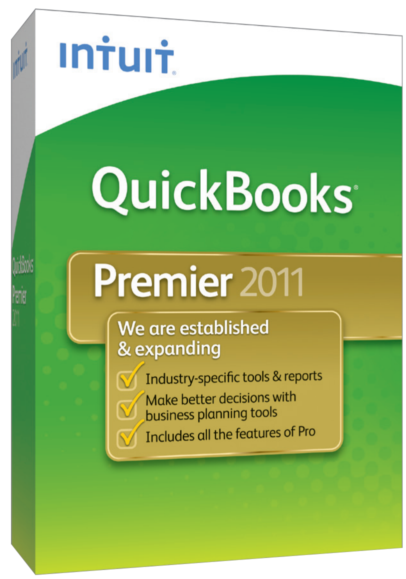
Intuit QuickBooks® Accounting Pro and Premier Editions

2011 Reviewer's Guide



Intuit QuickBooks Accounting Pro and Premier Editions

2011 Reviewer's Guide

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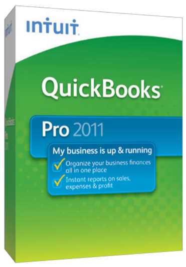
Introduction

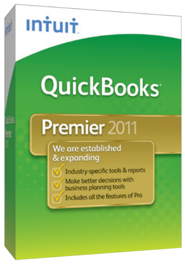
Intuit QuickBooks® financial software enables small businesses to quickly and efficiently organize their finances. New and improved features help them save time, so they can focus more on their businesses.

QuickBooks Pro 2011



QuickBooks Pro helps businesses more effectively manage their finances and save time on back-office tasks. Users can organize their business finances all in one place with a centralized view of customer, vendor and employee information. They can also save time on everyday tasks, such as cash flow management, invoicing, and paying bills. QuickBooks Pro makes accounting easy - from set up to learning to using.

QuickBooks Premier 2011



QuickBooks Premier provides specific industry reporting and more than 150 sales, financial and tax reports. QuickBooks Premier has all of the great features of QuickBooks Pro, plus deeper, more tailored reports based on industry. QuickBooks Premier includes customizable tools for tracking inventory, creating purchase orders, and setting pricing levels. It also offers automatic forecasting of future sales, expenses, and growth opportunities.

Key New Features and Enhancements

Getting Started

- **Quick Start Center.** Getting up and running is easier than ever. Users can import their business contacts into QuickBooks directly from their Outlook, Yahoo, or Gmail[1] address books in a few clicks. QuickBooks now also offers step-by-step coaching on key tasks, such as creating invoices, entering sales, or paying bills.

Get Faster Access to Data

- **QuickBooks Search.** Users can now quickly locate any account, report or invoice details within their QuickBooks repository with a simple keyword search.
- **Customer Snapshot.** QuickBooks offers a consolidated view of an individual customer's purchase history, average days to pay, and outstanding balance. This capability enables small business owners to make timely decisions on customer requests and identify top customers by revenue and payment consistency.
- **Customer/Vendor Transactions.** QuickBooks users now have the ability to complete their transactions faster than ever with at-a-glance views of important customer and vendor details. With instant access to customer payment history, estimates, and past orders with vendors on one screen, completing transactions is easy and fast.
- **Balance Sheet by Class.** Organizations who have several funds, departments, or locations can now track it all separately within a single, easy-to-access report in QuickBooks Premier.

1 Works with Outlook 2003 and 2007 (sold separately); Yahoo, Gmail and Hotmail require internet connection

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Make Everyday Tasks More Efficient

QuickBooks has several new and improved features to help businesses get paid.

- **Batch Invoicing.** Small businesses who often invoice multiple customers for the same service can streamline the process with Batch Invoicing. Users create one invoice, select the customers they wish to bill, and then Batch Invoicing automatically creates the full set of invoices.
- **Yahoo, Gmail, Hotmail Integration[1].** QuickBooks[2] integrates with popular webmail services Yahoo, Gmail and Hotmail to make sending invoices, estimates, and other emails right from QuickBooks easy.
- **Collections Center.** Users can quickly identify overdue and almost due invoices, and then email collection notices from their Outlook, Yahoo, Gmail, or Hotmail[1] account.
- **Intuit PaymentNetwork.** Invoices will now offer customers the option to pay instantly online via the Intuit PaymentNetwork[3].
- **Paid Date Stamp.** Invoice payment dates are marked on invoices – this enables users to quickly determine when payments were received.

Get Essential QuickBooks Data On the Go

- **QuickBooks Connect.** Users can access their essential QuickBooks customer and transaction data online or on their mobile phones. They can create and manage invoices, pull customer information, check payment statuses, and get real-time answers to questions on the go. Data automatically and securely syncs with QuickBooks, so users will always have the most up-to-date information at their fingertips[4].

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2 QuickBooks Pro 2011 and all QuickBooks Premier 2011 versions.

3 Requires merchant account through Intuit PaymentNetwork, provided by Intuit Payment Solutions. Application approval, an internet connection and a supported web browser required. Transaction fees apply. Terms, conditions, features, pricing, service and support options are subject to change without notice. Optional online payment acceptance through URL links on QuickBooks invoices requires QuickBooks financial software 2011 Pro, Premier, or Enterprise (for the PC) (sold separately). Not compatible with QuickBooks Online edition or QuickBooks for Mac. Subject to occasional downtimes.

4 Sold separately; Internet access required. Phones sold separately. Data plan required. Apps currently only compatible with iPhone and Blackberry and require registration with corresponding online services. Mobile application will launch with iPhone and Blackberry: Tour 9600, Curve 8500, Curve 8900, Bold 9000, Bold 9700. Use of the QB Connect services are subject to additional Terms of Service. You must provide your own data/text plans.

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System Requirements

- Minimum 2.0 GHz processor, 2.4 GHz recommended.
- Minimum 1 GB RAM for single user, 2 GB RAM recommended for multiple users.
- Minimum 2.5 GB available disk space (additional space required for data files).
- 250 MB disk space for Microsoft .NET 3.5 Runtime (provided on the QuickBooks CD).
- Minimum 1024x768screen resolution. 16-bit or higher color.
- 4x CD-ROM.
- All online features/services require Internet access.

Integration with Other Software

- Microsoft Word and Excel integration requires Word and Excel 2002, 2003, 2007 or 2010.
- Synchronization with Outlook requires QuickBooks Contact Sync for Outlook 2002, 2003, and 2007 (downloadable for free at: www.quickbooks.com/contact_sync).
- Compatible with QuickBooks Point of Sale version 7.0 and later.
- Product registration required

Client OS

- Microsoft Windows XP (SP2 or later), Vista, 7.

Server OS

- Microsoft Windows XP (SP2 or later), Vista (w/ UAC on), 7 (w/ UAC on).
- Windows Server 2003, Windows Server 2008, Small Business Server 2008.

QuickBooks Connect

- ***Please see seperate QuckBooks Connect Reviewer's Guide for details.***

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Getting Started

Sample Company File

To help you get started immediately with your review, you may want to use the provided sample data for a simulated business named Rock Castle Construction.

Step 1: Save the provided sample file to your computer (remember the location), the file will have an extension of .QBM.

Step 2: Open the QuickBooks software.

Step 3: Go to ***File***, ***Open or Restore Company***.

Step 4: Select ***Restore a portable file***. Click ***Next***.

Step 5: Browse to the location where you saved the sample data.

Step 6: Select the file and click ***Open***.

Step 7: Read the "Where do you want to restore the file content" window and click ***Next***.

Step 8: Select the default location and name for the restored file, or browse to a location of your choice. Click ***Save***.

Step 9: If prompted to Update Company File to New Version, place a checkmark in the "I understand that my company file will be updated in this new version of QuickBooks box." Click ***Update Now***.

Step 10: If prompted, click ***Yes*** to Update Company dialog.

Step 11: Click ***OK*** to confirm you are using sample data.

QuickBooks will restore the sample data file. You are now ready to use the file and follow along with the guided instructions below demonstrating QuickBooks 2011 new and improved features.

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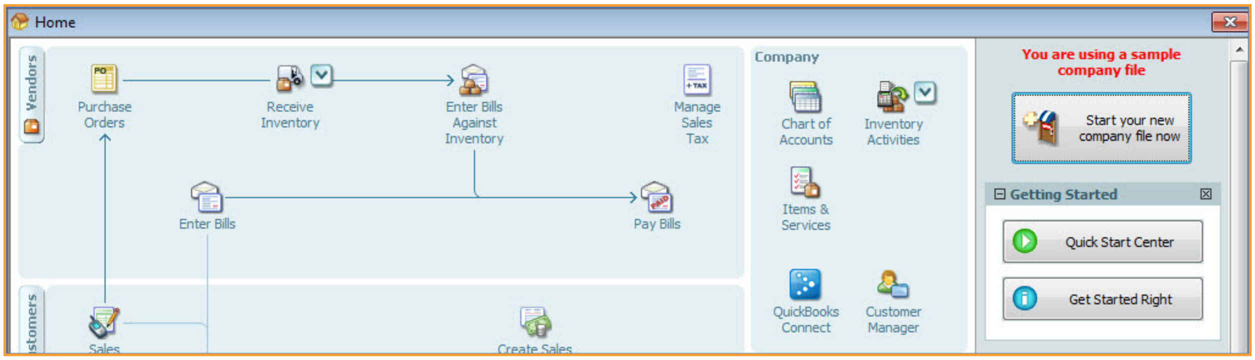
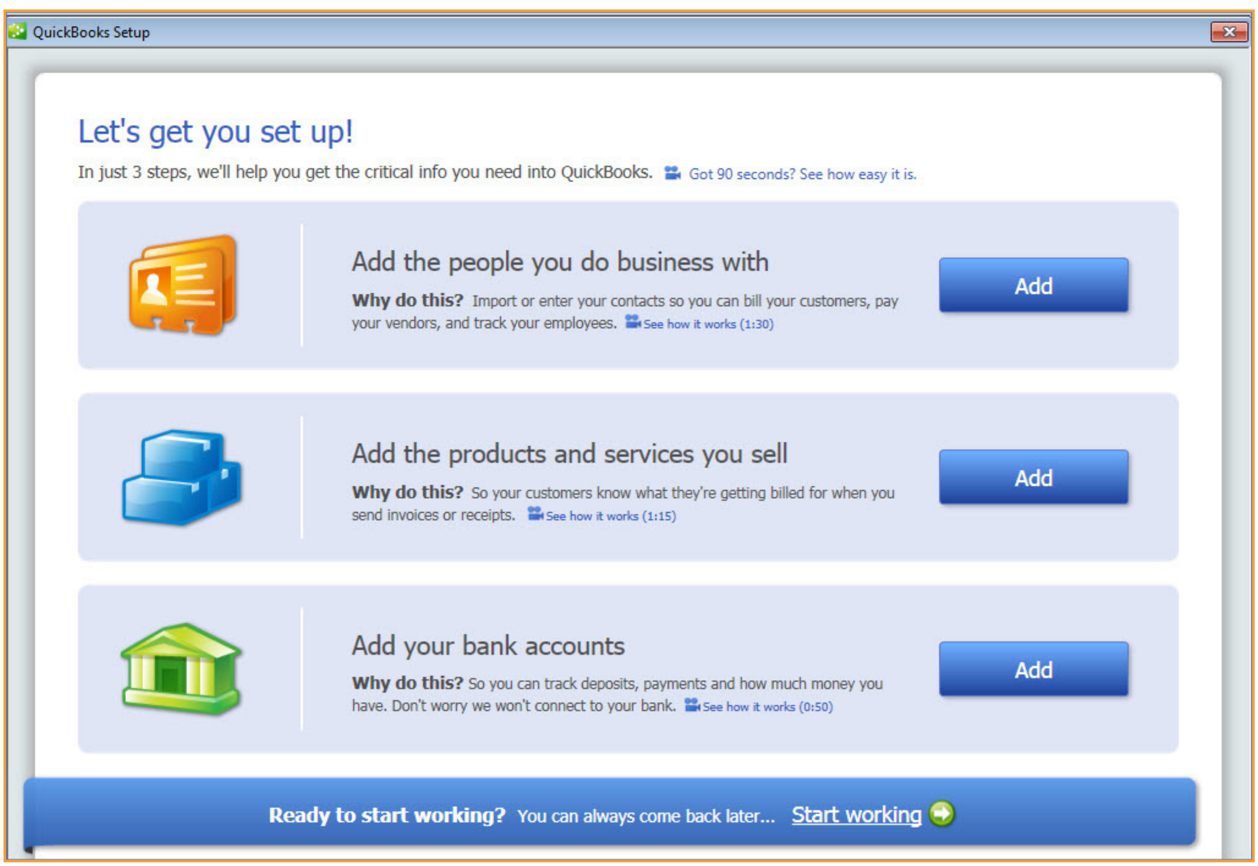
The Quick Start Center

In just three easy steps, the new Quick Start Center guides QuickBooks users through common startup tasks.

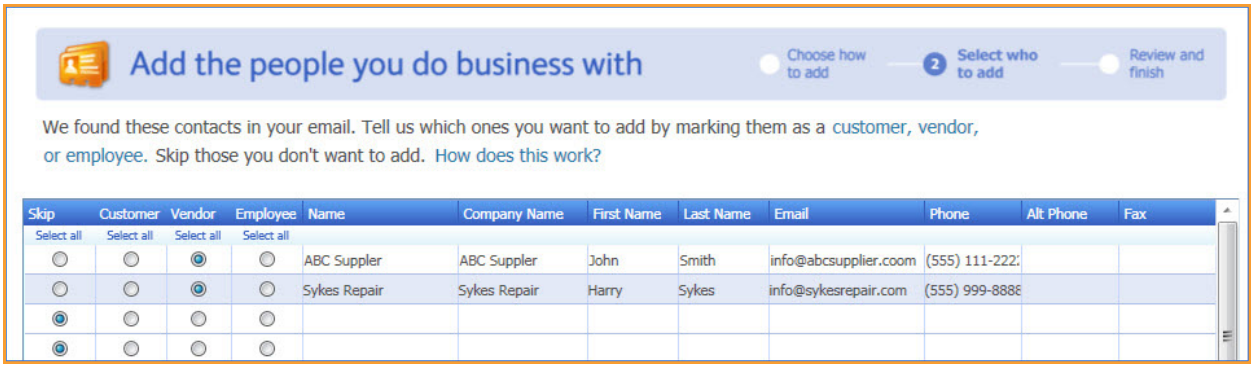
Step 1: From the right side of the home page select the ***Quick Start Center***.



