

QUICKBOOKS DESKTOP WEBINAR TRAINING

What's New in QuickBooks® 2019

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About the Author



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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.

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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.

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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 <u>Facebook</u>

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 2019. Learn how these features can save you and your clients' data entry time, improving the overall experience with QuickBooks. Your clients will find it easier to work with QuickBooks in 2019 with many end user-focused features and improvements. Learning about these features will help you recommend the right software solution for your clients.

COVERED IN THIS GUIDE

This guide details the new and improved features of Intuit QuickBooks Desktop 2019 including Pro, Premier, Accountant, Enterprise and Mac.

This guide is divided into the following sections:

- What's New and Improved for QuickBooks Desktop 2019
- What's New and Improved for QuickBooks Enterprise Desktop 19.0
- What's New and Improved for QuickBooks for Mac 2019
- QuickBooks ProAdvisor Program
- QuickBooks Accountant ToolBox Access

LEARNING OBJECTIVES

After attending this course, you will be able to:

- Identify new and improved features that will help you and your clients work more efficiently using QuickBooks Desktop 2019
- Review the benefits of the QuickBooks ProAdvisor Membership with access to the Accountant ToolBox

What's New and Improved for QuickBooks 2019

QuickBooks Accountant Desktop 2019 adds even more tools and improvements to empower you and your clients to work more efficiently. These features include:

NEW! CUSTOMER INVOICE STATUS TRACKER

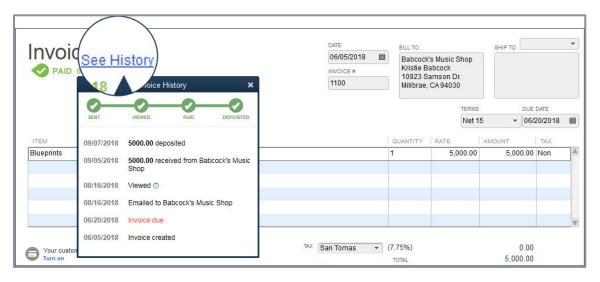
Included with: QuickBooks Pro, Premier, Accountant 2019 and Enterprise 19.0.

How to access it: From the Create Invoices window, click the **See History** link to the right of the form name (Invoice is the default form name when using an Intuit invoice template).

What this feature does: Real-time invoice status tracking directly on the invoice window. Single, consolidated view of the invoice journey includes tracking the following:

- Invoice created date
- Invoice due date
- Invoice email date and customer name (if you use the Email Invoice feature within QuickBooks using one of the supported email configurations found in Send preferences)
- Invoice viewed date (Internet connection required to see the viewed status)
- Amount and date of customer full or partial Receive Payment recorded in QuickBooks
- Amount and date of Make Deposit recorded in QuickBooks

With real-time customer invoice history information available, users can take timely actions to improve communication with clients about their open receivables.



The emailed date detail will be tracked for invoices emailed individually or in batch using the Collections Center (see **Edit** \rightarrow **Preferences** \rightarrow **Sales & Customers** \rightarrow **Company Preferences**). However, the emailed status will only be shown if you are connected to the Internet.

Note: Tracking of email dates does not work with Microsoft Outlook 2010. The emailed details might not display if the customer's email does not auto-allow image downloads.

New! TRANSFER CREDIT BETWEEN JOBS

Available with: QuickBooks Pro, Premier, Accountant 2019 and Enterprise 19.0.

How to access it: For a customer who has open (unapplied) credits, from the main ribbon on the Create Invoices window, select **Apply Credits**.

What this feature does: Efficiently applies customer credits across all jobs of the same customer. New column on the Apply Credits window displays the customer and job which the credit is currently assigned to. From the Apply Credits window, users can assign an unapplied credit to other jobs of the same customer record.



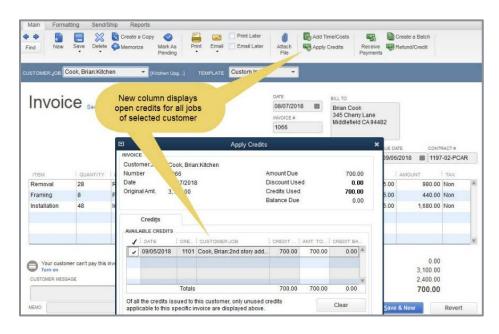
When this feature is first requested by a user, QuickBooks creates the new Other Current Asset type account. The account is named Account for Credit Transfer and the user who first launches the new feature must have permissions allowing them to make changes to the Chart of Accounts. After that initial use of the transfer feature, other users do not need that same permission level.

By default, the automatically created account is listed as inactive on the Chart of Accounts list to discourage users from selecting it during normal transaction entry.

Loo	k for account name or number					
		Search Reset				
*	NAME	: \$	TYPE		BALANCE TOTAL	ATTACH
	♦Checking	\$	Bank		52,169.10	
	Money Market		Bank		0.00	
			Bank		500.00	
	♦Savings	\$	Bank		17,910.19	
	Accounts Receivable		Accounts F	Receivable	76,092.93	
*	♦Account for Credit Transfer		Other Curr	entAsset	0.00	
	♦Employee Advances		Other Curr	entAsset	832.00	
	♦Inventory Asset		Other Curr	entAsset	31,253.59	
	Pre-paid Insurance		Other Curr	entAsset	4,050.00	
			Other Curr	entAsset	3,703.02	

Cautions noted with this feature include:

- The transfer of credits from one job to another within the same customer cannot be undone. Any future corrections would need to be done manually using a separate transaction.
- Users without Chart of Accounts access cannot perform the first instance of the transfer of credits between jobs. QuickBooks uses the first instance to trigger the creation of the new Other Current Asset account mentioned previously.
- The Transfer of Credits and Apply Credits does not work when in an Accountant's Copy of the client's data.



9:17 PM 09/09/18 Accrual Basis				Rock Castle Construction Account QuickReport All Transactions			
Туре	Date	Num	Name	Memo	Split	Amount	Balance
Account for Credit 1	ransfer						
General Journal	09/05/2018	1002	Cook, Brian:2nd st	Transfer of Credits for Cook, Brian from 2nd story addition to Kitchen	Accounts Re	-700.00	-700.00
General Journal	09/05/2018	1003	Cook, Brian:Kitchen	Transfer of Credits for Cook, Brian from 2nd story addition to Kitchen	Accounts Re	700.00	0.00
Total Account for Cred	it Transfer					0.00	0.00
TOTAL						0.00	0.00

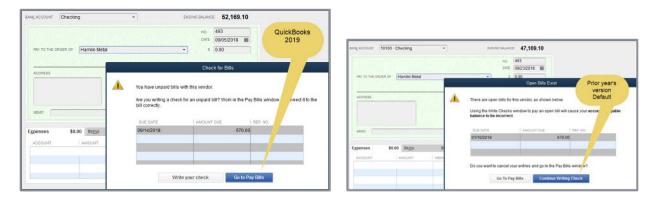
Proper use of the new and improved process would leave the balance in the Account for Credit Transfer at zero; it is intended to be used simply as a clearing account.

NEW AND IMPROVED! BILL PAY PROMPT IN LIEU OF WRITE CHECK

Included with: QuickBooks Pro, Premier, Accountant 2019 and Enterprise 19.0.

How to access it: The new Check for Bills dialog prompt will display when creating a Write Check for a vendor who has open (unpaid) vendor bill(s). From the menu bar, select **Banking** → Write Check and in the Pay to the Order of field, enter a vendor name that currently has an unpaid vendor bill.

What this feature does: New and improved prompt helps users avoid using the Write Check transaction type when the proper transaction type should be a vendor Bill Payment. When a user enters a vendor name in the Pay to the Order of field on a Write Check transaction for a vendor with open vendor bills, QuickBooks displays a new Check for Bills window.



Improved default prompt is **Go to Pay Bills**, unlike prior years' Continue Writing Check default.

When users click the default action of Go to Pay Bills, the Pay Bills window is already filtered for that vendor. Prior years' versions would display all open vendor bills on the Pay Bills window.

I			Pay Bi	lls	
SELECT BILLS TO BE PAID					
Show bills	ore 09/21/2018	m			
Show bills Show all bills			Filter By	Hamlin Me	tal 👻
			Sort By	Vendor	*
DATE DUE VENDOR	REF. NO.	DISC. DATE	E : AMT	DUE	DISC. USED
🗖 10/05/2018 Hamlin M	etal			670.00	0.00

NEW! EMPLOYEE PAY ADJUSTMENT HISTORY

Included with: QuickBooks Pro, Premier, Accountant 2018 and Enterprise 18.0 Maintenance Release R3¹ or newer. This was a slipstream release in a later maintenance release of QuickBooks 2018.

