These include Pay Bills, Print Checks, Create Invoices from Estimates and Scan Checks while working in multi-user mode. In previous versions, when a 2<sup>nd</sup> user would try to complete a task in the same module that another user was in, they would be notified that they had to wait for the other user to complete what they were doing.

## IMPROVED! COMPANY FILE NAME ON DEPOSIT SUMMARY

**Included with:** QuickBooks Pro, Premier, Accountant and Enterprise 2017

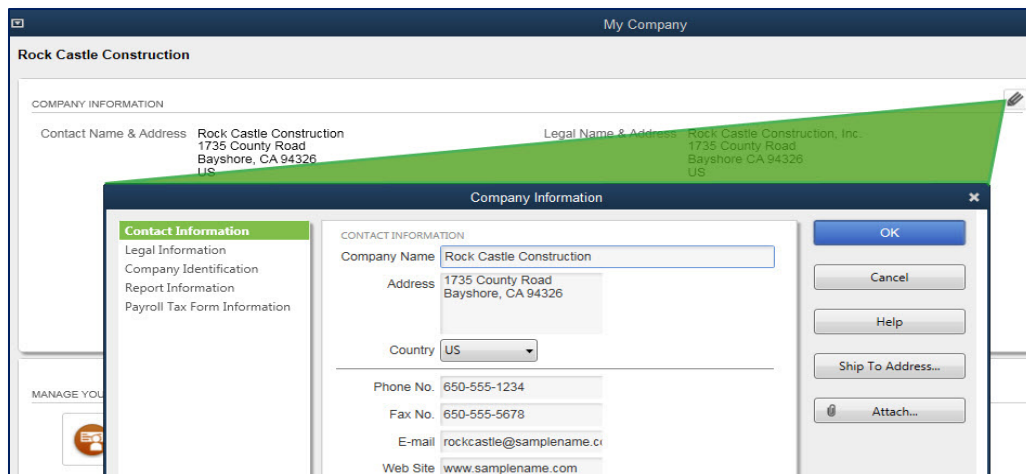
**How to access it:** From the **Make Deposits** window, select **Print, Deposit Summary**. The company name is from the My Company information. Accessible from the menu bar selecting, **Company, My Company**. When opened, click the pencil icon to modify the Company Name.

**What this feature does:** The Deposit Summary report, printed from a displayed Make Deposits window, now includes the Company Name.

Chk.No.	PmtMethod	Red From	Amount
986	Cash	Roche, Diarmuid Garage repairs	440.00
	Check	Jacobsen, Doug Kitchen	2,000.00
Less Cash Back:			
Deposit Total:			2,440.00

**Company file name now included on Deposit Summary reports**

To add or modify the company name, from the menu bar, select **Company, My Company** and select the pencil icon in the top right.



**To add or edit the Company name**

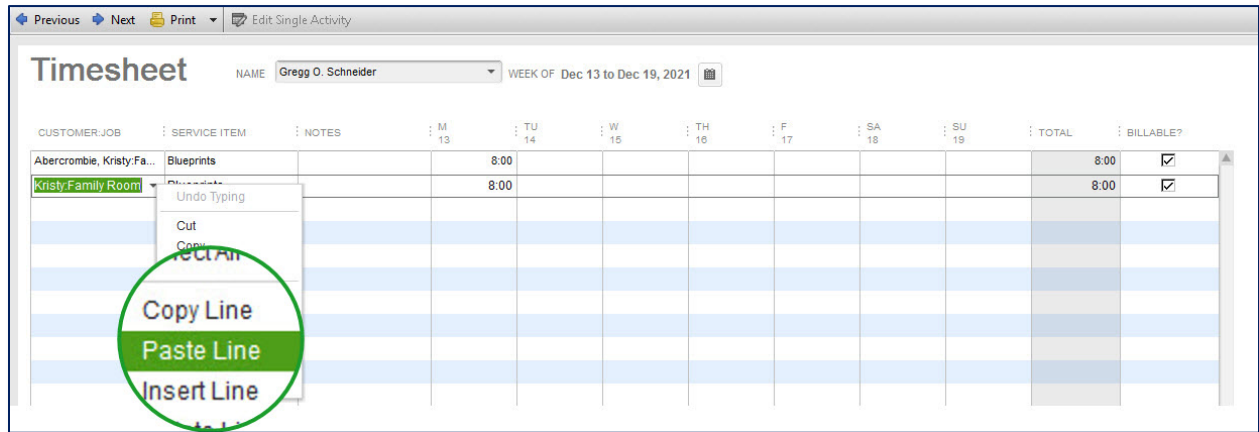
## Improved! TIME SHEET LINE COPY AND PASTE

**Included with:** QuickBooks Pro, Premier, Accountant and Enterprise 2017

**How to access it:** From the menu bar by selecting **Employees, Enter Time, Use Weekly Timesheet** or from the Home Page by selecting the **Enter Time, Use Weekly Timesheet** icon.

**What this feature does:** QuickBooks users can now streamline their entry of time in timesheets by the use of a Copy Line then Paste Line function for individual lines on the Weekly Timesheet.

Previous versions of QuickBooks had these same menu options listed, but they were not able to be used in this window.



*Efficiently Copy / Paste Line details in time sheets*