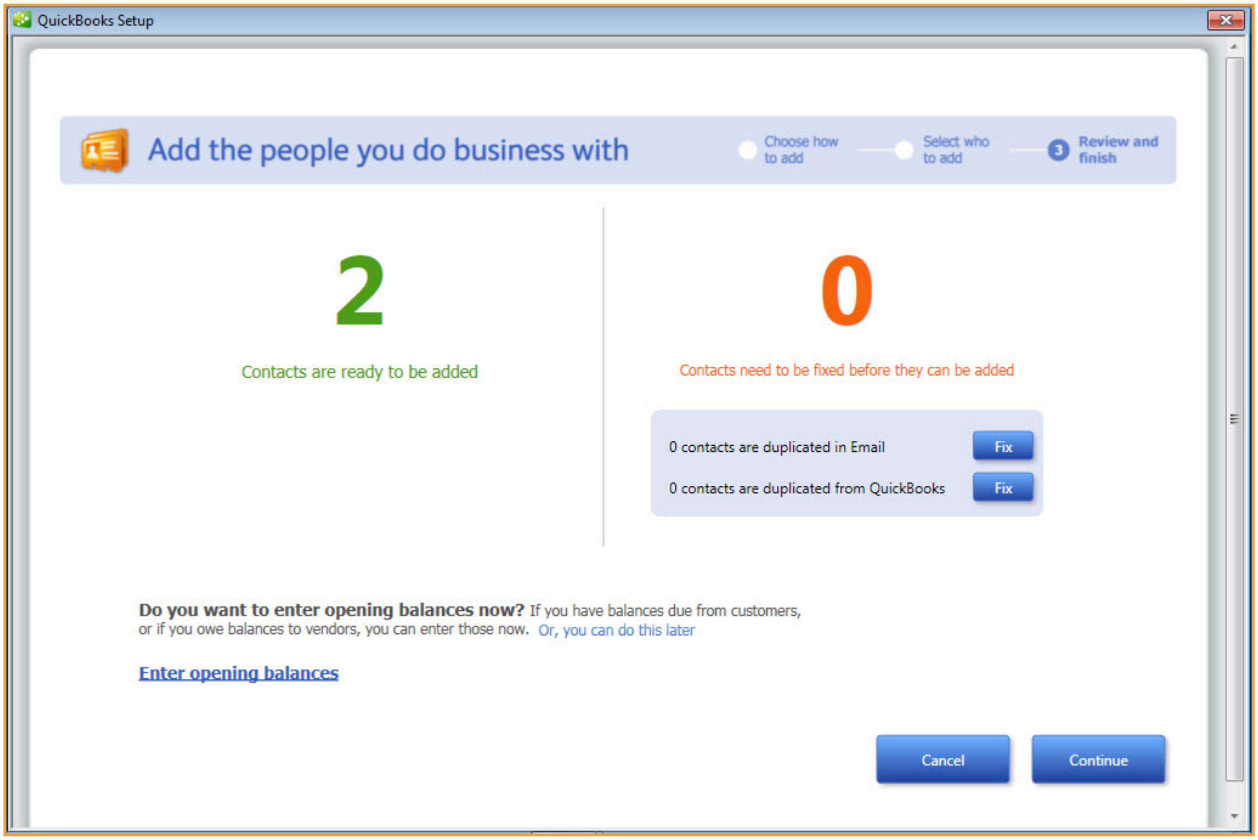
Step 2: If you are just getting started, click on the ***Go to setup*** button in the top right corner and choose to add contacts, products and services or bank accounts.



Step 3: Choose who or what to add from the guided instructions.



Step 4: Review and finish the QuickBooks Setup.



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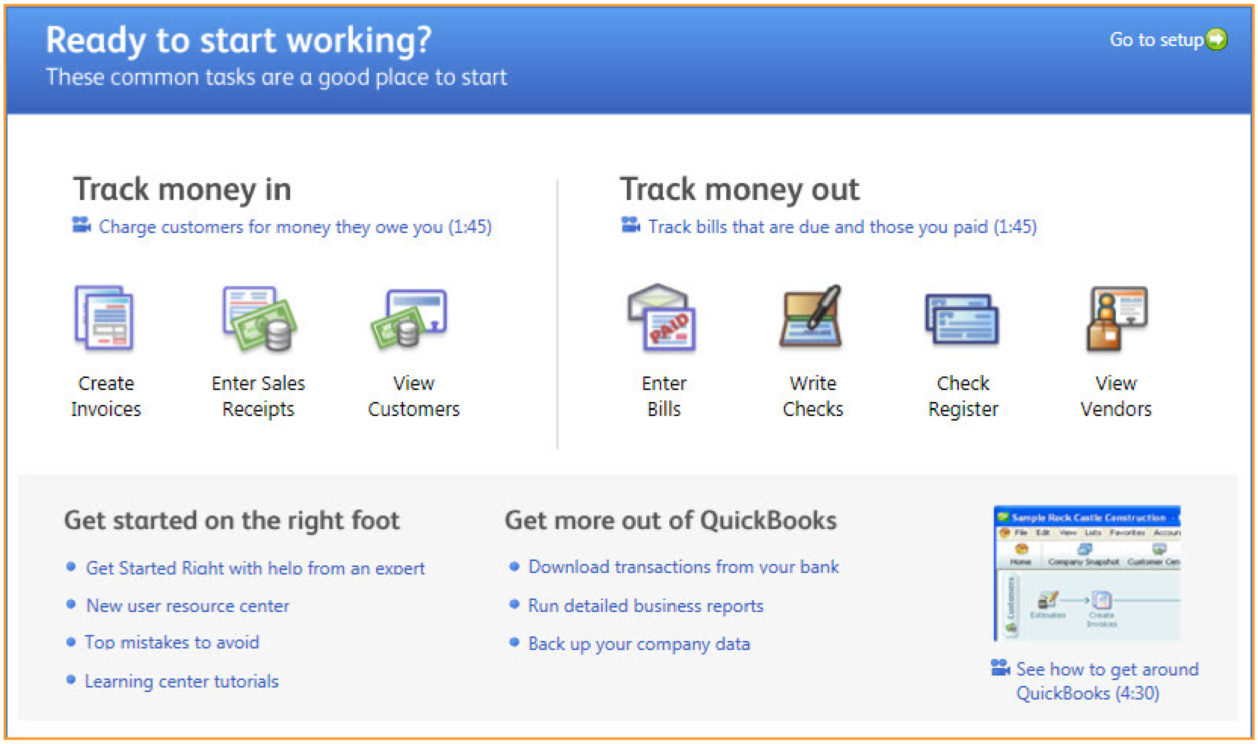
Return to the Quick Start Center to begin working with your QuickBooks file.



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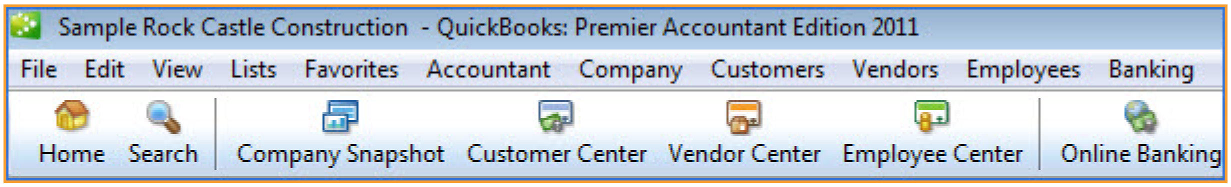
Key Features in QuickBooks Pro and Premier Editions

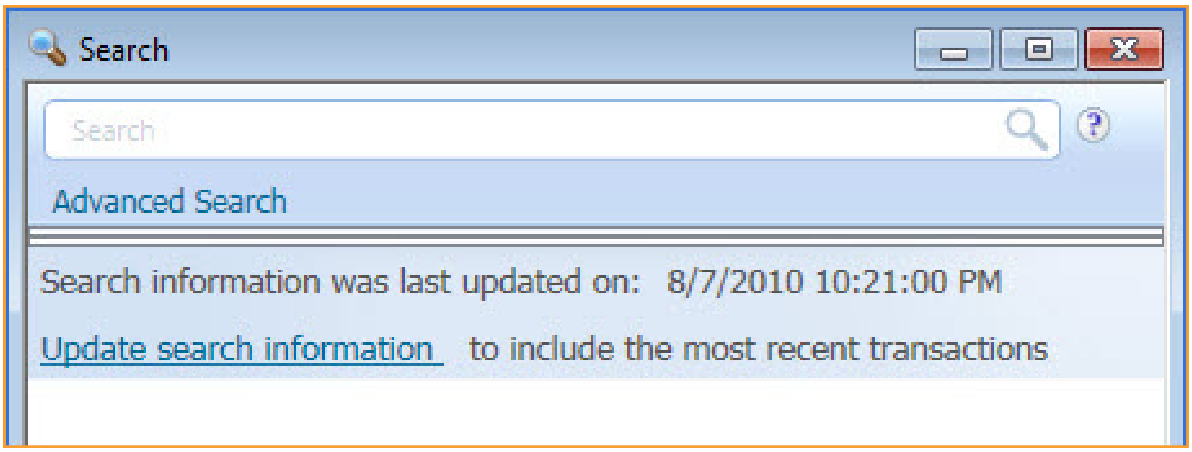
Get Faster Access to Data

QuickBooks Search. The new QuickBooks Search tool efficiently sorts through your QuickBooks data and lists all occurrences of your search term. You can select Advanced Search to narrow the results of the information found to specific transaction types, date ranges and other filtering criteria.

Step 1: From the icon bar, select ***Search*** on the left. (Or use the Ctrl + F keys as a shortcut).



Step 2: If the search was not updated recently, click on ***Update search information***.



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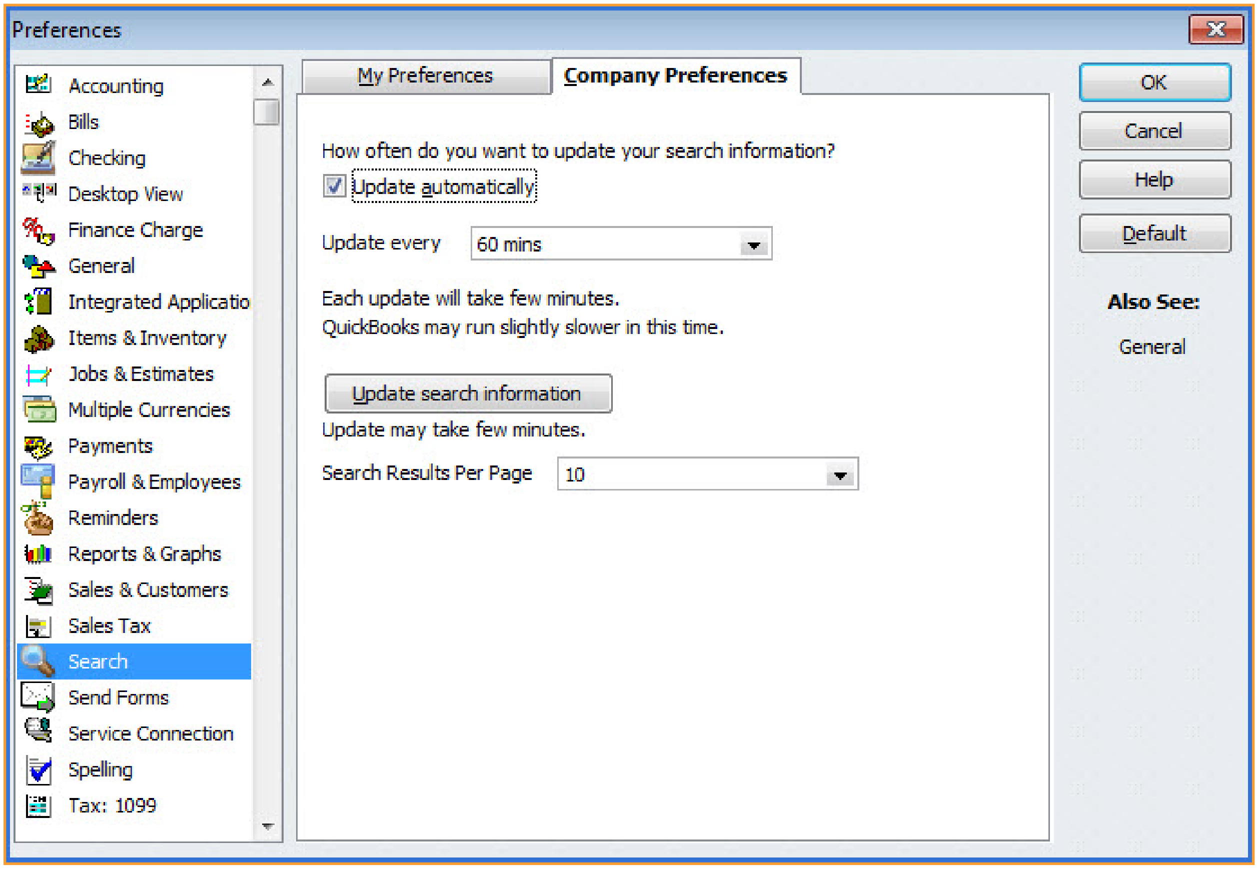
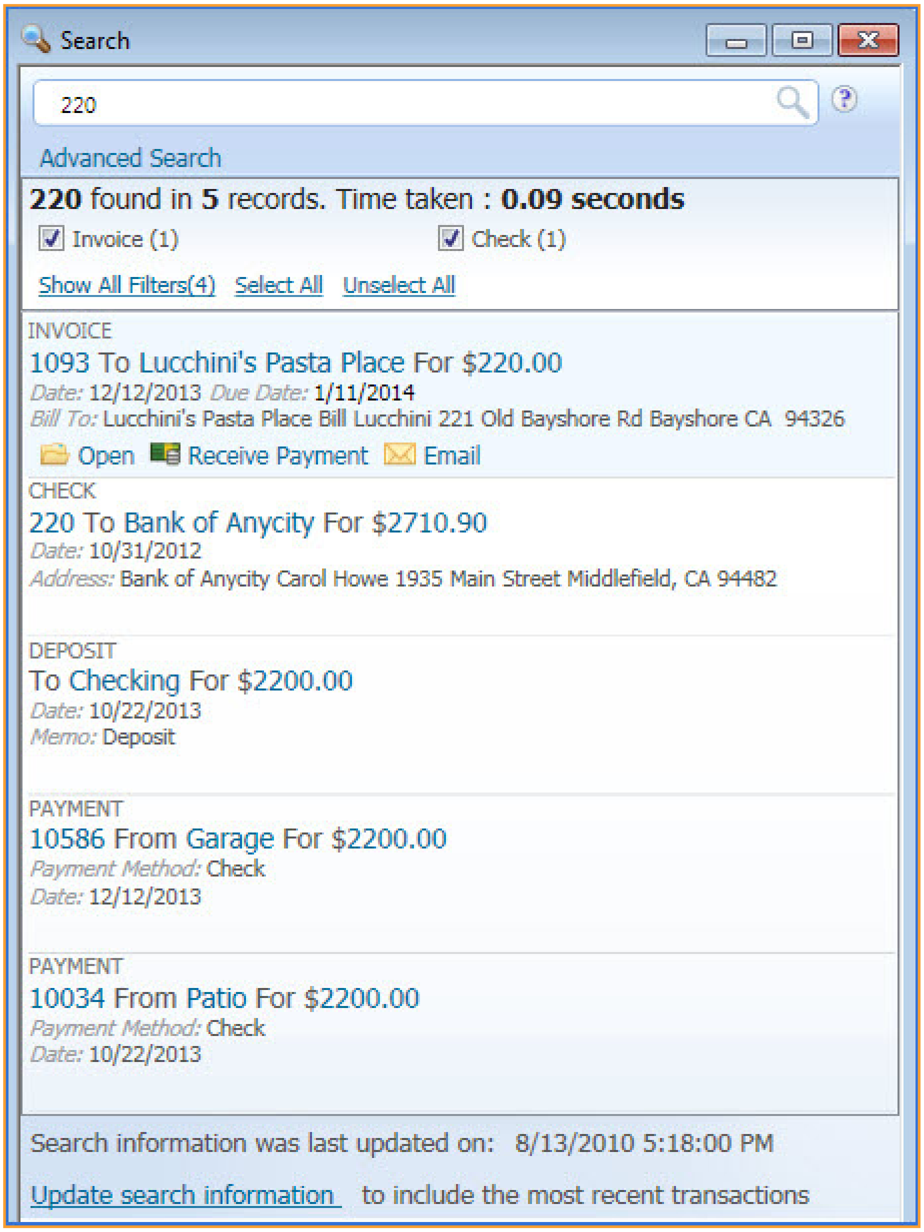
Step 3: From the ***Edit, Preferences*** menu, select the ***Search*** preference on the left side to enable automatic search updates. You can also indicate how often to automatically update searches.