How to access it: From the menu bar, select **Reports** → **Employees & Payroll** → **Employee Pay Adjustments History**. Available in QuickBooks with an active payroll subscription.

What this feature does: Tracks changes to employee pay rates (only hourly, salary, bonus and commission items). Changes are reported when the new, updated Earnings item is used on a paycheck transaction. The report does not track the overall sum paid to an employee, only the earnings items are detailed.

By default, if there's a change in at least one of the Earnings items included in a paycheck, or when there is a new baseline payroll item type added, all the Earnings items in that paycheck will be featured in the report to avoid misleading the payroll administrator into thinking they have missing payroll items in the paycheck they created.

				Employee Pay	Adjustments Hist	ory			-
Customize Report	Comme <u>n</u> t on Report	Share Ten	nplate Memoria	e Prin <u>t</u> v	E-majl 🔻 Ex	cel 🔻 Hide He <u>a</u> der	Refresh		
Dates This Calendar Yea	ar 🔹	From 01/01/2	2018 🛍 To 12/	31/2018 🗎 Em	ployee All names	▼ Payroll It	All payroll items (i	•	
Show Filters									
12:55 PM				B	est Builders				
			Em	ployee Pay	Adjustme	nts History			
				January th	rough Decembe	er 2018			
Pay Period	Paycheck Date	Payroll Item	Previous Rate	Current Rate	% Change	Amount Paid	Memo	Notes	
Betty Smith									
	08/31/2018	Salary	50000.00	65,000.00	30.0%	2,500.00			
08/11/2018 - 08/24/2018								() D F I F I F I F	
08/11/2018 - 08/24/2018 07/14/2018 - 07/27/2018	08/03/2018	Salary	-	50,000.00	-	1,923.08		(-) Baseline rate for payroll item	
	08/03/2018	Salary		50,000.00	•	1,923.08		(-) baseline rate for payroli item	
07/14/2018 - 07/27/2018		Salary Hourly Wage	- 20.00	50,000.00	- 25.0%	1,923.08		(-) baseline rate for payroli item	

¹ To determine the maintenance release of your or your client's current QuickBooks version, open QuickBooks and, from a Windows keyboard, select the F2 key.

NEW! INACTIVE INVENTORY ITEMS ON VALUATION REPORTS

Included with: QuickBooks Pro, Premier, Accountant 2019 and Enterprise 19.0.

How to access it: From the menu bar, select Reports \rightarrow Inventory \rightarrow Inventory Valuation Summary or Inventory Valuation Detail.

What this feature does: When preparing the Inventory Valuation reports, users can include inactive inventory items. A company's recommended process would be that all inventory items to be made inactive do not have a quantity on hand in QuickBooks. However, often a business will make inventory items inactive despite having a quantity on hand.

Many companies will make an obsolete inventory item inactive so it can't be added to newly created transactions.

_oo <u>k</u> for	i <u>n</u> All	fields	 Search 	Re <u>s</u> et	Search within	results
X : NAME		TYPE	TOTAL QUANT	ITY ON HAND	ON SALES OR PRICE	ATT.
♦Roofing		Service				0.00
♦ Tile &Counter		Service				0.00
		Inventory Part		0	0	0.00
🗱 🔹 🔹 🕸		Inventory Part		423	0	0.00
♦Light Pine		Inventory Part		6	2	1,799.00
♦Door Frame		Inventory Part		21	0	0.00

The issue is the Balance Sheet includes the *value* but prior years' versions of QuickBooks inventory valuation reports did not.

In QuickBooks Desktop 2019, users can choose to include inactive inventory items in the Inventory Valuation Summary or Detail report. Including all inventory items in these reports will ensure that accountants and their clients can reconcile the Inventory asset account total on the Balance Sheet to the total Asset Value on the Inventory Valuation reports.

		Inven	tory Valuation Sur	nmary			
Customize Report	Comment on Report	Share Template	Memori <u>z</u> e	Prin <u>t</u> v E-ma	njl ▼ E <u>x</u> cel	▼ Hide H	e <u>a</u> der Refre <u>s</u> h
Dates Custom	•	As of 12/31/2018	🗰 🔲 Hide zero (20H 🔲 Show Ir	nactive Invento	ry Items	
Show Filters							
4:01 PM		Rock	Castle Cons	truction			
08/24/18			y Valuation				
	On Hand	U/M Avg Cos	t Asset Value	% of Tot Asset	Sales Price	Retail Value	% of Tot Retail
Inventory							
Cabinets							
Light P	ine 6	1,500.0	9,000.00	30.4%	1,799.00	10,794.00	44.1%
Cabine	ts-Other 0	0.0	0.00	0.0%	0.00	0.00	0.0%
	inets 6		9,000.00	30.4%		10,794.00	44.1%
Total Cabi							

What's New and Improved for QuickBooks 2019

I			Invento	ory Valuation Su	mmary			_ 🗆 :
Customize Repo	rt Comment on Repo	s s	hare Template	Memorize	Print T E-n	na <u>i</u> l v E <u>x</u> cel	▼ Hide H	e <u>a</u> der Refre <u>s</u> h
Dates Custom		As of	12/31/2018	📔 🔲 Hide zero (QOH Show	Inactive Inventor	ry Items	
Show Filters								
4:02 PM			Rock	Castle Cons	truction			
08/24/18			Inventor	y Valuation	Summar	Y		
			As	of December 31	1, 2018			
	On Ha	nd	J/M Avg Cost	Asset Value	% of Tot Asse	t Sales Price	Retail Value	% of Tot Retail
Invente	ory							
Cab	inets							
C	abinet Pulls	423 ea	2.56	1,082.60	3.5%	0.00	0.00	0.0%
	ight Pine	6	1,500.00	9,000.00	29.3%	1,799.00	10,794.00	44.1%
c	abinets - Other	0	0.00	0.00	0.0%	0.00	0.00	0.0%
Tota	I Cabinets	429 ea		10,082.60	32.9%		10,794.00	44.1%

IMPROVED! SICK AND VACATION PAY TRACKING

Included with: QuickBooks Pro, Premier, Accountant 2019 and Enterprise 19.0 with an active payroll subscription.

How to access it: To set the new Maximum type defaults for sick or vacation time, log in as the Admin user in Single User mode. From the menu bar, select Edit → Preferences → Payroll & Employees. Select the Company Preferences tab and click Sick and Vacation.

What this feature does: Offers new company preference for setting the Maximum type for sick and vacation time. Settings include either Maximum hours at a time or Maximum hours for the year.

			Preferences			
2	Accounting	My Preferences	Company Prefere	nces		ОК
m	Bills	QUICKBOOKS DESKTO	P PAYROLL FEATURES	SET PREFERENCES FOR		Cancel
**	Calendar	Eull payroll		Pay Stub & Voucher Prin	ting	Help
	Checking	<u>No payroll</u>		Workers Compensatio	n	English the
78	Desktop View Finance Charge			-		Default
70	General	Online payroll		Sick and Vacation		Also See:
	Integrated Applications					
1	tems & inventory	a period	and Vacation D	efaults	×	General
2	Jobs & Estimates	seginning of year	-	ОК	5	Tax:1099
2	Multiple Currencies	Hours accrued at begi		Cancel		
4	Payments	1	Contraction of the local distance of the loc			
	Payrol & Employees	Maximum number of h	ours	Help		
j	Reminders	Maximum type				
h	Reports & Graphs Sales & Customers	Maximum hours at a t	ime 🔨 He	Ip oose	nis.	
-	Sales Tax	Maximum hours at a	a time			
5	Search					
	Send Forms	Maximum hours for	the year			
-	Service Connection	Accrual period	/			
7	Spelling	ginning of year	0:00			
		Maximum and at begi	nnie			

The Maximum type company preference determines the total hours an employee can accrue.

For example, if the Maximum type of hours for the year is selected as the default, an employee will stop accruing time when they have met the Maximum number of hours specified.