Step 4: In the search bar, enter your search criteria and use the ***Enter*** key to begin the search.

Step 5: If you would like to remove lists or transactions types from the search results, click on ***Show All Filters***.

Step 6: Then click on ***Select All or Unselect All*** to include or remove specific lists or forms from the search results.



Step 7: To select a specific date range for the search, click on ***Advanced Search***.

After each change is made to the filters, QuickBooks automatically refreshes the results of the search. To see related activities applicable to a list or form, simply mouse over any of the listed results.

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Customer Snapshot

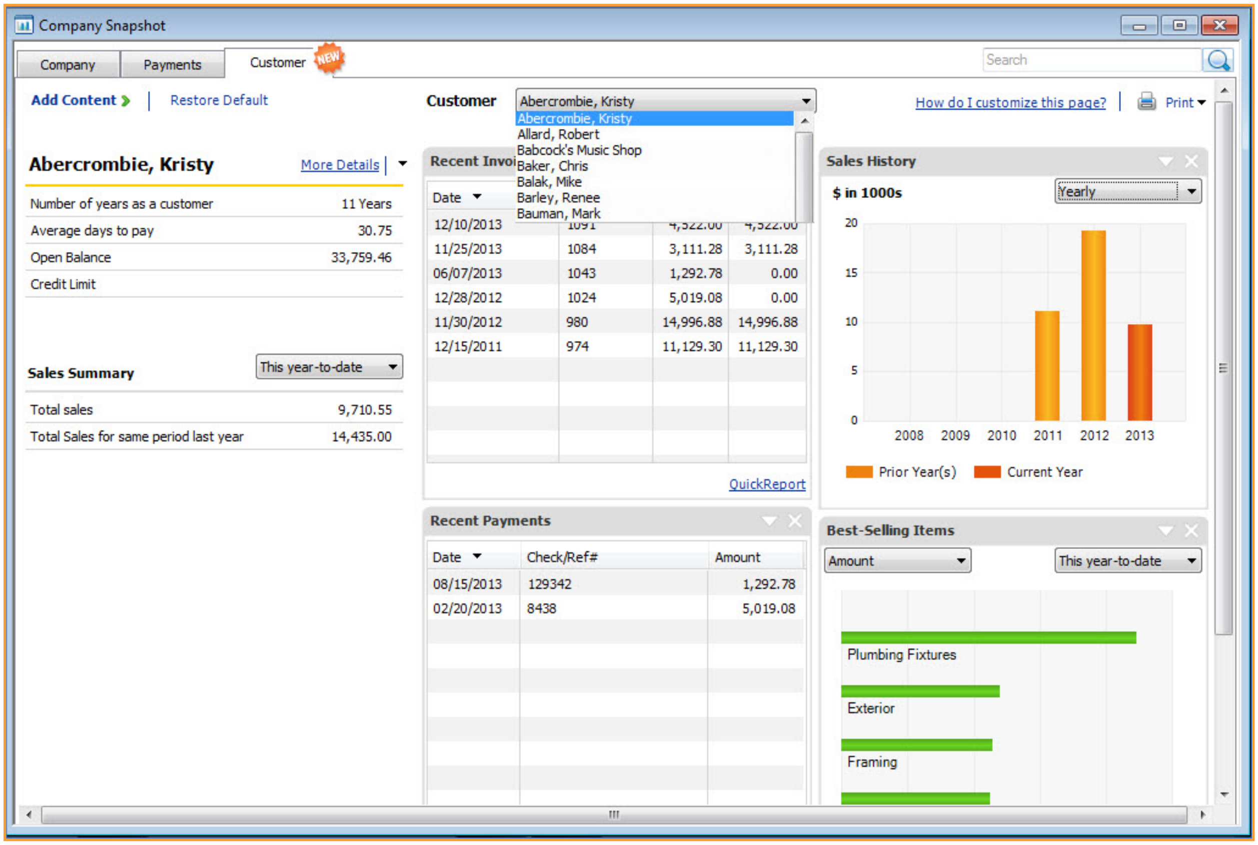
Company Snapshot was first introduced in QuickBooks 2009, and was improved in QuickBooks 2010 with the addition of several customization features. This year, the feature has further been enhanced to provide a single screen view for critical customer activity. The new Customer tab in Company Snapshot includes five widgets:

- Customer Overview
- Recent Invoices
- Recent Payments
- Sales History
- Best Selling Items

Other enhancements include improved print capabilities and the ability to save widget graphics for inclusion in reports.

Step 1: Click on the ***Company Snapshot*** button at the top of the home page, and click on the tab marked ***Customer***.

Step 2: Select a customer from the ***Customer*** drop down list.



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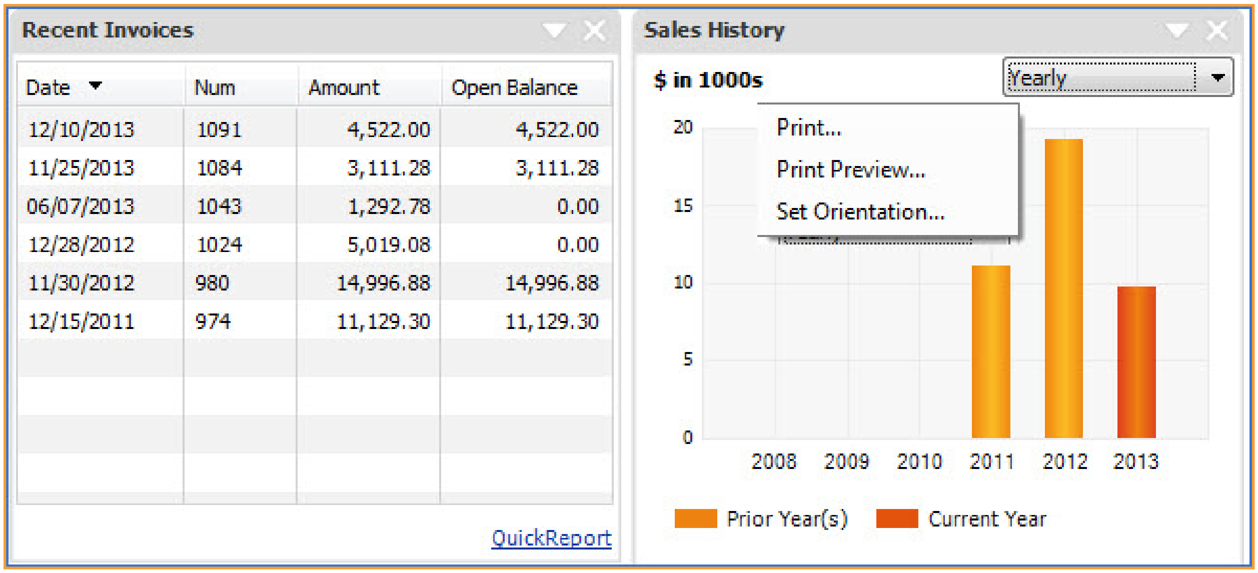
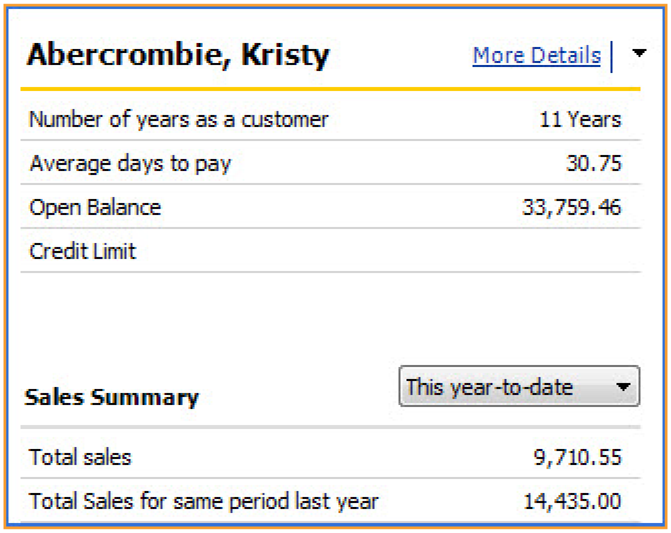
Step 3: Double-click on an invoice in the ***Recent Invoices*** widget to review invoice details.

Step 4: To print out contents of a widget, click the down arrow icon on the top right segment of the widget. You can preview content before printing.



Step 5: In the ***Overview Widget*** click on the ***More Details*** link to open the Customer Center.



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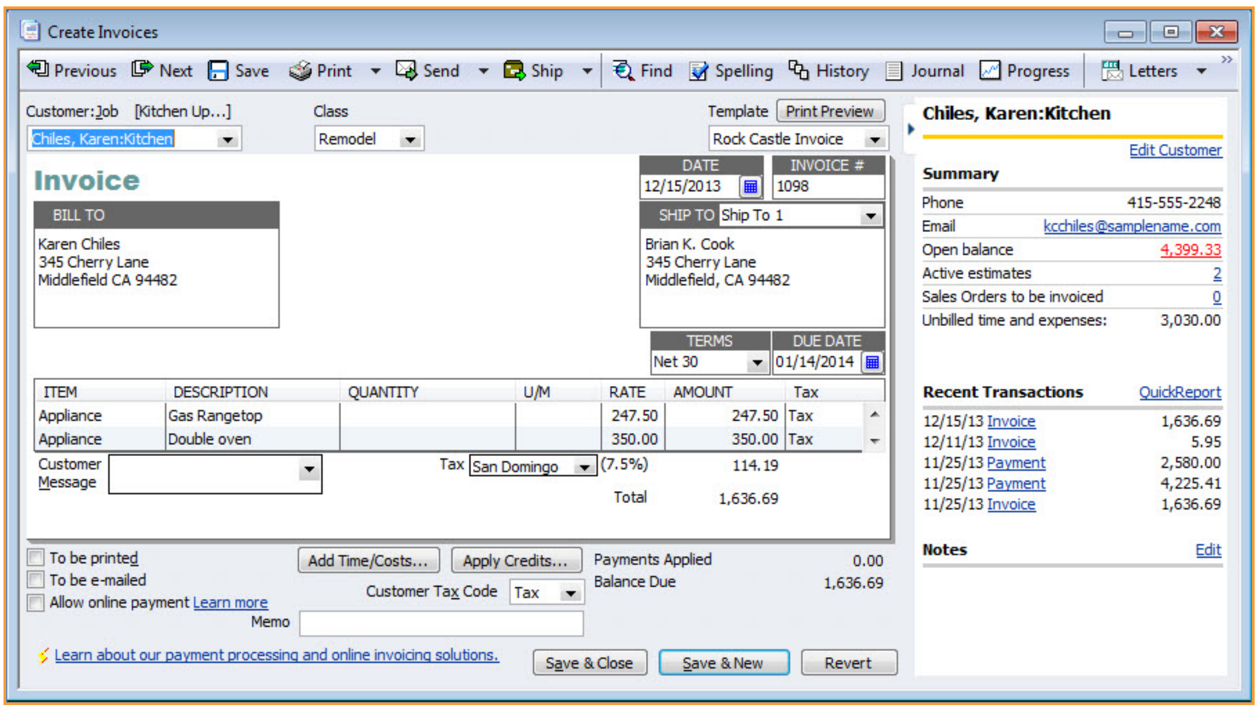
Customer/Vendor History

This feature enables QuickBooks users to easily view customer or vendor history at a glance when creating a new transaction. It also helps you save time working with your customer and vendor activities without having to print separate reports.