Betty Smith			PAY P	ERIOD 08/11/20	18 🗰 - 08/24/2018 🛍
Earnings			Use Use	Direct Deposit	
ITEM NAME	RATE	HOURS	CUSTOMER:JOB		
Salary	1,875.00	60:00)		SICK AVAILABLE -10:00
Sick Pay	31.25	20:00)		VACATION AVAIL. 40:00
					SICK ACCRUED
					VAC. ACCRUED
	Warnin	g: Sick T	ime Used Exceeds Limit		o not accrue sick/vac
TOTALS		ore sick ti	me than the total available. D	o you want to pay	are these items calculated
EE Health Insura		Yes	No		6,298.08
ER Health Insura		Tea	<u>N</u> O		625.00
					-315.00
					010.00
			Medicare Employee Addl T	0.0	

A warning displays when saving a paycheck transaction where the recorded sick and/or vacation time exceeds the available time for that payroll compensation item.

Additionally, paystub formatting has been updated to include Year-To-Date and Current pay period values for Accrued, Used and Available Sick and Vacation time details.

Employee Pay Stub	nployee Pay Stub Check number: 1007				Pay Period : 08	/11/2018-08/24/2018	P ay Date: 08/31/2018			
Employee					SSN	Status (Fed/State)		Allowances/Ex	tra	
BettySmith, 4680 Sunshine Way	(Anytown, T)	(11111				Single/(none)		Fed-0/0/TX-0/0		
					-					
Earnings and Hours	Qty	Rate	Current	YT D Amount	Sick		Accrued	Used	Available	
Hourly Regular Pay	60:00	25.00	1,500.00	1,500.00	Current		0:00	3:00	5:00	
Sick Pay Hourly	3:00	25.00	75.00	75.0(YTD		0:00	6:00		
Vacation Pay Hourly	25:00	25.00	625.00	625.0(Vacation		Accrued	Used	Available	
	88:00		2,200.00	2,200.00	-			Used		
Taxes			Current	YT D Amount	Current YTD		0:00	35:00	15:00	
Medicare Employee Add I Tax			0.00	0.00						
Federal Withholding			-297.00	-297.00	-					
Social SecurityEmployee			-136.40	-136.40						
Medicare Employee			-31.90	-31.90						
			-465.30	-46 5.30						
Net Pay			1,734.70	1,734.70						

IMPROVED! EASY UPGRADE

Included with: QuickBooks Pro (Plus), Premier (Plus) and Enterprise 18.0. This improvement was a slipstream release in a later maintenance release of multiple years' versions of QuickBooks.

How to access it: Users with a current Plus subscription will be prompted to upgrade their software to QuickBooks Desktop 2019.

What this feature does: Simplifies the time and effort needed to upgrade from a prior year's version of the software. When a user becomes eligible for an upgrade, it is a simple two-click process to install the newest version of QuickBooks Desktop. The entire upgrade process is automated and the user has the option to retain the older version of QuickBooks (recommended).

8	Upgrade to QuickBooks 2019	- 69 x			
	QuickBooks is new for 2019				
	Qquickbooks				
	Desktop Pro				
	and the second se		No Company Open Select a company that you've previously opened	and click Open	
			COMPANY NAME	LAST MODIFIED	FILE SIZE
	You qualify for a free upgrade with your		Bobs Bikes w Multi Site Locations.QBW	09/23/2018, 11:20 AM	14.89 MB
	QuickBooks Plus subscription		sample_product-based business edited w lea	09/22/2018, 10:48 AM	30.87 MB
	Quiene construct and canser ip not		Tyler General Contracting.qbw	09/21/2018, 01:43 PM	11.79 MB
	See what's new		sample_product-based business edited w lea	09/21/2018, 12:48 PM	31.04 MB
	Don't show this again		LOCATION: C:\Users\Owner\Desktop\QB 2019\Data File	:s\	
	Don't show this again		LOCATION: C:Users\Owner\Desktop\QB 2019\Data File	is)	

When the user opens the newly installed version of QuickBooks Desktop, the links to their data files will already be included in the No Company File Open window. This is an improvement from previous years' versions of QuickBooks when, after installing a new version, users had to browse to find their QuickBooks files for the first time.

IMPROVED! MOVE QUICKBOOKS TO ANOTHER COMPUTER

Included with: QuickBooks Pro, Premier, Accountant 2016 - 2019 and Enterprise 16.0 - 19.0 for users who have a current Enterprise subscription.

How to access it: From the menu bar, select File \rightarrow Utilities \rightarrow Move QuickBooks to another computer.

What this feature does: This migrator tool downloads the most recent maintenance release of the version of QuickBooks the user owns. This tool will copy the license details, up to three recently opened QuickBooks data files and many other items.

To move the QuickBooks data file seamlessly your client will need:

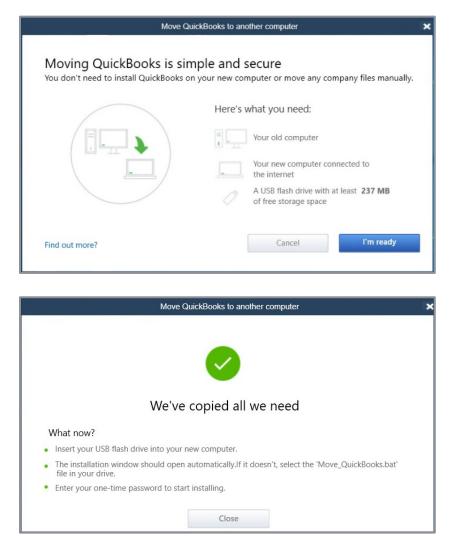
- Old computer where current data files reside
- Thumb drive with enough space to hold up to three QuickBooks data files
- New computer with an Internet connection

When the feature is launched on the old computer and the QuickBooks user plugs in the thumb drive, the tool automatically downloads the latest maintenance release of the QuickBooks version the user owns plus a variety of files.

Files included in the migrator tool include registration and license details for the QuickBooks version being used, attachments, templates, etc. A comprehensive list can be reviewed in this knowledge base article.

<u>F</u> ile	<u>E</u> dit	View	Lists	Favorites	Accountant	<u>C</u> ompany	C <u>u</u> stomers	Vend <u>o</u> rs	Employees	Inventory	Bar
N	ew Co	mpany.									
N	ew Co	mpany	from E	xisting Com	pany File						
<u>0</u>	pen or	Restor	re Com	pany							
0	pen <u>P</u> r	evious	Compa	any		- F					
0	pen Se	econ <u>d</u> (Compa	ny							
B	ack Up	Comp	any			- - -					
С	reate (Copy									
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Ē	og Off f	rom Co	ompany	/		_					
S	witch to	o Multi-	user Mo	ode							
U	tilities					<mark>}</mark> Im	port				•
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	rin <u>t</u>				Ctrl-	00	t up O <u>D</u> BC				
		PDF				Cu	stom Reportin	ng			. 1
	rint <u>F</u> or					• <u>C</u> o	nvert				•
		etup				Mo	ve QuickBook	s to anothe	er computer	Ň	
S	end Fo	rms				Co	py Company I	File for Qui	ckBooks <u>O</u> nlir	ne 63	

What's New and Improved for QuickBooks 2019



NOTE: During the process, the user will need to create a password, which will only be used once on the new computer to continue with the install. The migrator tool provides easy prompts during the process to ensure all is ready for a successful data move.

IMPROVED! CONDENSE DATA FILE OPTIMIZATION

Included with: QuickBooks Pro, Premier, Accountant 2019 and Enterprise 19.0.

How to access it: From the QuickBooks Accountant menu bar, select Accountant → Condense Data. Optionally, from a client's version of QuickBooks, from the menu bar, select File → Utilities → Condense Data.

What this feature does: Reliably reduces a QuickBooks company file size without deleting data. When choosing to condense data, there is a new option to keep all transactions and only remove the audit trail. Behind the scenes, QuickBooks also cleans up a few performance logs and other technical details, resulting in an estimated 32% file size reduction.

The estimated file size reduction will depend on the number of changes the file has recorded over time to the Audit Trail report.

Ф	Condense your company file	×
	How do you want to condense your company file? We can help you reduce your QuickBooks company file size. Don't worry, we keep a backup of your company file.	
1	Choose the best option for your company:	
	Keep all transactions, but remove audit trail info to date Your file size will be reduced by about 32% (10 MB).	
	Remove the transactions you select from your company file Choose the transactions you want to remove.	
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What's New and Improved for QuickBooks 2019



During the condense process, QuickBooks copies the file and appends the date a condense was performed along with adding *Copy* to the file name. This file is stored in the same location as the original file. This copied file has the full Audit Log details intact. The original QuickBooks file remains on the client's computer until a user chooses to remove it.

The resulting new file has the same name as was used originally, and the Audit Trail report does not report on any changes until a change is made in the new, smaller-sized file.

Name	Date modified	Туре	Size
길 Best Builders Inc 09-16-2018 Copy.QBW.SearchIndex	9/16/2018 12:37 PM	File folder	
퉬 Best Builders Inc.QBW.old.SearchIndex	9/16/2018 11:08 AM	File folder	
📥 Misc	9/16/2018 1:36 PM	File folder	
🖶 Best Builders Inc 09-16-2018 Copy.QBW	9/16/2018 1:41 PM	QuickBooks Company File	1,094,980 KB
🗊 Best Builders Inc 09-16-2018 Copy.QBW.DSN	9/16/2018 1:41 PM	Data Source Name	1 KB
Best Builders Inc 09-16-2018 Copy.QBW.ND	9/16/2018 1:41 PM	ndFile	1 KB
Best Builders Inc 09-16-2018 Copy.QBW.TLG	9/16/2018 1:41 PM	tlgFile	320 KB
🕼 🖶 Best Builders Inc.QBW	9/16/2018 1:40 PM	QuickBooks Company File	824,204 KB
🗊 Best Builders Inc.QBW.DSN	9/16/2018 12:45 PM	Data Source Name	1 KB
Best Builders Inc.QBW.ND	9/16/2018 1:40 PM	ndFile	1 KB
Best Builders Inc.QBW.TLG	9/16/2018 1:40 PM	tlgFile	320 KB

Note: Before and after performance of working with a large QuickBooks file depends on many factors, not just the size of the QuickBooks file.

IMPROVED! IMPROVED IIF LIST AND DATA IMPORTS

Included with: QuickBooks Pro, Premier, Accountant 2019 and Enterprise 19.0.

How to access it: If exporting from one QuickBooks file to another: from the menu bar, select File \rightarrow Utilities \rightarrow Export \rightarrow Lists to IIF Files and select the lists you wish to export to an IIF formatted file. From the new QuickBooks file, select File \rightarrow Utilities \rightarrow Import \rightarrow IIF Files and browse to the IIF file created for import.

What this feature does: A method of importing lists or data into QuickBooks has been available for many years but the improved IIF importing validates the data to be imported. New for QuickBooks 2019 users can view the results of the import. A separate IIF file is created of records that were not successfully imported, the records can be updated and reimported from this file.

Users familiar with this long-available tool can also click the hyperlink text at the bottom: **Import it for me. I'll fix it later**.

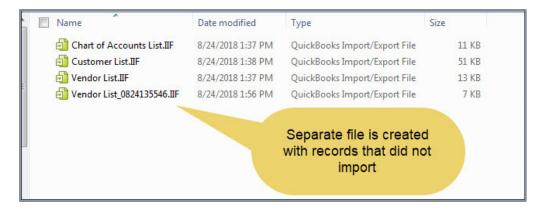
The import of IIF will behave as it always has, importing successful records, and even some that are not successful, resulting in a QuickBooks file with potential for data corruption.



What's New and Improved for QuickBooks 2019

We imported your	file, but some items r	eed your attention
oorted file name : Vend	lor List.IIF	
EMS	SUCCESS	FAILED
ists (56)	38	18
ransactions (0)	0	0
		rds with error info rors or select Open in folder to
view where this hie	this file once you've co	rrected the errors
 Save and re-import 	and the once you ve co	
 Save and re-import File name : Vendor 	List_0824135546.IIF	019/IIF Files for Import

Choosing to view the IIF Import details permits the user to fix those errors and import the corrected records separately.



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QuickBooks users can also create an IIF formatted worksheet and manually add data for import. You can learn more about IIF export/import functionality and download sample files by reviewing this <u>knowledgebase article</u>.

IMPROVED! INTUIT DATA PROTECT

Included with: QuickBooks Pro, Premier, Accountant 2019 and Enterprise19.0. Data file backup for all Plus subscribers free, additional cost for non Plus subscribers² and backing up additional documents.

How to access it: From the file menu, select Back Up Company \rightarrow Setup / Activate Online Backup.

What this feature does: Creates a seamless and intuitive automated data backup and restore experience. Intuit Data Protect is an online backup service that helps you and your clients protect data from loss or damage by automatically backing up the QuickBooks data file. Users may also choose to include other critical data or documents in their backup routine.

With Intuit Data Protect, users can select all or some of the QuickBooks data files to backup.

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Custom Data

Add a custom folde

² Intuit Data Protect uses the latest online version of data protection/backup software that optimizes backup speed. Additional fees may apply.

Optionally, include additional computer folders to back up (additional fees may apply).

This year's release improves the user setup experience and provides options for being notified about the success and/or failure of scheduled backups.

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For more details about Intuit Data Protect, read these frequently asked questions (FAQs) <u>here</u>.

What's New and Improved for QuickBooks Enterprise 19.0

IMPROVED! SENSITIVE PAYROLL PERMISSIONS

Included with: QuickBooks Enterprise 19.0.

How to access it: From the menu bar, select Company → Users → Setup Users and Roles. (Note: Only the Admin user for the file can add or modify users.)

What this feature does: QuickBooks Enterprise 19.0 provides the Admin with a more definitive view of any permission levels included with roles that are assigned to users. Roles permit the Admin user to control what access a user has to sensitive information.

When the Admin user assigns a role to an employee's access, they are warned if any of the access points include access to sensitive payroll transactions.

<u>U</u> ser Name	Susan Smith	
Password (optional)		
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	Warning	3
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What's New and Improved for QuickBooks Enterprise 19.0

Roles with sensitive payroll access will be designated with an asterisk (*) or (**).

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How do I modify a Role?		
		OK Cancel
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IMPROVED! MOBILE DEVICE INVENTORY MANAGEMENT

Included with: QuickBooks Enterprise 18.0 or newer with a Platinum subscription and Advanced Inventory enabled.

How to access it: Install the app on supported devices (see below). To connect a mobile barcode scanning or Android device³, log in as the Admin user and, from the menu bar, select Edit \rightarrow Preferences \rightarrow Items & Inventory. From the Company Preferences tab select Advanced Inventory Settings then click on the Site Operations tab. Internet connection required.

What this feature does: Uses a barcode device or Android phone to speed up the receiving, picking, packing and shipping process in the warehouse.

³ Scanners or mobile devices sold separately. Only available in Advanced Inventory module, which is available in QuickBooks Desktop Enterprise Platinum. Learn more about Advanced Inventory <u>http://enterprisesuite.intuit.com/products/advanced-inventory/.</u>

Setup of Mobile Scanner – Four Simple Steps:

- 1. Install the QuickBooks Desktop Warehouse Manager app on an MC40 Barcode Scanner or on Android phones (see resource link below).
- 2. Enable the Purchase Order Worksheet and Sales Order Fulfillment Worksheet and add a mobile device.
- 3. Wirelessly connect the mobile barcode device or Android phone to the QuickBooks Enterprise file with Advanced Inventory by entering the passcode from the QuickBooks file into the mobile device.
- 4. Create a vendor record for each warehouse picker and assign the new vendor type Warehouse User.

NOTE: When picking inventory with the mobile device, barcodes can be scanned to record the quantity picked, or the quantities can be manually updated on the mobile device using the plus/minus key in the app or the using the mobile device numeric keypad.

Mobile inventory scanning works across multiple warehouses, anywhere that a warehouse has an Internet connection.

Install the QuickBooks Warehouse Manager app on your mobile scanning device or Android phone. This community article <u>https://community.intuit.com/articles/1586833</u> provides information about where to access the app and proper installation.

Next, create warehouse users, a new Vendor type assigned by QuickBooks. These warehouse users will be synced with the connected mobile devices for efficiency in inventory warehouse processes.

What's New and Improved for QuickBooks Enterprise 19.0

From the menu bar, select, **Vendors** \rightarrow **Vendor Center** \rightarrow **New Vendor**. Enter a vendor name and on the Additional Info tab, select **Warehouse User** from the Vendor Type drop-down menu.