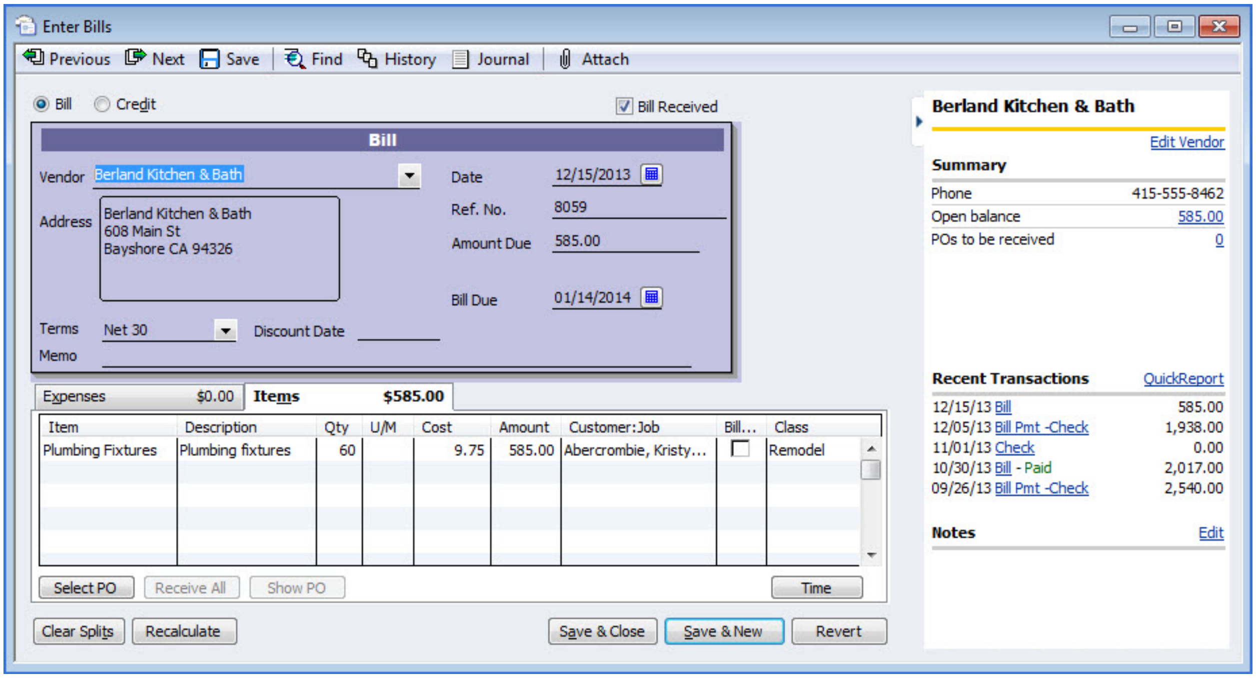
Step 1: From the icon bar, select ***Create Invoices*** and select a Customer or Customer:Job.

Conveniently, on the right side of the customer invoice (or other sales form) you will find useful information, including contact information, open balances, average days to pay and other timely details for that specific Customer or Customer:Job. Click on any of the links listed to view recent transactions or to create a QuickReport.



Step 2: From the icon bar, select ***Enter Bills*** and enter the vendor name.

Instantly, on the right side of the vendor bill (or other purchase form) you will find useful information, including the phone number for the vendor, open balances for bills, purchase orders or other purchase documents and a list of recent transactions. Simply click on any of the links listed to view individual transactions, lists or reports.



Balance Sheet by Class

Small businesses in many industries have used QuickBooks to track profitability by class (i.e. location, fund or department) in their QuickBooks files. Now, with QuickBooks 2011, users can also create a Balance Sheet by Class.

Step 1: To enable class tracking, select ***Edit***, ***Preferences*** and choose the ***Accounting*** preference on the left. Click to select the ***Company Preferences*** tab.

Step 2: Place a checkmark in the ***Use Class Tracking*** box. Additionally, you can select ***Prompt to Assign Classes***.

Step 3: Create your class list, from ***Lists, Class List***.

Step 4: Assign a class to each individual transaction line.

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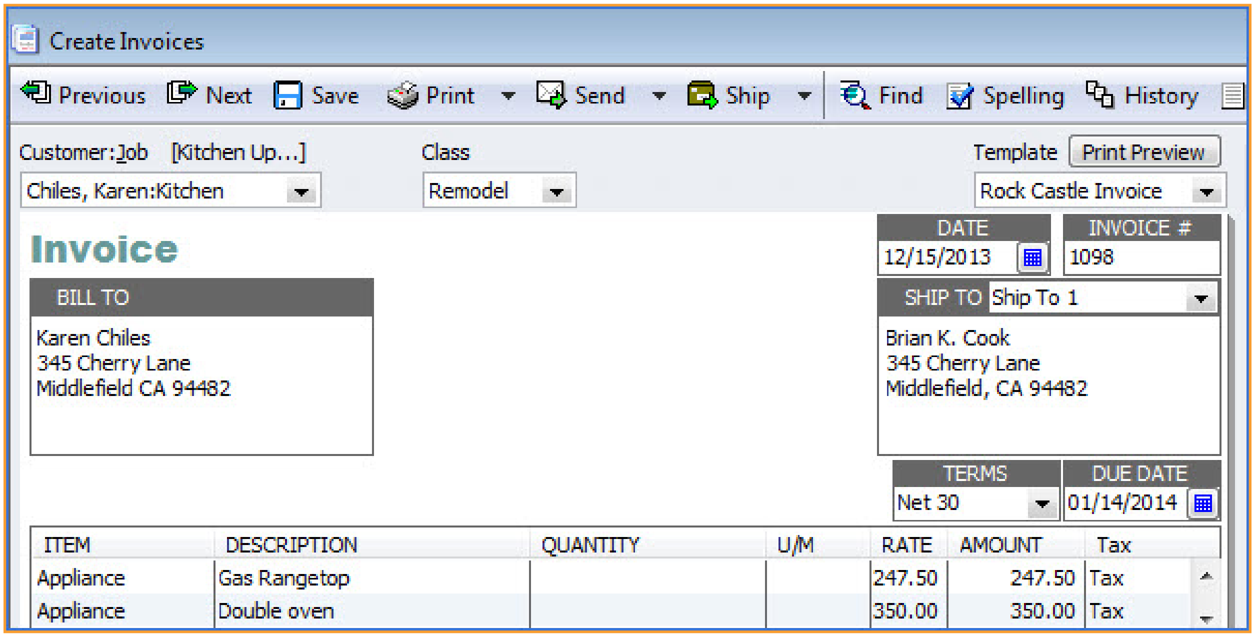
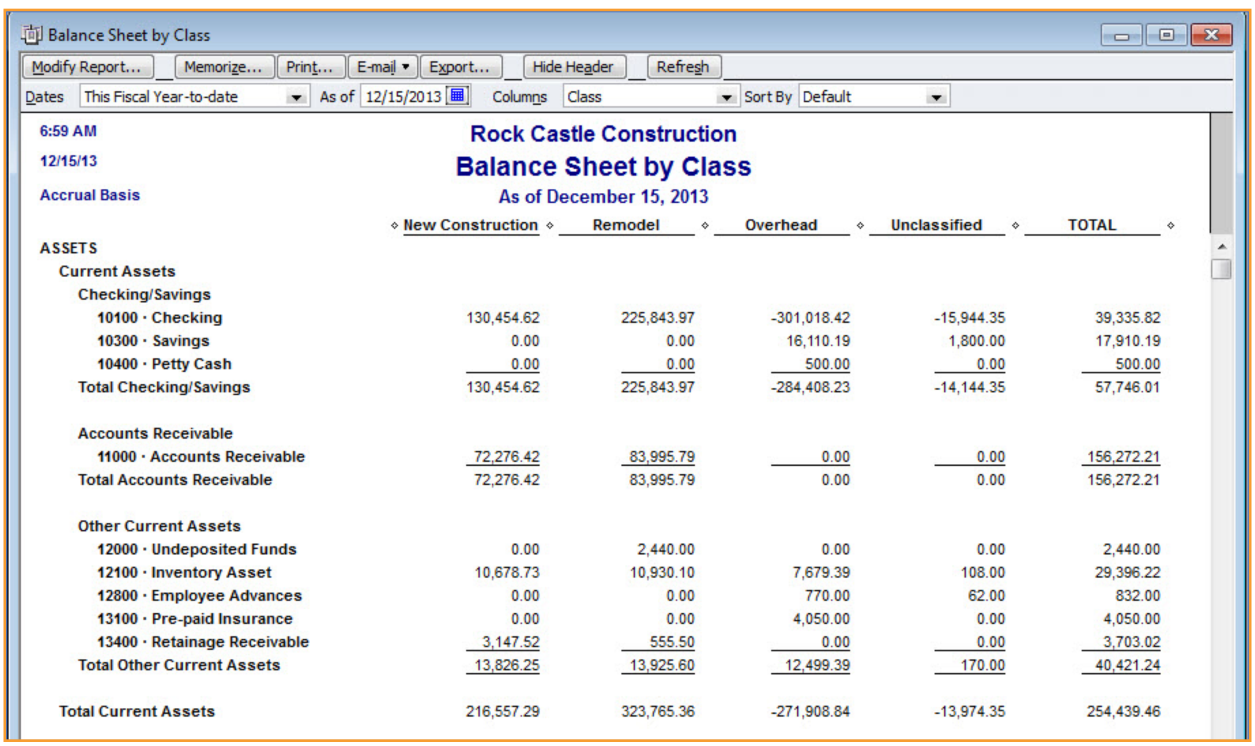


Step 5: From the ***Reports*** menu, select ***Company & Financial***, and then select ***Balance Sheet by Class.***



6:59 AM
12/15/13
Accrual Basis

Rock Castle Construction
Balance Sheet by Class
As of December 15, 2013

	New Construction	Remodel	Overhead	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
10100 · Checking	130,454.62	225,843.97	-301,018.42	-15,944.35	39,335.82
10300 · Savings	0.00	0.00	16,110.19	1,800.00	17,910.19
10400 · Petty Cash	0.00	0.00	500.00	0.00	500.00
Total Checking/Savings	130,454.62	225,843.97	-284,408.23	-14,144.35	57,746.01
Accounts Receivable					
11000 · Accounts Receivable	72,276.42	83,995.79	0.00	0.00	156,272.21
Total Accounts Receivable	72,276.42	83,995.79	0.00	0.00	156,272.21
Other Current Assets					
12000 · Undeposited Funds	0.00	2,440.00	0.00	0.00	2,440.00
12100 · Inventory Asset	10,678.73	10,930.10	7,679.39	108.00	29,396.22
12800 · Employee Advances	0.00	0.00	770.00	62.00	832.00
13100 · Pre-paid Insurance	0.00	0.00	4,050.00	0.00	4,050.00
13400 · Retainage Receivable	3,147.52	555.50	0.00	0.00	3,703.02
Total Other Current Assets	13,826.25	13,925.60	12,499.39	170.00	40,421.24
Total Current Assets	216,557.29	323,765.36	-271,908.84	-13,974.35	254,439.46

Make Everyday Tasks More Efficient

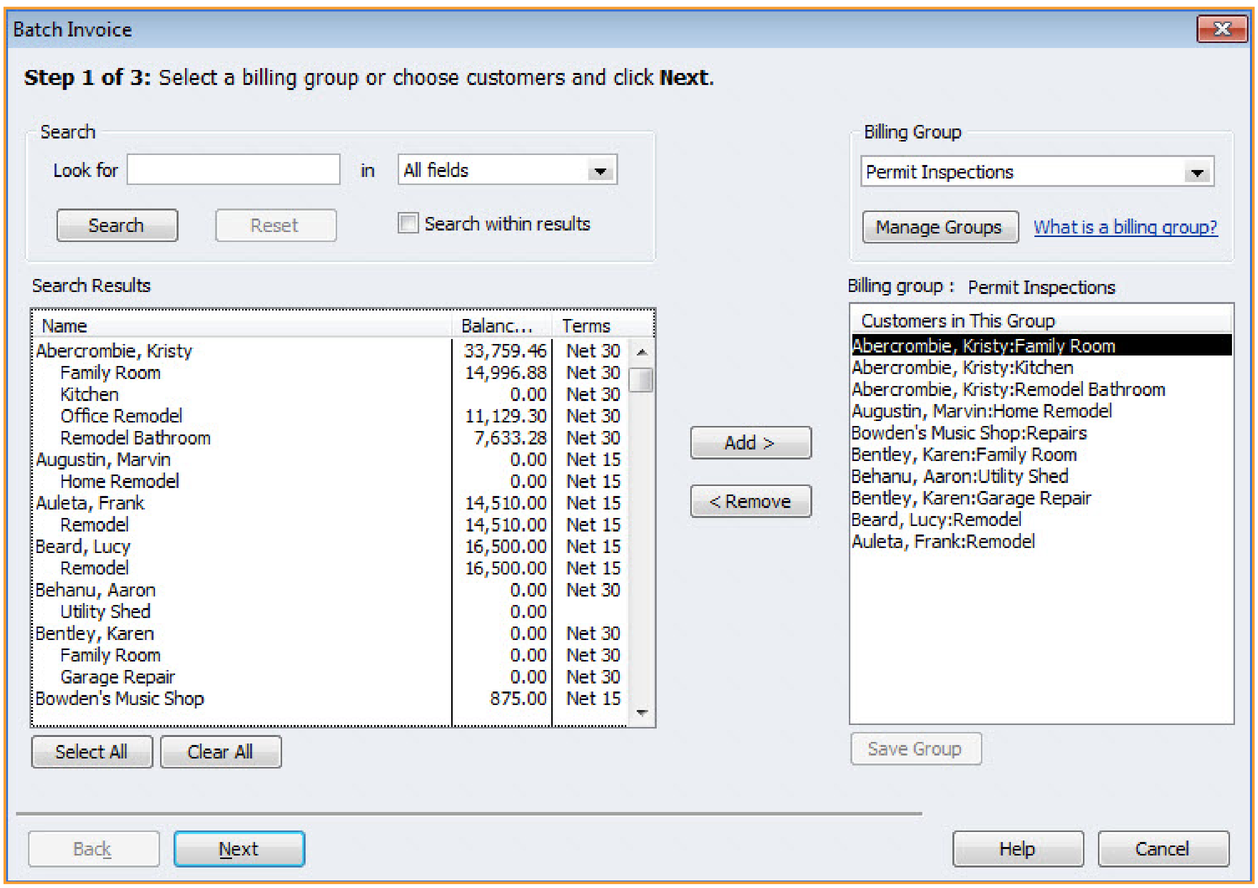
Batch Invoicing. Small businesses in many different industries use some form of multiple invoicing (i.e. batch invoicing), especially when the charges to a customer are repetitive. With QuickBooks 2011, users can create multiple invoices to customers simultaneously in just a few simple steps. The customer billing groups created can be saved for future use and edited to reflect changes in pricing.