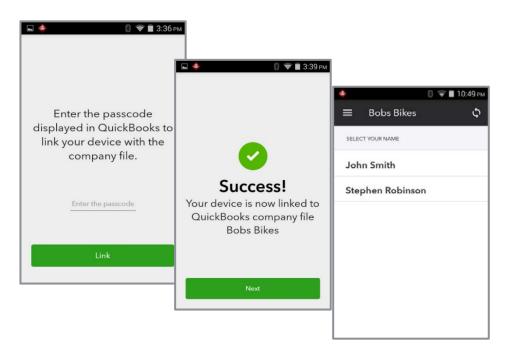
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After selecting to add a device in the QuickBooks Site Operations setup, a code will be generated from within the QuickBooks Enterprise file.

Enter this code into the mobile device setup to connect the device with the QuickBooks data file.

The QuickBooks file and the mobile devices are connected via an Internet connection and do not need to be tethered.

What's New and Improved for QuickBooks Enterprise 19.0



With the QuickBooks Warehouse Manager app installed on your device and warehouse users created in the QuickBooks Enterprise with Advanced Inventory file, you are now ready to use the Purchase Order Worksheet and Sales Order Fulfillment Worksheet (more details in the following sections).

NOTE: Warehouse users do not need to access the QuickBooks Enterprise file. Instead, they access the receive, pick, pack and ship lists from the mobile device and send data wirelessly back to the QuickBooks Enterprise file.

This Internet-enabled connection between the QuickBooks data file and mobile devices will occasionally require the need to log into the Intuit account created when the software was downloaded and installed. This is not the same as the Admin user and password associated with the file. Make sure all users who access this functionality in QuickBooks have these credentials handy when prompted.

		Sales Order Fulfillment Worksheet	- 0
ashboard (12)	Pick (11) Pa	Ecgin	× How to fulfill a sales orde
12 ALL SALES ORDER	s to pick, pack and ship.	In†ui† ⊘rurbotax @quickbooks @mint One Account.	P AALES ORDERS
SALES ORDE	R DATE CUST 09/13/2018 Wain 09/13/2018 Targe	Everything Intuit. Sign in to your intuit account to access all our products including QuickBooks. Learn more Email or user ID	BLE ACTION
 1019 1018 1017 	09/11/2018 Outd 09/10/2018 Walm 09/07/2018 Targe	Password	nstalled.
 1016 1015 1014 1014 	08/29/2018 Outd 08/28/2018 Wahr 08/27/2018 Outd	+++++++	house Partial Select house Partial
 1013 1012 1011 	08/31/2018 Waln 08/27/2018 Targe 08/24/2018 Outd	By clicking Sign In, you agree to our License Agreeme and Privacy Statement.	house Yes
1010	08/23/2018 Walm		house Yes

IMPROVED! PURCHASE ORDER WORKSHEET - RECEIVING

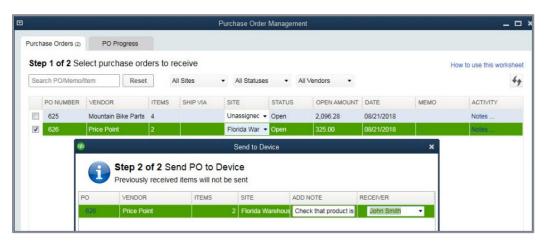
Included with: QuickBooks Enterprise 18.0 or newer with a Platinum subscription and Advanced Inventory enabled. This feature was a slipstream release in a later maintenance release of QuickBooks Enterprise 18.0.

How to access it: To launch the Purchase Order Worksheet, from the menu bar, select Vendors → Purchase Order Worksheet. Optionally, you can launch it from the Inventory menu as well after enabling the Purchase Order Worksheet and connecting mobile devices as detailed previously.

What this feature does: Improved inventory receiving process reduces data entry errors and encourages efficiency. After enabling the feature and connecting a mobile device, the following is the typical receive inventory workflow, *requiring an Internet connection* for both the QuickBooks Enterprise file and the warehouse locations:

- 1. QuickBooks purchase orders are prioritized and assigned to a warehouse worker (vendor type) and synced with the mobile devices across warehouses.
- 2. The assigned warehouse user logs into the mobile app from the warehouse location and scans barcodes or serial number barcodes, or, if not scanning, manually enters the quantity of items received.
- 3. Warehouse user sends the updated received details back to the Enterprise file for updating the purchase order lines.
- 4. From the Purchase Order Management Worksheet, the QuickBooks user can automate creating an Item Receipt or Vendor Bill from the updated purchase order details.

QuickBooks purchase order details can be sent to a connected mobile device for picking.



← PO# 626 (1/	/2) +				F	Purchase Order Mana	gement				- 0
		Purchase Orders (2)	PO Prog	ress (1)							
🔍 Scan barcode c	or search by item	Create an item	n receipt or	bill for re	ceived items			Usi	ng the Purchase On	der Fulfillment Wor	ksheet
-		Search PO/Item		Reset	All Sites	All Statuses	All Vendors	•			49
ire)		PO	VENDOR		SITE	RECEIVER	CREATED ON	STATUS	NOTES	ACTIONS	
uantity /10	PARTIALLY RECEIVED		Price Point		Florida Warehouse	John Smith	08/26/2018	Receive in Progr	Check that prod.	Select View Receive Create Item R	
pokes Spokes)	0									Create Bill	(ocop)
UANTITY /5	RECEIVED	÷.					606				
-						ReceiveList -	626				
-						ReceiveList -	626		Using the Purcha	se Order Fulfilment V	Vorkshe
		Search Item/Description	Reset	All S	itatuses 👻	ReceiveList -	626		Using the Purcha	se Order Fulfilment V	
Saved! Sent to C	QuickBooks.	Search Item/Description		AILS		ReceiveList -	RECEIVED	STATUS	Using the Purcha	PO note	
	QuickBooks.			DESCRIPTION				STATUS 5 Received		PO note	

NEW AND IMPROVED! SALES ORDER FULFILLMENT WORKSHEET – PICKING

Included with: QuickBooks Enterprise 18.0 or newer with a Platinum subscription and Advanced Inventory enabled. This feature was released in QuickBooks Enterprise 18.0, improved with a new dashboard included in the Sales Order Fulfillment Worksheet.

How to access it: To launch the Sales Order Fulfillment Worksheet, from the menu bar, select Customers → Sales Order Fulfillment Worksheet, after enabling the Sales Order Fulfillment Worksheet and connecting mobile devices as detailed previously.

What this feature does: Uses a new dashboard for prioritizing the most urgent sales orders and efficiently sharing picklists to the connected mobile device in the warehouse. The warehouse can send back real-time updates to the sales order rows from the connected mobile device activity.

What's New and Improved for QuickBooks Enterprise 19.0

12 ALI	SALES ORDERS		3 OPEN SALES ORDERS	6.	5 PICKED	SALES ORDERS		3 PACKED SALES OR	DERS	1 Shipped Sai	LES ORDERS	
Sele	t sales orders to	pick, pack and	ship.									4
Sea	rch customer/sale	es order	Reset All Sites	▼ Fulfillable	•	All items •						
	SALES ORDER	DATE	CUSTOMER	SHIPPING ADDRESS	ITEMS	STATUS 🔺	SHIP	DETAILS	ITE	FULFILLABLE	ACTION	
	1019	09/11/2018	Outdoor Gear Suppliers	1005 Clarkston Blvd.	2	OPEN		C	allas Warehouse	Yes		
1	1018	09/10/2018	Walmart Store #125	200 Saddle Brook Lane	1	OPEN		C	allas Warehouse	Yes		
V	1021	09/13/2018	Walmart Store #125	200 Saddle Brook Lane	1	OPEN		C	allas Warehouse	Yes	Select	- 8
	1013	08/31/2018	Walmart Store #125	200 Saddle Brook Lane	2	PACKED		C	allas Warehouse	Yes		
	1017	09/07/2018	Target Supercenter #	123 Main Street	2	PACKED		C	allas Warehouse	Yes		
	1020	09/13/2018	Target Supercenter #	123 Main Street	2	PACKED	View	Details D	allas Warehouse	Yes		
	1014	08/27/2018	Outdoor Gear Suppliers	1005 Clarkston Blvd.	2	PARTIALLY PIC		C	allas Warehouse	Partial		
	1012	08/27/2018	Target Supercenter #	123 Main Street	2	PARTIALLY PIC	View	Details F	lorida Wareho	Yes		
	1015	08/28/2018	Walmart Store #125	200 Saddle Brook Lane	1	PICKED		C	allas Warehouse	Partial		
	1010	08/23/2018	Walmart Store #125	200 Saddle Brook Lane	2	SENT FOR PACK	View	Details C	allas Warehouse	Yes		
	1016	08/29/2018	Outdoor Gear Suppliers	1005 Clarkston Blvd.	1	SENT FOR PACK		C	allas Warehouse	Yes		
Se	nd for picking nd for packing rk as shipped	4/2018	Outdoor Gear Suppliers	1005 Clarkston Blvd.	2	SHIPPED		C	allas Warehouse)	Yes		

New for QuickBooks 19.0 is the dashboard view of all sales order fulfilling tasks. Using the new dashboard makes prioritizing which sales orders to fulfill more efficient. The dashboard can be sorted by:

- All, Open, Picked, Packed or Shipped
- Sites, Bins or Serial Number tracking, if enabled
- Fulfillable status
- Date (all items or selected date range), default is the last 14 days

QuickBooks users may work the selected tasks with individual sales orders, or work the tasks in batch with multiple orders.

lashb	oard (12) Pic	k (11)	Pack (8)			fillment Worksheet				- C
12 ALL	SALES ORDERS		3 OPEN SALES ORDERS	3	5 PICKED	SALES ORDERS	3 P	ACKED SALES ORDERS	1 SHIPPED SAU	LES ORDERS
	t sales orders to p		ship, Reset All Sites	Fulfillable		All items			~	
	SALES ORDER	DATE	CUSTOMER	SHIPPING ADDRESS	ITEMS	STATUS	SHIP DET	AILS SITE	FULFILLABLE	ACTION
	1021	09/13/2018	Walmart Store #125	200 Saddle Brook Lane	1	OPEN		Dallas Warehouse	e Yes	Select
	1020	09/13/2018	Target Supercenter #	123 Main Street	2	PACKED	View Det	ails Dallas Warehouse	e Yes	Send for picking
	1019	09/11/2018	Outdoor Gear Suppliers	1005 Clarkston Blvd.	2	OPEN		Dallas Warehouse	e Yes	Send for packing Print shipping label
				200 Saddle Brook Lane		OPEN			e Yes	Mark as shipped

In the improved Sales Order Fulfillment Worksheet, users can search open sales orders, click on any header to sort the displayed data, and select multiple options from drop-down menus to efficiently select orders to be picked.

From the selected sales orders, picklists are generated from QuickBooks and sent to a mobile device. The picklist includes a picklist name (the order number), picker's name (the warehouse user created) and an optional note.

					Create Pic	klists						
Pick		ns for your sales ord ped by sales orders.	All Sites	✓ All Statuses ▼	Fulfillable	•					Find out mor	e about picklis
1	SALES ORDER	CUSTOMER	ITEMS	ITEM DESCRIPTION	ORDERED	INVOICED	OPEN	AVAILABLE	STATUS	TO FULFILL QTY	SITE	FULFILLABLE
V	1013	Walmart Store #125	Cogset	Cogset	5	0	5	58	Open	5 🖪	Dallas Warel 🔻	Yes
1	1013	Walmart Store #125	Spokes	Spokes	10	0	10	180	Open	10 🖻	Dallas Ware 🗸	Yes
1	1012	Target Supercenter #506	Saddle	Saddle	5	0	5	48	Open	5 🐖	Florida Ware 🔻	Yes
	1012	Target Supercenter #506	Tire	Tire	6	0	6	51	Open	6 🜌	Florida Ware 🗸	Yes
		SO_1013_Pic	k_2 Walma	art Store #125 2	Dallas Wareh	Add to	yesterday	/ John Sn	nith 👻			
		Print or send	a your pic	NIISIS				PICKER				
		SO_1013_Pic	k_2 Walma	art Store #125 2	Dallas Wareh	Add to	yesterday	/ John Sn	nith 👻			
		SO_1012_Pic	k_3 Target	Supercenter 2	Florida Ware	n		John Sn	nith 👻			
		Note: Before se	ending for p	packing, ensure the device has	s the latest a	pp installed.						
		Connect to a de						Send to D)evice 🗖			

The QuickBooks Enterprise user syncs the picklist details to the connected mobile device. The warehouse user then logs into the device and views their assigned picklists. Quantities on the mobile device can be updated by scanning barcodes or manually updating the picked quantity using the mobile device keyboard or the plus / minus sign on the app interface.

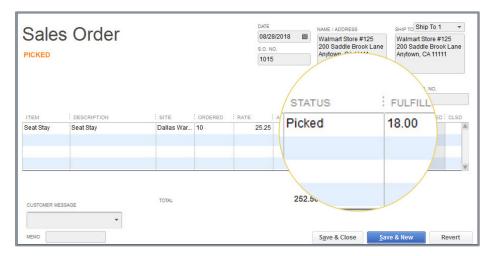
▼⊿ 12:42	▼⊿ 🛿 12:42	▼⊿ 🕴 12:42
← My Picklists 🗘	← Seat Stay +	← SO_1015_Pick_13 (1/1)
SO_1015_Pick_13 1		SORT BY - Status
Dallas Warehouse item(s)	– 1þ +	Seat Stay (Seat Stay)
	QUANTITY ASSIGNED	QUANTITY 10/10
	ITEM Seat Stay	
	DESCRIPTION Seat Stay	
	Item not available?	
		Saved! Sent to QuickBooks.
	Add a note Pick	Finish
		< ● ■

Warehouse users can add notes to their work and are notified when recorded picked quantities do not agree with requested quantities to be picked.

The Dashboard is refreshed automatically every 30 minutes or the user refreshes the Dashboard manually. The QuickBooks users remains in control of when the row details on the sales order are updated.

				Sales Order	Fulfillment Wor	ksheet				- 0
ashboard (12)	Pick (11)	Pack (6)								How to fulfill a sales orde
Manage your	picklists									How to work with picklists
Picklists	have new info. S	elect the flagg	ed picklists and click	Update Sales (Order					
Search picklist/s	ales order	Reset	All Sites •	All Statuses	All Pickers	•				Last refreshed at 5:11 PM
ORDER NO.	PICKLIST NAME	SITE	PICKER	CREATED BY	CREATED ON	ITEMS	STATUS	NOTES	ACTIONS	ALERTS
1015	SO_1015_Pick_	3 Dallas Warel	nouse John Smith	Admin	09/17/2018	1	PICKED		Select	 Update Sales Order
0 1010			house John Omith	Admin	09/17/2018	2	COMPLETE			
© 1012	SO_1012_Pick_	2 Florida Ware	nouse John Smith	Admin						

The QuickBooks Enterprise user selects to automatically update the sales order rows with the picked status, providing for real-time management of fulfilling customer's orders timely.



NEW! SALES ORDER FULFILLMENT WORKSHEET - PACK AND SHIP

Included with: QuickBooks Enterprise 19.0 with a Platinum subscription and Advanced Inventory enabled.

How to access it: To launch the Sales Order Fulfillment Worksheet, from the menu bar, select Customers → Sales Order Fulfillment Worksheet, after enabling the Sales Order Fulfillment Worksheet and connecting mobile devices as detailed previously.

What this feature does: Efficiently and accurately manages the tasks of creating a package and shipping fulfilled sales orders from the new dashboard.

Flexibility is key here. The QuickBooks user has the option to continue to manage the process of fulfilling sales orders by using the dashboard to send for packing and shipping. However, the business processes may not need both tasks, giving them the option to simply mark a sales order as shipped manually.

	Send sales orders for packing						
		rs will be sent vill have a packi	1 day	i g e the Pack tab fo	r updates.		
PACK	ING LIST NAME	SALES ORDER	STATUS	SITE	PACKER 2		
SO	1015_Pack_9	1015	Picked	Dallas Wareh	Unassigned 👻		
				-	Unassigned		
					John Smith		
					Stephen Robinson		

When recording the package details in the warehouse on the connected mobile devices, users have the option to record weight and dimension of the package.

🖬 🔶	🛯 🖉 🗢 🖥 5:06 рм
X Package Ir	nfo
WEIGHT	
8	lbs
DIMENSIONS	
Length Width	Height
10 × 10 ×	≤ 3 in ▼
NOTES	
You can add more de	etails here
Dor	ne

QuickBooks users can conveniently manage the shipping details from the new Sales Order Fulfillment Worksheet dashboard. Launching QuickBooks Shipping Manager, the QuickBooks user can choose which vendor to use for shipping the package.

Optionally, the QuickBooks user can select to have the shipping details copied to the sales order.