Step 1: From the ***Customers*** menu, select ***Create Batch Invoices***.

Step 2: Click the drop down arrow on ***Billing Group***, and select one of the existing groups or choose ***Add New***.

Step 3: Select the Customer or Job in the Search Results frame and click the ***Add*** button to include the selected name(s) in the Billing Group.

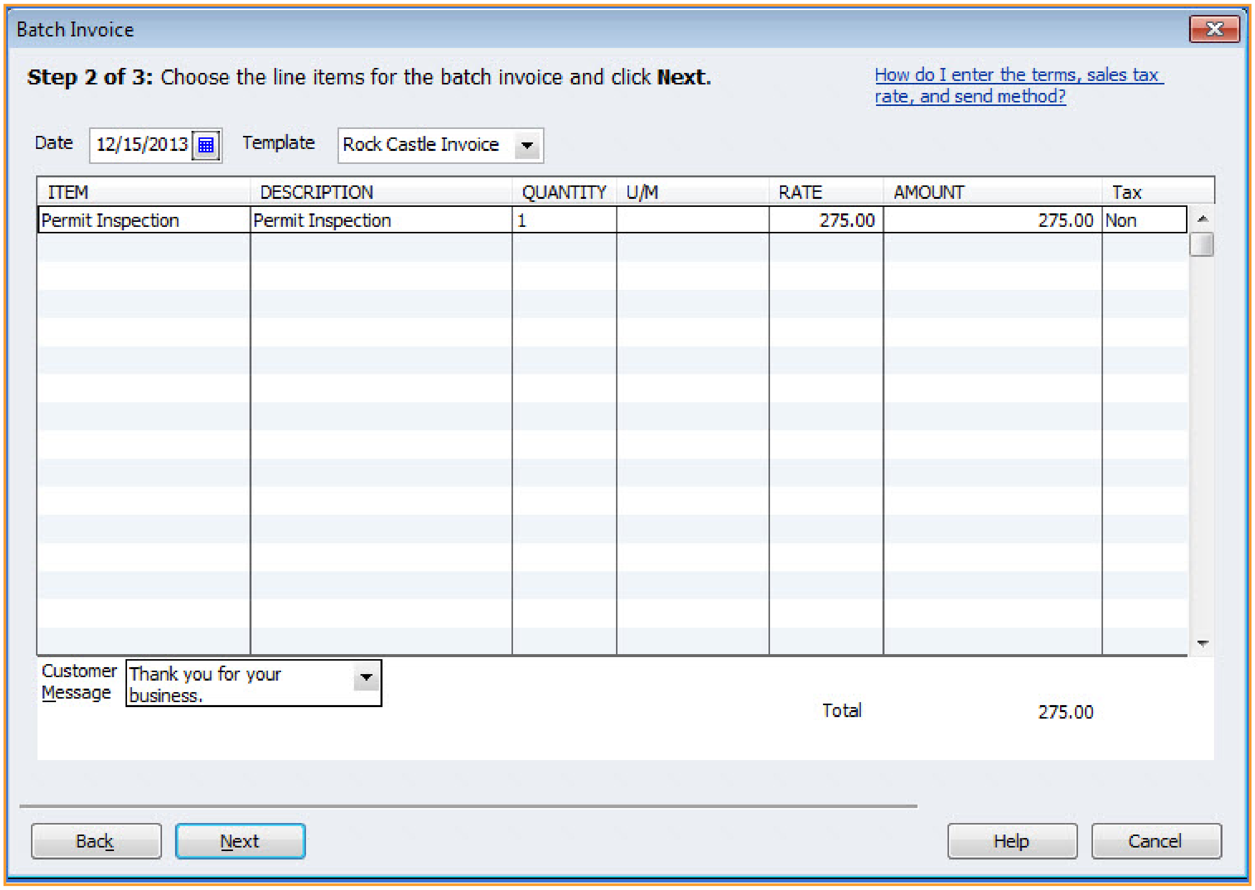
Step 4: Click ***Save Group*** or click ***Next*** to automatically save your work.



Step 5: Select the appropriate ***item(s)*** to be included on the invoice for each of the Customers or Jobs included in the Billing Group.

Step 6: Complete the additional columns of detail, or accept the default values.

Step 7: Click ***Next***.



Step 8: You can ***Select*** or ***De-select*** the invoices to be created here.

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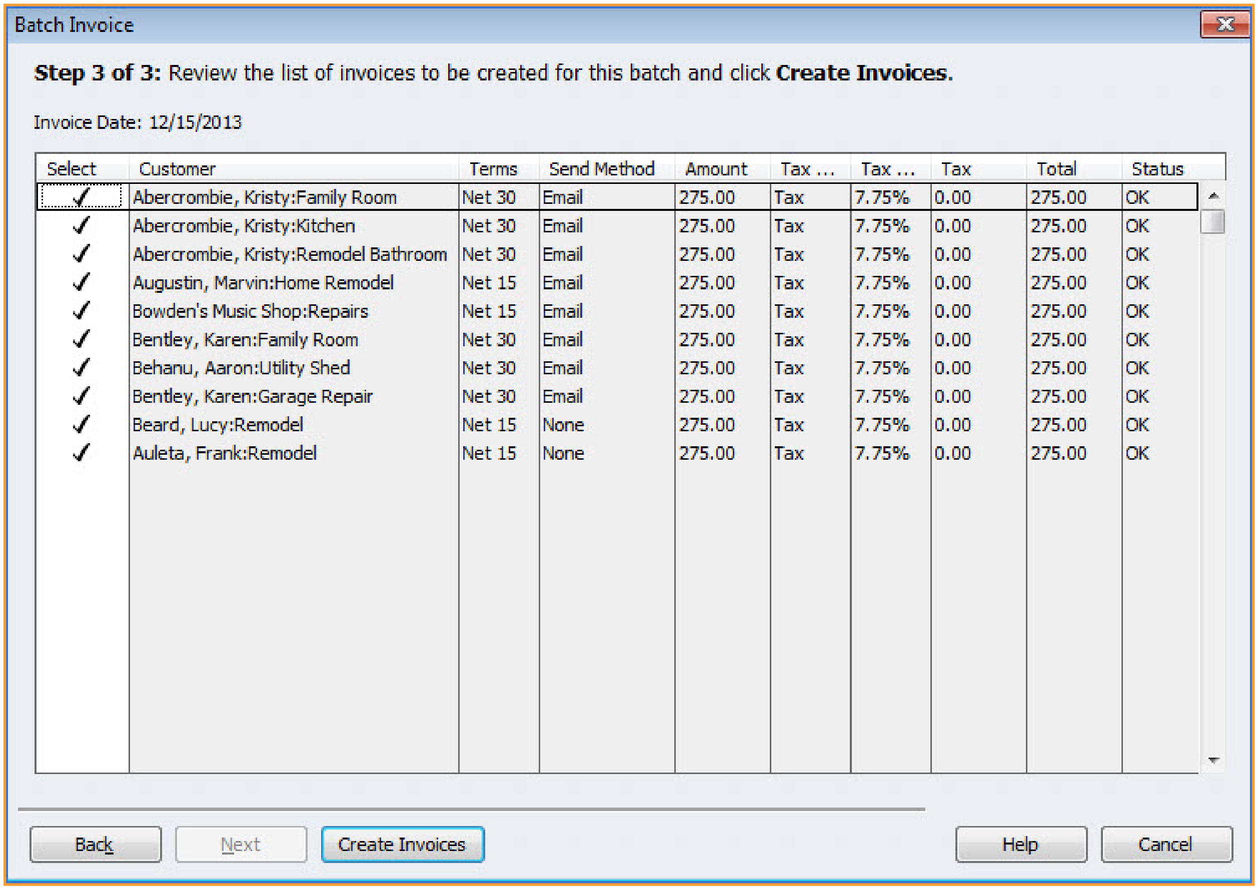
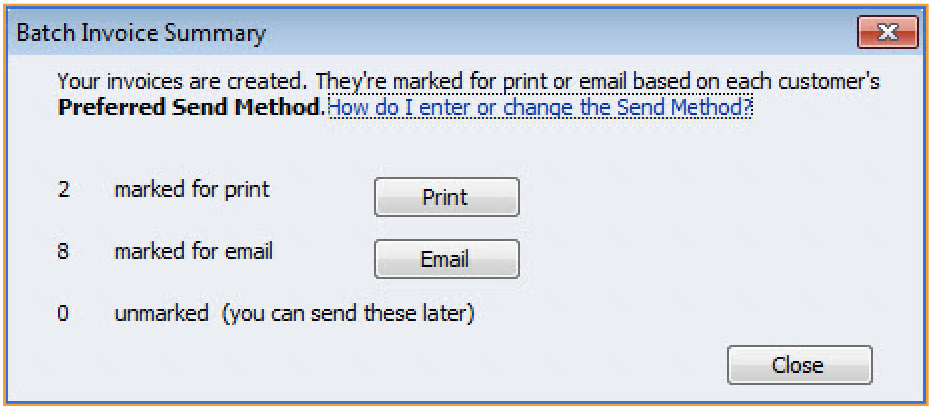
Step 9: Click the ***Create Invoices*** button.



Select	Customer	Terms	Send Method	Amount	Tax ...	Tax ...	Tax	Total	Status
✓	Abercrombie, Kristy:Family Room	Net 30	Email	275.00	Tax	7.75%	0.00	275.00	OK
✓	Abercrombie, Kristy:Kitchen	Net 30	Email	275.00	Tax	7.75%	0.00	275.00	OK
✓	Abercrombie, Kristy:Remodel Bathroom	Net 30	Email	275.00	Tax	7.75%	0.00	275.00	OK
✓	Augustin, Marvin:Home Remodel	Net 15	Email	275.00	Tax	7.75%	0.00	275.00	OK
✓	Bowden's Music Shop:Repairs	Net 15	Email	275.00	Tax	7.75%	0.00	275.00	OK
✓	Bentley, Karen:Family Room	Net 30	Email	275.00	Tax	7.75%	0.00	275.00	OK
✓	Behanu, Aaron:Utility Shed	Net 30	Email	275.00	Tax	7.75%	0.00	275.00	OK
✓	Bentley, Karen:Garage Repair	Net 30	Email	275.00	Tax	7.75%	0.00	275.00	OK
✓	Beard, Lucy:Remodel	Net 15	None	275.00	Tax	7.75%	0.00	275.00	OK
✓	Auleta, Frank:Remodel	Net 15	None	275.00	Tax	7.75%	0.00	275.00	OK

Step 10: Click the ***Print*** or ***Email*** buttons to complete those activities.



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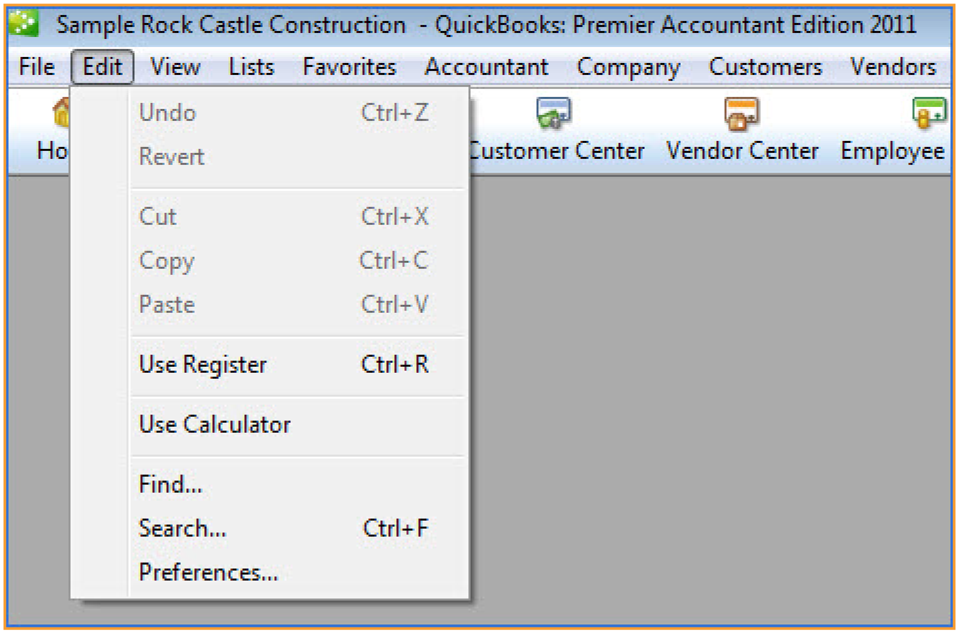
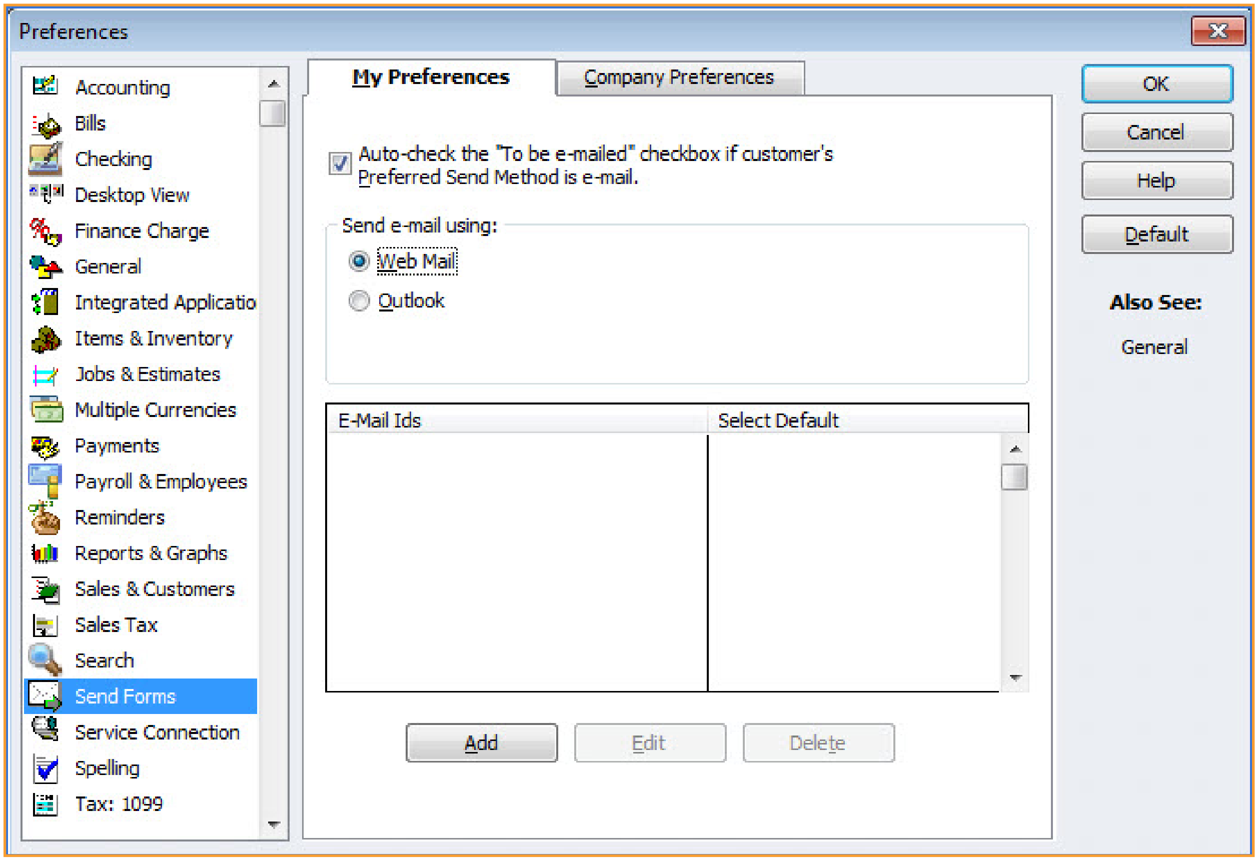
Webmail Integration. QuickBooks users now have additional options for transmitting documents (such as invoices) to their customers. Send reports and forms with webmail services, such as Hotmail, Yahoo, and Gmail, in addition to Outlook. Once configured, forms and reports are automatically sent using the selected default webmail service.