	ACS, Nc. 💌 🔳	Package + 🗘 –
Ιo		Packaging Box/Other Packaging
Company	Walmart Store #125	Weight 8 Ibs
Name	Walmart Store #125 Phone	Value S
Address	200 Saddle Brook Lane	Reference Sales Order #1015
		PO Number
City	Anytown State CA * ZIP 90224	Invoice
Country	U.S.A. •	Size
Residential		21Ze
Notification	Email •	Delivery Confirmation
		<u>C</u> .O.D.
	FedEx Ground® 💌 Ship Date 8/31/2018 💌 🛞	
Service		
<u>S</u> ervice Payment S	ender 👻	

What's New and Improved for QuickBooks Enterprise 19.0

Sale	s Order			09/1: 5.0 N		8 🕮	NAME / ADDRESS Target Supercenter #506 123 Main Street Anytown, FL 33325	SHIP TO Ship To 1 - Target Supercenter #506 123 Main Street Anytown, FL 33325	
ITEM Rim		SITE Dallas Warehouse	ORDERED	RATE 125.00	AMOU	Packed	FULFILLED QUANTIN	PO. NO.	LSD
	FedEx Package 1 Tracking #: 782800456108 Shipping Charges: \$9.43	-							

These shipping details are always accessible via the Dashboard, in the Ship Details column.

				Sales (Order Ful	fillment Worksheet	6						
Dasht	board (12) Pi	ick (11)	Pack (7)								F	low to fulfill a	sales orde
12 ALI	2 L SALES ORDERS		3 OPEN SALES ORDER	S	3 PICKED	SALES ORDER S		4 PACKED SALES	s order s		1 Shipped Sal	ES ORDERS	
Sele	ct sales orders to j	pick, pack ar	nd ship.										49
Sea	arch customer/sale	es order	Reset All Sites	Fulfillable	•	All items	•						
	SALES ORDER	DATE	CUSTOMER	SHIPPING ADDRESS	ITEMS	STATUS	SHIP	DETAILS	SITE		FULFILLABLE	ACTION	
	1021	09/13/201	18 Walmart Store #125	200 Saddle Brook Lan	e 1	OPEN			Dallas Wa	arehouse	Yes		
	1020	09/13/201	18 Target Supercenter #	123 Main Street	2	PACKED	View	/ Details	Dallas Wa	irehouse	Yes	Select	•
	1019	09/11/2	b	Shippi	ing datail	s for SO 1020			×	ehouse	Yes		
	1018	09/10/2		Shippi	ing uetail	3101 30 1020			· · ·	ehouse	Yes		
	1017	09/07/2	TOTAL COST \$18.59							shouse	Yes		
	1016	08/29/2	\$10.59							ehouse	Yes		
	1015	08/28/2	SHIPPING SERVICE	SHIPP	ED DATE	TRACKING NUM	IBER			ehouse	Partial		
	1014	08/27/2	FedEx Ground	09/17/	2018	782800435831		Copy to	clipboard	ehouse	Partial		
	1013	08/31/2	FedEx Ground	09/17/	2018	782800456108)	Copy to	clipboard	ehouse	Yes		
	1012	08/27/2								eho	Yes		
	1011	08/24/2								ehouse	Yes		
	1010	08/23/2								ehouse	Yes		
t	Batch Actions	▼ FIN	o out more about these ac	tions						1			

IMPROVED! USING WORKSHEETS WITHOUT A MOBILE DEVICE

Included with: QuickBooks Enterprise 18.0 or newer with a Platinum subscription and Advanced Inventory enabled, and QuickBooks Enterprise 19.0 for use with the new Dashboard on the Sales Order Fulfillment Worksheet.

How to access it: For receiving management, from the menu bar select, Vendors → Purchase Order Worksheet. For pick, pack or ship management, from the menu bar, select Customers → Sales Order Fulfillment Worksheet.

What this feature does: Prioritizes the most urgent purchase orders or sales orders, efficiently printing the pick lists and giving to the warehouse staff.

The warehouse staff can use the printed copy of the receive, pick, pack or ship lists to manually record the respective quantities.

2					Sales Order F	ulfillment W	/orksheet					>
Dashb	ooard (12) Pi	ck (12)	Pack (7)							1	How to fulfill a s	ales order
12 ALL	SALES ORDERS		2 OPEN SALI	ES ORDER S	4 PICKE	D SALES ORI	DERS	4 PACKED SALES OR	DERS	1 Shipped sa	LES ORDERS	
-	ct sales orders to p			0	Send sal	es orders fo	r packing		×			49
	SALES ORDER	DATE	CUSTOMER	These sales ord Each sales order				or updates.		FULFILLABLE	ACTION	
	1021 1020 1019	09/13/2018	Walmart Stor	PACKING LIST NAM SO_1018_Pack_1		STATUS Picked	SITE Dallas Wareh	PACKER 🛛	as Warehouse as Warehouse	Yes		
	1019	09/10/2018	Outdoor Gea Walmart Stor Target Super						as Warehouse as Warehouse as Warehouse	Yes	Select	•
	1016 1015	08/29/2018	Outdoor Gea Walmart Stor	Note: Before sendi	ng for packing, er	nsure the de		st app installed.	as Warehouse as Warehouse	Yes		
	1014 1013		Outdoor Gea Walmart Store		Brook Lane 2	PACKE	Pri	nt packing slips	as Warehouse Dallas Warehouse			

These next few images represent the pick process, but it works similarly for receiving, packing and shipping using the new and updated worksheets.

Search item/sales of		Reset	All Statuses	, ied					Notes 4
ITEMS	ITEM DESC	RIPTION	ORDER NO.	CUSTOMER: JOB	TO PICK QTY	PICKED QTY	PICK STATUS	NOTES	ISSUES
Seat Post Large	Seat Post		1018	Walmart Store #125	6	6	Picked		
Seat Post Large	Seat Post		lf Qu	Walmart Store #125 no mobile device is JickBooks user can pdate quantities ma the workshee	used, the efficiently anually in	6	Picked		

The updated documents are returned to the QuickBooks Enterprise user for updating the quantities in the Purchase Order Worksheet or Sales Order Fulfillment Worksheet.

After manually updating the quantities, the QuickBooks user can automatically push through the changes to the rows on either purchase orders or sales orders.

All Statuses ORDER NO.	CUSTOMER: JOB Walmart Store #125	TO PICK QTY	PICKED QTY	PICK STATUS	NOTES	ISSUES
				PICK STATUS	NOTES	ICCILEC
1018	Walmart Store #125	6	6			133013
			0	Picked		
(Sales order updated After items in this sales	order are partially pic	ked or picked, you ca	₽	user to the ro purchase or S	
	•	Sales order updated After items in this sales		Sales order updated After items in this sales order are partially picked or picked, you ca	Sales order updated Sales order updated After items in this sales order are partially picked or picked, you can send it for packing from the dashboard.	Sales order updated Sales order updated After items in this sales order are partially picked or picked, you can send it for packing from the dashboard.

With real-time reporting, managing inventory and sales order fulfilling has never been easier, with or without the use of a mobile device.

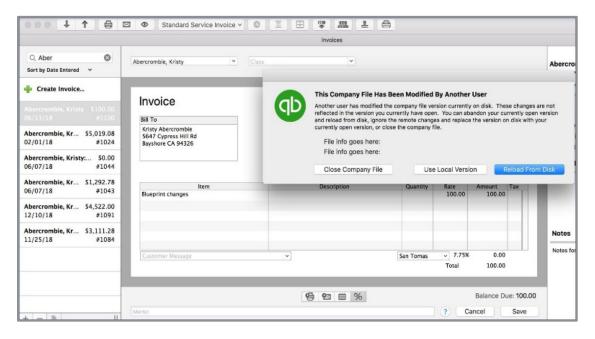
What's New and Improved for QuickBooks for Mac 2019

RETURNED! QUICKBOOKS FOR MAC 2019

Included with: QuickBooks for Mac 2019.

It's back! QuickBooks for Mac has a new update for 2019 (the last update was for year 2016). Here are a few of the more prominent features released with this update.

• **iCloud Document Sharing** - Convenient method for sharing QuickBooks for Mac file using iCloud sync. Modify your books on your work Mac computer then continue where you left off on your home Mac computer.



- Bank and/or Credit Card Reconcile Discrepancy Report Identifies changes made to reconciled transactions (for newly created transactions, not those prior to this release)
- Square Import Imports sales data from Square via use of .csv file type
- Email Tracking Track dates emails are sent with a tab in the Vendor or Customer Centers
- Report Windows Improved spacing and readability
- User Passwords Now required; personal information is encrypted

QuickBooks ProAdvisor Program

Included in this course about *What's New for QuickBooks Desktop 2019* are details about improvements made to the QuickBooks ProAdvisor Program.