Step 1: From the top menu bar, click on ***Edit, Preferences***.

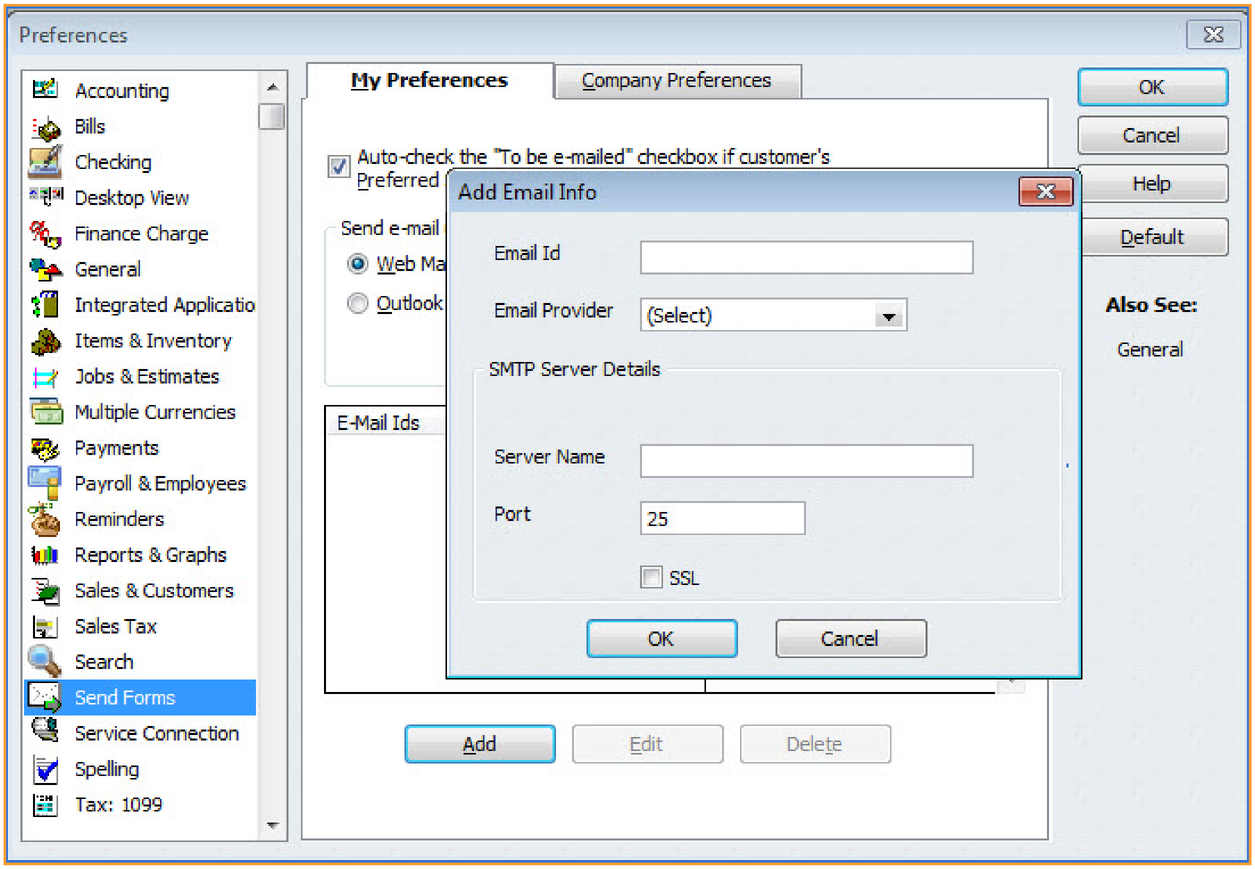


Step 2: In the ***Preferences*** dialog box, select ***Send Forms***, and click on the ***My Preferences*** tab.



Step 3: Select ***Webmail*** from the list under ***Send e-mail using***, click on the ***Add*** button, and select your email provider (Gmail, Yahoo, Hotmail).

Step 4: Complete the ***Add Email Info*** details.



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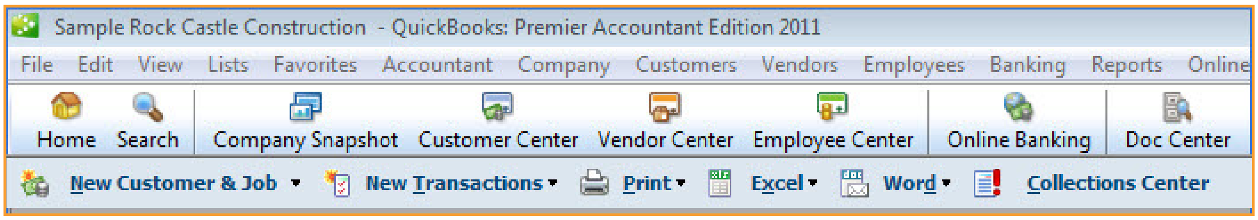
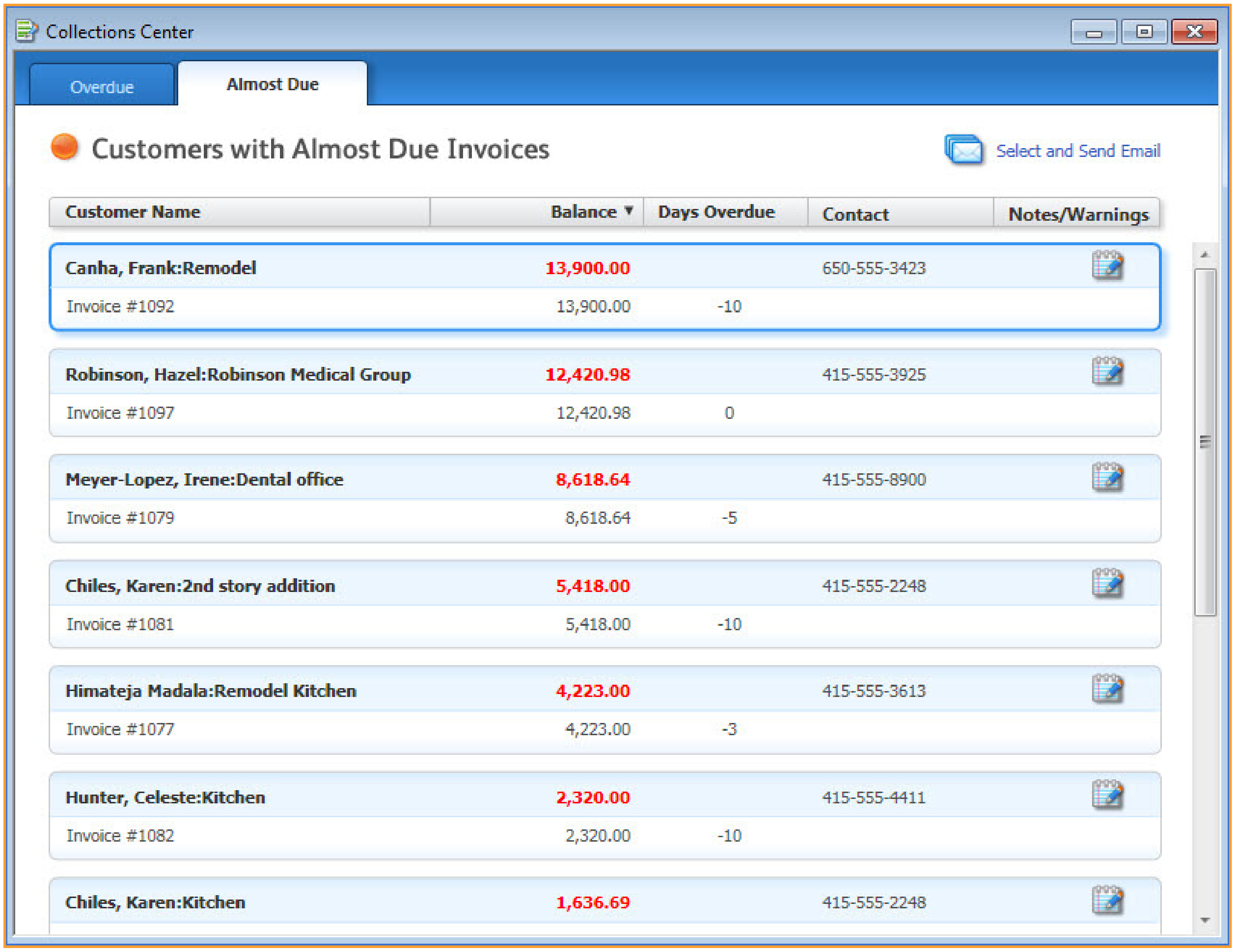
Collections Center. To help business owners take charge of collecting receivables, QuickBooks 2011 includes a new Collections Center. The Collections Center is a tool that automates the collections process – minimizing the time that business owners need to spend identifying customers who are overdue on their payments, and contacting them for collections.

Step 1: From the icon bar select the ***Customer Center*** (or click on the Customer Center button on the top left side of the home page).

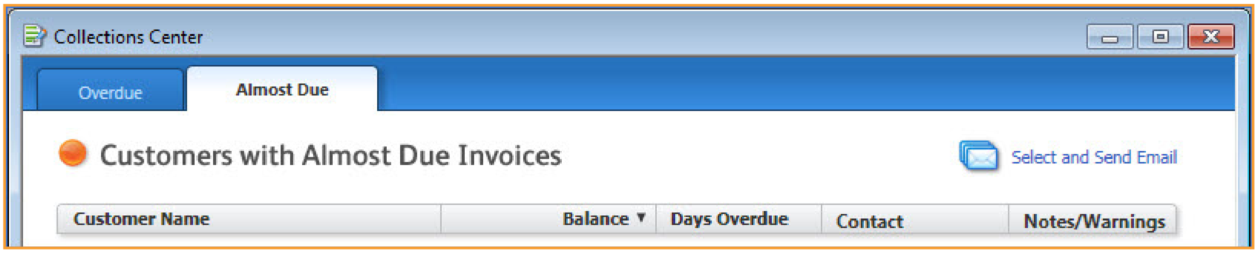
Step 2: Click on the ***Collections Center*** icon on the top bar of the Customer Center.



Step 3: Click on the ***Almost Due*** tab to show a list of customers with almost due invoices.

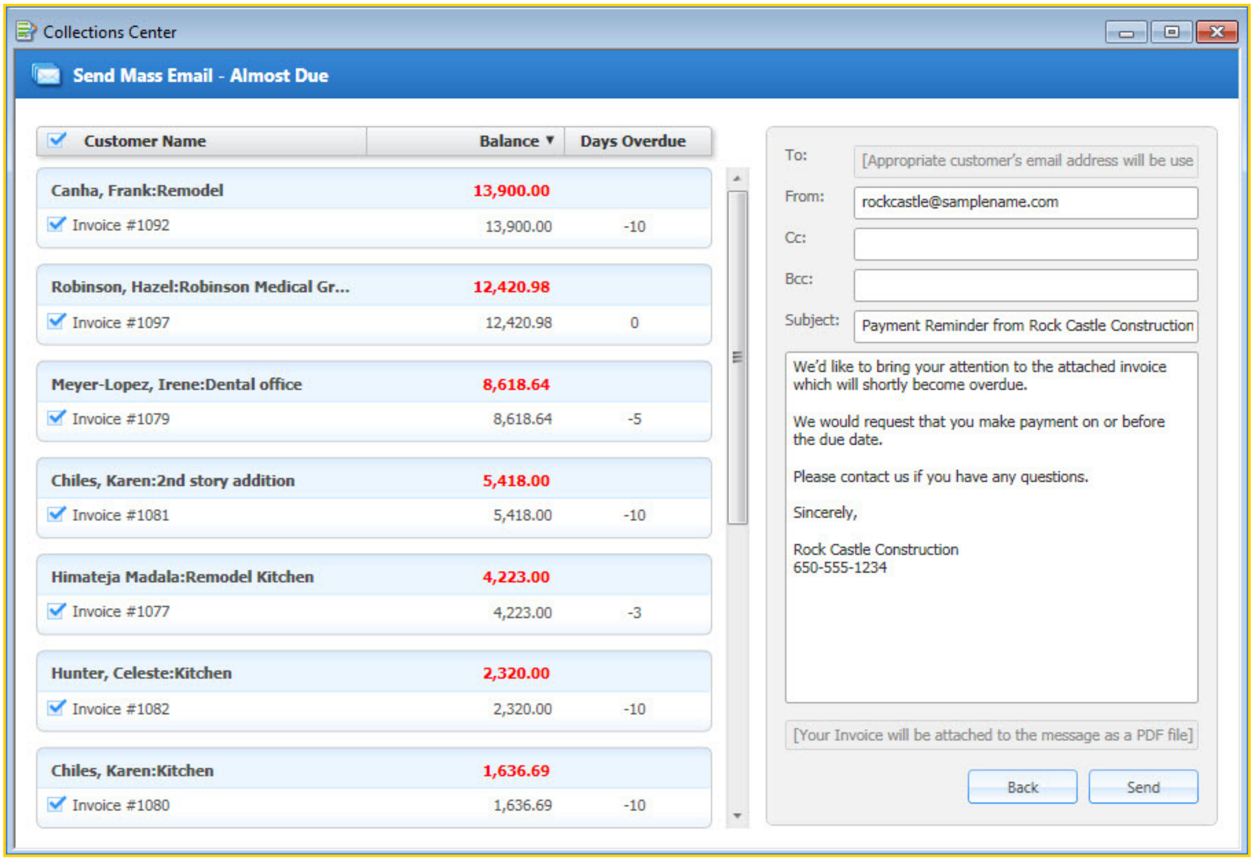


Step 4: Click on the ***Select and Send Email*** icon.