PROADVISOR MEMBERSHIP LEVELS

The ProAdvisor Program has been around for a very, very long time. As the author of this document I can tell you that I have benefited from membership in this program since it was first introduced.

My business would not be where it is today without the many benefits afforded to ProAdvisors. This table represents the more important benefits with each level in the program. This course guide is about what's new 2019, so it's likely you are either a member of or interested in the ProAdvisor Deluxe or Premium membership levels.

ProAdvisor Deluxe ProAdvisor ProAdvisor Premium **Program Benefits** FREE \$349/year \$549/yea Phone and chat support ~ ~ ~ QuickBooks Certification 5 ~ 1 QuickBooks Training (including CPE credits) Find-a-ProAdvisor Directory Listing to grow your After Certification After Certification After Certification practice Discounts on QuickBooks products 1 1 1 Exclusive 3rd party app offers: 4 ~ QuickBooks Online Accountant QuickBooks Accountant Desktop Plus (a \$499 list 1 1 price)2 QuickBooks Desktop Enterprise Accountant 1 QuickBooks Mac Desktop J QuickBooks Point of Sale Desktop Multi-Store 1

More details can be found by visiting: <u>https://quickbooks.intuit.com/accountants/proadvisor/</u>

PROADVISOR PROGRAM BENEFITS



Save Time - Helps solve client's issues with U.S. based technical support

Grow My Practice -Business owners find you on the Find-a-ProAdvisor website





Make a Difference - Certification and training helps better serve your clients and differentiates you from others

My business benefits greatly from the ease with which the business owner can find me.

Lastly, I took the time to take the offered courses and certification training to improve my skills.

Now I am part of the group that prepares these courses for accountants but a great deal of time goes into learning about the features so I can teach others.

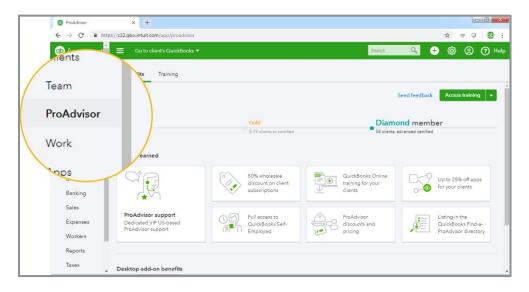
I can't imagine not taking advantage of the benefits of the ProAdvisor Program.

PROADVISOR PROGRAM ACCESS

It is as easy as signing up for your *free* QuickBooks Online Accountant access.

From your QuickBooks Online Accountant access you can choose which membership tier suits your needs for working with clients. Complete the QuickBooks certifications to advance levels and unlock more member benefits.

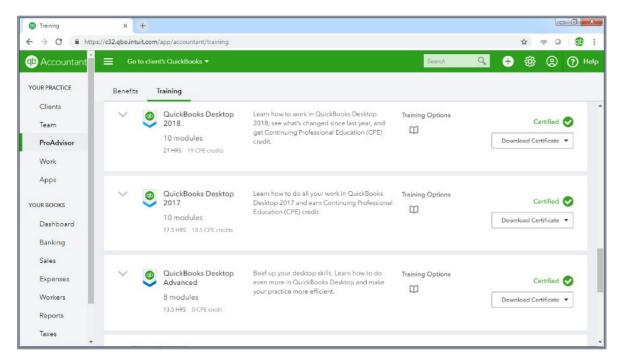
https://quickbooks.intuit.com/accountants/proadvisor/



QuickBooks ProAdvisor Program

TRAINING AND CERTIFICATION

Access the courses offered with your level of ProAdvisor Membership. Because this guide is about QuickBooks Desktop, I have provided a view of just some of the course information you have available.

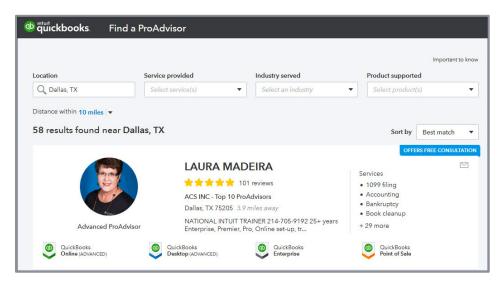


Make use of the time training, not only to differentiate yourself but many courses also offer CPE credits. Choose a certification level that suits your needs.



FIND-A-PROADVISOR WEBSITE LISTING

The Find-a-ProAdvisor site has truly been instrumental in our business growth over the years. In fact, I have lived in three different locations in the years I have been QuickBooks Certified ProAdvisor. With each move to a new state, if it were not for the Find-a-ProAdvisor site, I could not have established myself as easily I did each time.



Listed here is a link to a document that can help guide you in making the best first impression when setting up your profile.

Accountant ToolBox Access

PROADVISOR PROGRAM BENEFIT

Included in this guide on what's new for 2019 and your ProAdvisor Program options are some basic instructions for working with your QuickBooks Desktop clients' files while at their place of business.

As a member of the QuickBooks Deluxe or QuickBooks Premium level membership, you have the privilege of working with accountant specific tools while at your clients who use QuickBooks Pro, Premier 2019 or Enterprise 19.0.

Accessing Your Accountant ToolBox

Access the Accountant ToolBox in any client's QuickBooks Pro 2019 or Premier 2019. The accounting professional must have an active Deluxe or Premium ProAdvisor Membership. To access the Accountant ToolBox, accountants must log into the file with External Accountant user permissions and their Intuit ID.

Note: This feature is accessible in all QuickBooks Enterprise 19.0 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

A sampling of the tools available when working at the client site using the Accountant ToolBox include:

- Merge vendors
- Reclassifying transactions in batch
- Troubleshooting prior account balances
- Write off invoices
- Batch delete/void transactions
- Fix incorrectly recorded sales tax
- Troubleshoot inventory

If you would like detailed information on these tools and more, you can download two free chapters from the author's book. Visit this website: <u>http://www.quick-training.com/quickbooks-2014-in-depth/</u>

External Accountant users are required to log in and unlock Accountant ToolBox in a client's file.

		Set up user password and access
ſ	Tracking	Access for user: John Smith
	Banking Reports PASSWORD	What do you want this user to have access to?
	***	All areas of QuickBooks
C	N	 Selected areas of QuickBooks (You will make the selections in the screens that follow)
0	2	 External Accountant (Access to all areas of QuickBooks except sensitive customer data, such as credit card numbers)

These tools are accessible when logged into your client's file with External Accountant permissions.

ø	Rock Castle Construction - QuickBooks Desktop Pro 2019	_ @ ×
Eile Edit View Lists Favorites Company Customers V	andors Employees Banking Reports Window Help	04
Home Page Company Snapshot Calendar Documents	● Login	×
Lead Center My Company Set Up Users and Pass Qustomer Credit Card P Set Closing Date Bulk Enter Business Del Planning & Budgeting	vords otection otection Sign in to your Intuit account to access all our	
To Do List Reminders Alerts Manager Chart of Accounts Make General Journal El Accountant ToolBox		
Accountain Foldow Manage Currency Enter Vehicle Mileage Prepare Letters with Env	By clicking Sign in, you agree to our License Agreement and Privacy Statement	

Log in with External Accountant permissions to access your Accountant ToolBox.

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Home Page							
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Advanced Service Administration							
Users +							
Customer Credit Card Protection							
Change Your Password	Reclassify Transactions Troubleshoot Prior Account Balances Review List Changes						
Set Closing Date							
Bulk Enter Business Details							
Ask Accountant about Transaction	Write Off Invoices						
View Conversation List	Fix Unapplied Customer Payments and Cred						
Dispring & Budgeting	Clear Up	Undepos	ited Funds	Account			
Planning & Budgeting	Fix Unap	plied Vend	lor Paymer	nts and Cr	edits		
To Do List	Fix Incorr	rectly Reco	rded Sale	s Tax			
Reminders	Compare	e Balance	Sheet and	Inventory \	/aluatio		
Alerts Manager	Troubles	hoot Inven	tory				
Chart of Accounts Ctrl+A	Find Inco	orrectly Pai	d Payroll L	iabilities			
Make General Journal Entries	Working	Trial Balar	nce				
Accounting Tools	Batch De	elete/Void T	ransaction	ns			