Step 5: Click on the checkboxes in the Customer Name column to select the customers you want to email. Edit the text of the email message.

Step 6: Click the Back button to cancel out of email send.



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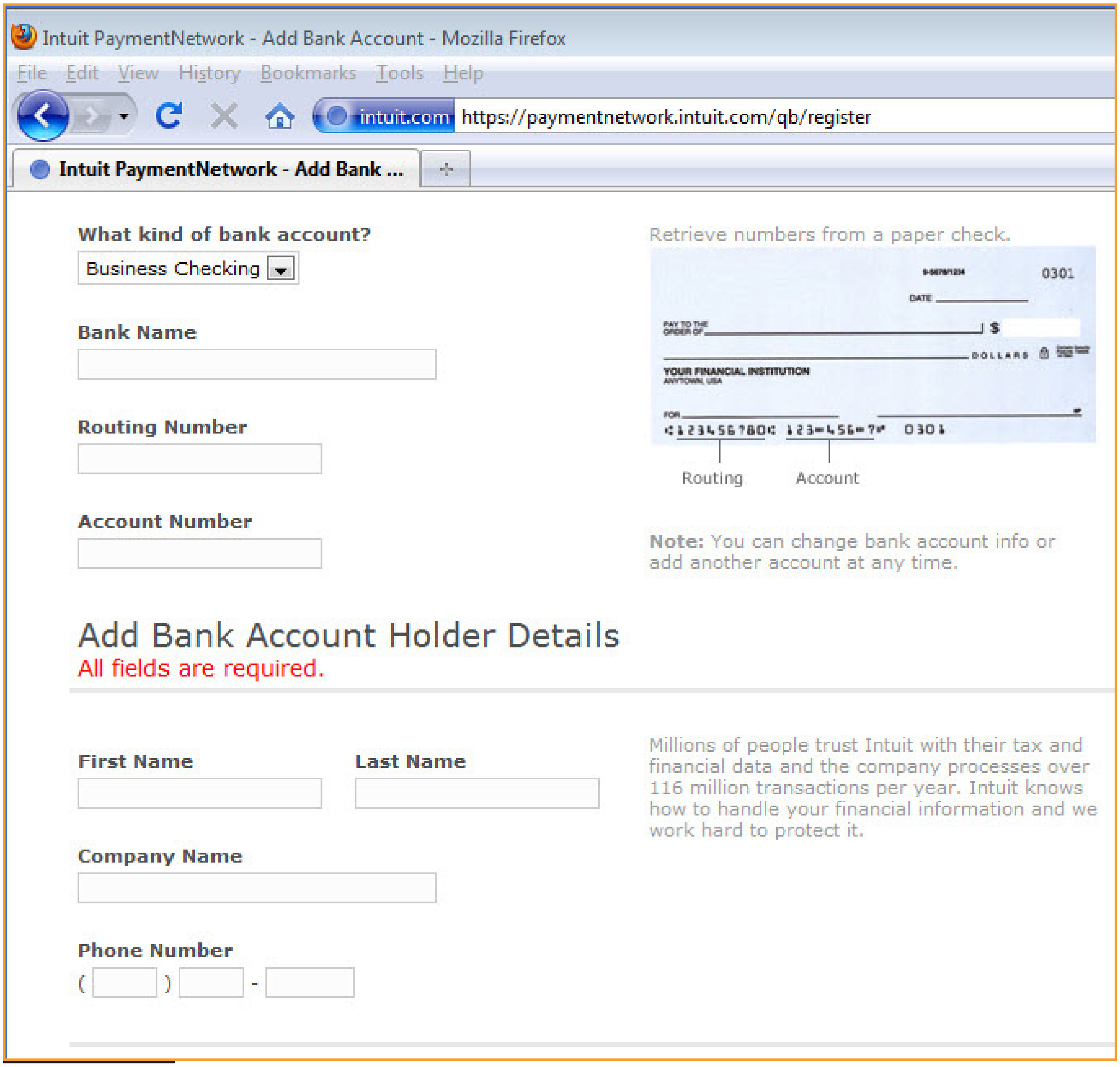
Intuit PaymentNetwork. Intuit PaymentNetwork[4] (IPN) helps users get paid fast[5] by giving their customers the option to pay their invoices instantly. Invoices created in QuickBooks 2011 offer customers the option to pay their invoices via Intuit PaymentNetwork by clicking on a link in the invoice. Payments received through the Intuit PaymentNetwork can automatically or manually be downloaded into users' QuickBooks files.

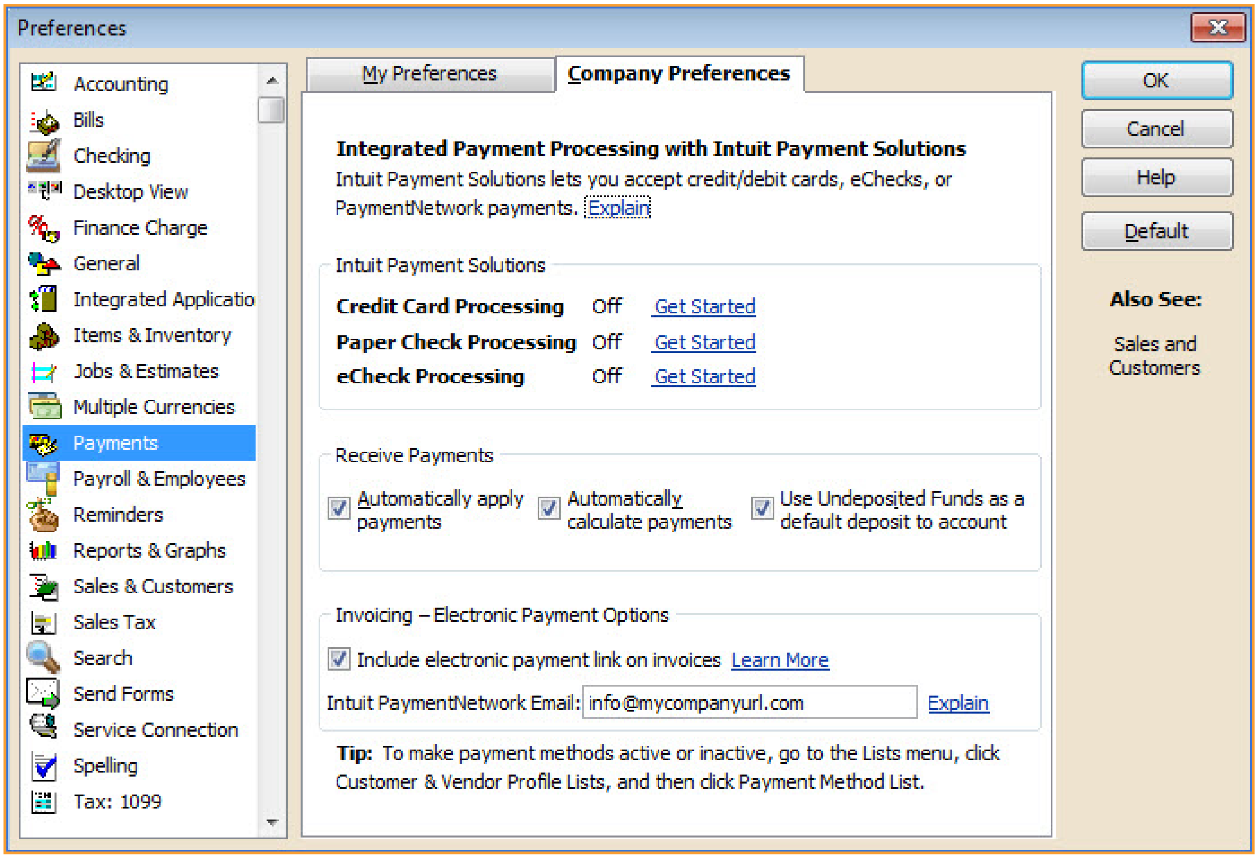
Step 1: Go to https://paymentnetwork.intuit.com/ to add the bank account information for the business that will be credited with online customer payments. Or, from the ***Edit, Preferences*** menu, select ***Payments*** on the left and click the ***Company Preferences*** tab. Click the ***Learn More*** link.



4 Requires merchant account through Intuit PaymentNetwork, provided by Intuit Payment Solutions. Application approval, an internet connection and a supported web browser required. Transaction fees apply. Terms, conditions, features, pricing, service and support options are subject to change without notice. Optional online payment acceptance through URL links on QuickBooks invoices requires QuickBooks financial software 2011 Pro, Premier, or Enterprise (for the PC) (sold separately). Not compatible with QuickBooks Online edition or QuickBooks for Mac. Subject to occasional downtimes

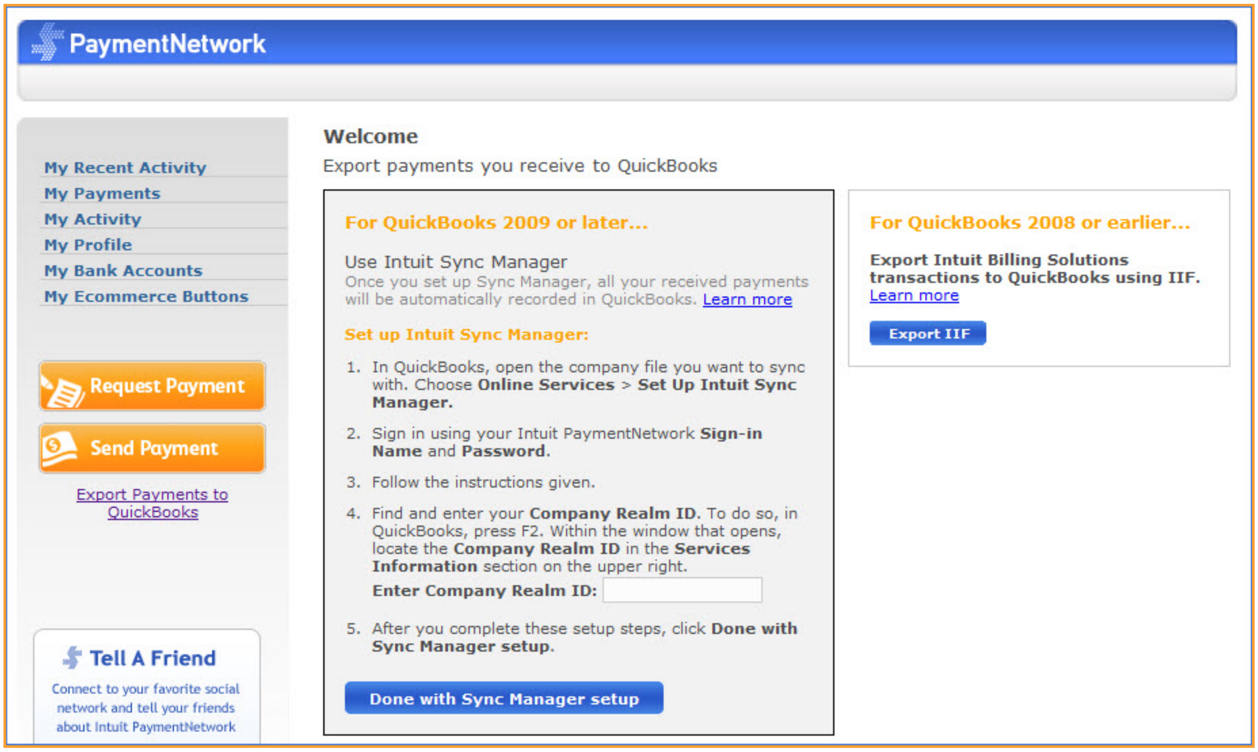
5 Transactions under $5,000 are usually deposited into your U.S. bank account within the next day. For transactions that are over $5,000 are usually funded in 2-3 days depending on your financial institution and your Demand Deposit Account. Clearance time for funds may vary depending on your Demand Deposit Account

Step 2: After signing up for the service, from the ***Edit, Preferences*** menu, select ***Payments*** on the left and click the ***Company Preferences*** tab. Place a checkmark in the ***Include electronic payment link on invoices*** box and enter the email associated with the IPN account. This will allow customers to pay the invoices through the Intuit PaymentNetwork.



Step 3: To enable automatic download into the QuickBooks file of customer payments processed through IPN click ***Online Solutions***, ***Set Up Intuit Sync Manager***. Follow the steps as directed.

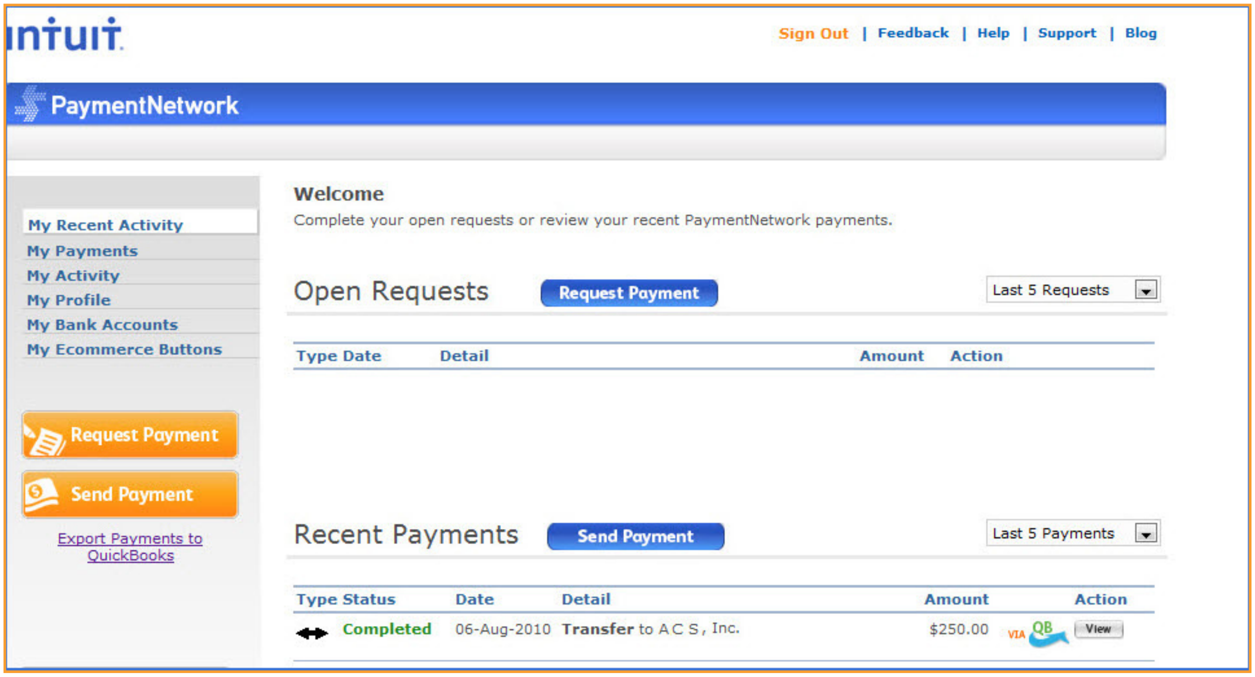
Step 4: Log into your Intuit PaymentNetwork account and browse to the link ***Export Payments to QuickBooks*** (on the left side). Follow the instructions to link your QuickBooks file with your IPN account.



Step 5: Create your customer’s invoice, from the ***Customers***, ***Create Invoices*** menu. Select the Send drop-down menu from the active invoice displayed and choose the Email Invoice option. The customer will receive the invoice as a PDF attachment, with a link to pay online with a business Automated Clearing House (ACH) check.

Step 6: The QuickBooks user will be notified by email that the payment has been processed and credited to the bank account.

Step 7: Transaction history processed through Intuit PaymentNetwork is easily accessible by logging into your IPN account.



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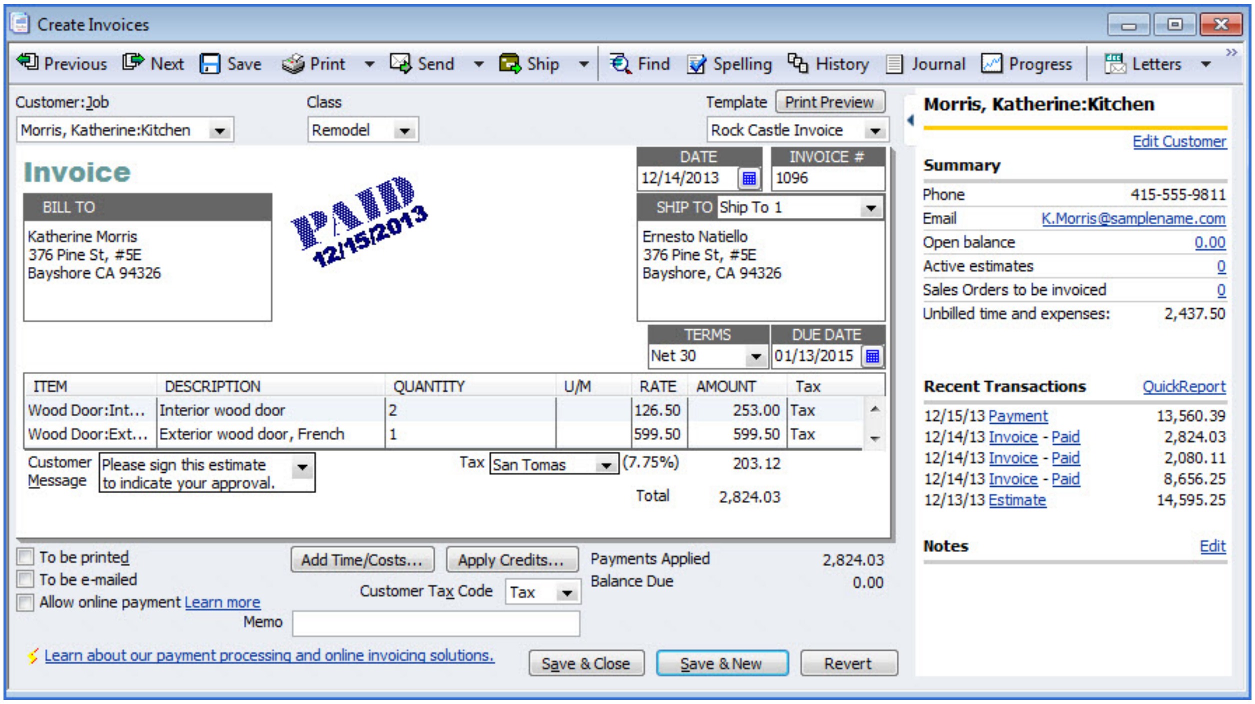
Paid Date Stamp. Customer invoices that have been paid now reflect the date in the Paid Stamp details.

Step 1: Complete a ***Customer*, *Receive Payment*** form.

Step 2: Open to view the invoice that was paid, and the Paid Stamp now includes the date entered on the Receive Payment form.

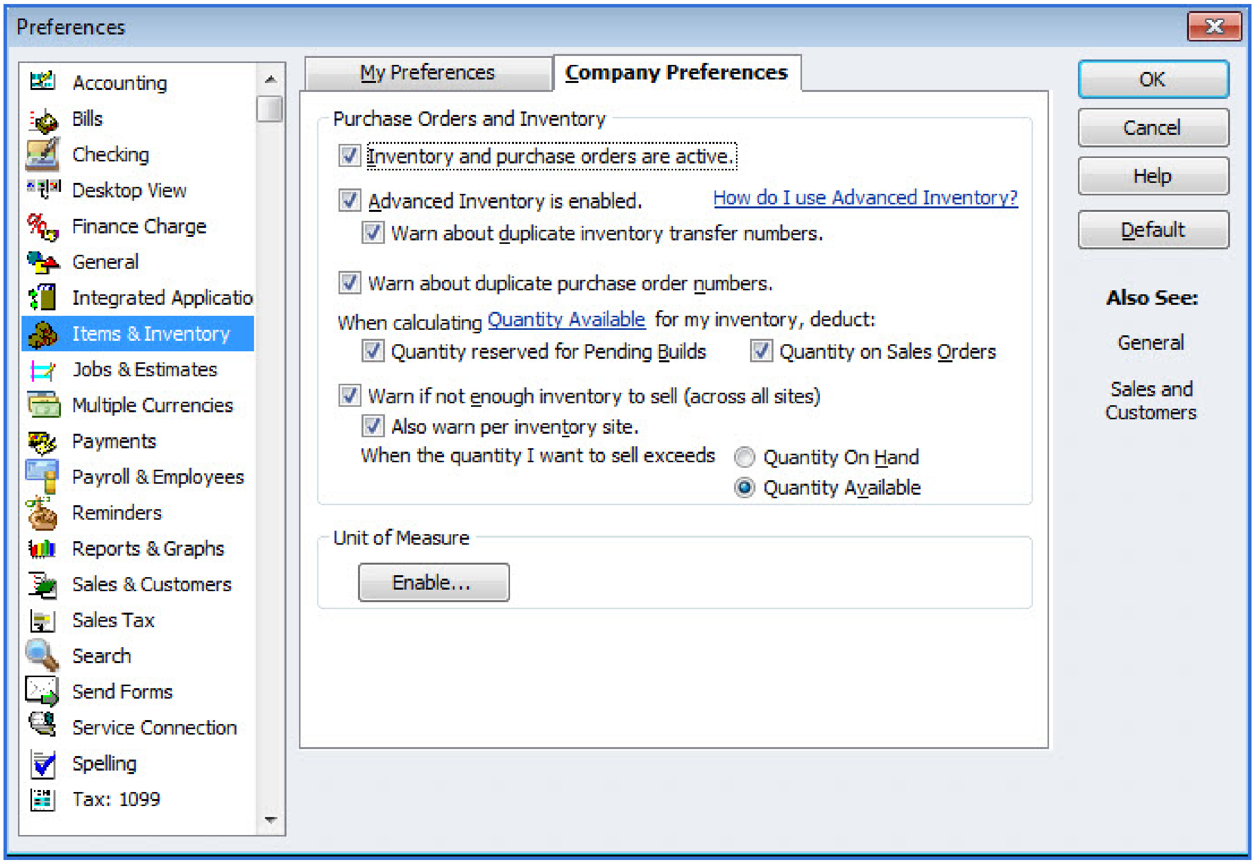


Advanced Inventory (Enterprise). With Advanced Inventory, QuickBooks Enterprise Solutions users can now better track and manage their inventories stored in multiple locations. More specifically, users can:

- Keep track of how much inventory (number of units and related dollar value) is stored in each of their inventory sites.
- Set site-specific reorder points so they know when to replenish inventory at each site location.
- Assign items to a specific inventory site at the time of purchase or define the location at the time the items are received into inventory.
- Sell items from multiple locations on the same sales form.
- Transfer items between inventory locations.
- Build assemblies using parts from different inventory locations.
- Run site-specific inventory valuation reports.

Step 1: Select ***Edit***, ***Preferences***, ***Items and Inventory***, and then click on the ***Company Preferences*** tab. Place a check mark in the ***Advanced Inventory is enabled*** box. You may also select other settings about working with Advanced Inventory.

Step 2: You may click the link ***How do I use Advanced Inventory***? for additional setup details.



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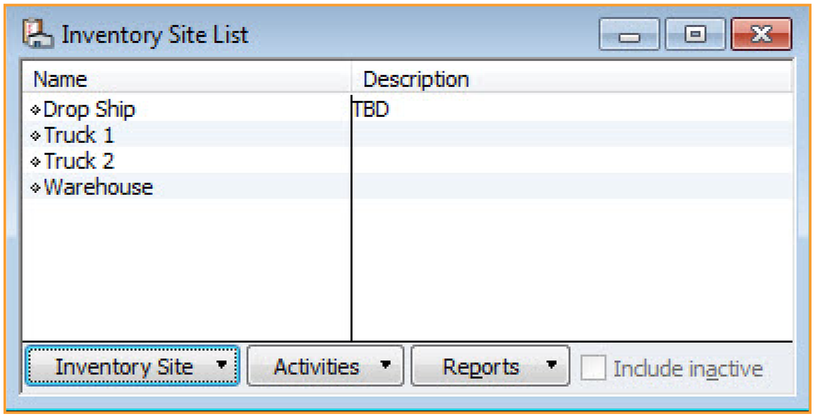
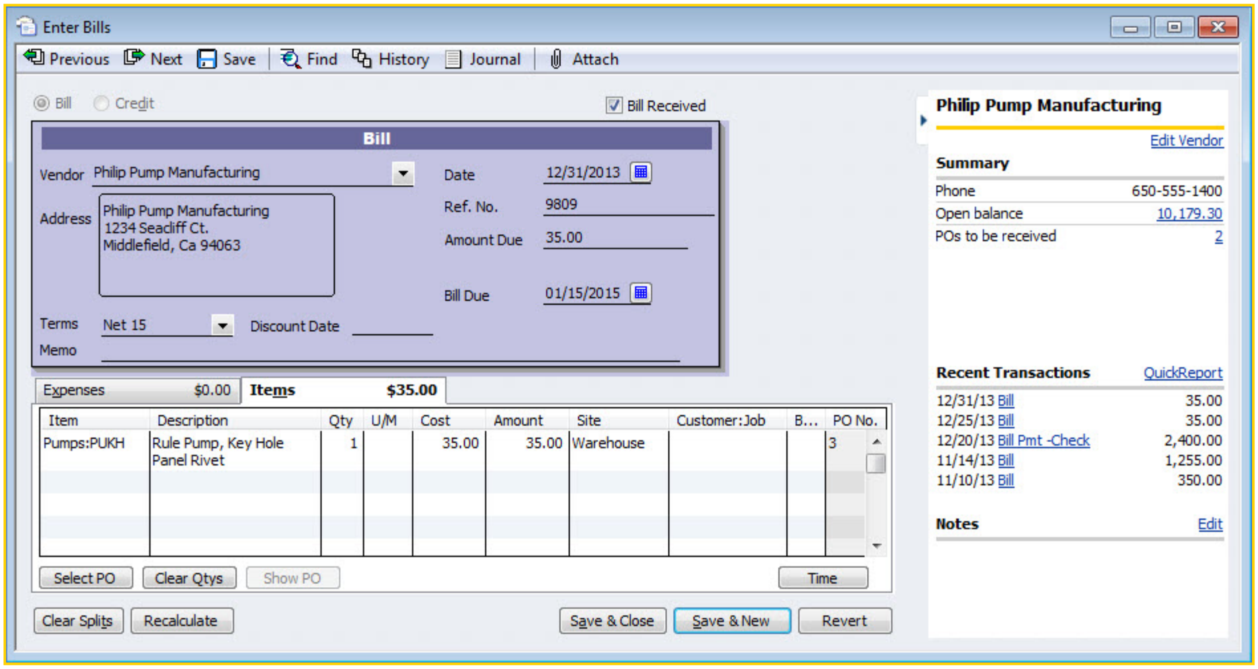
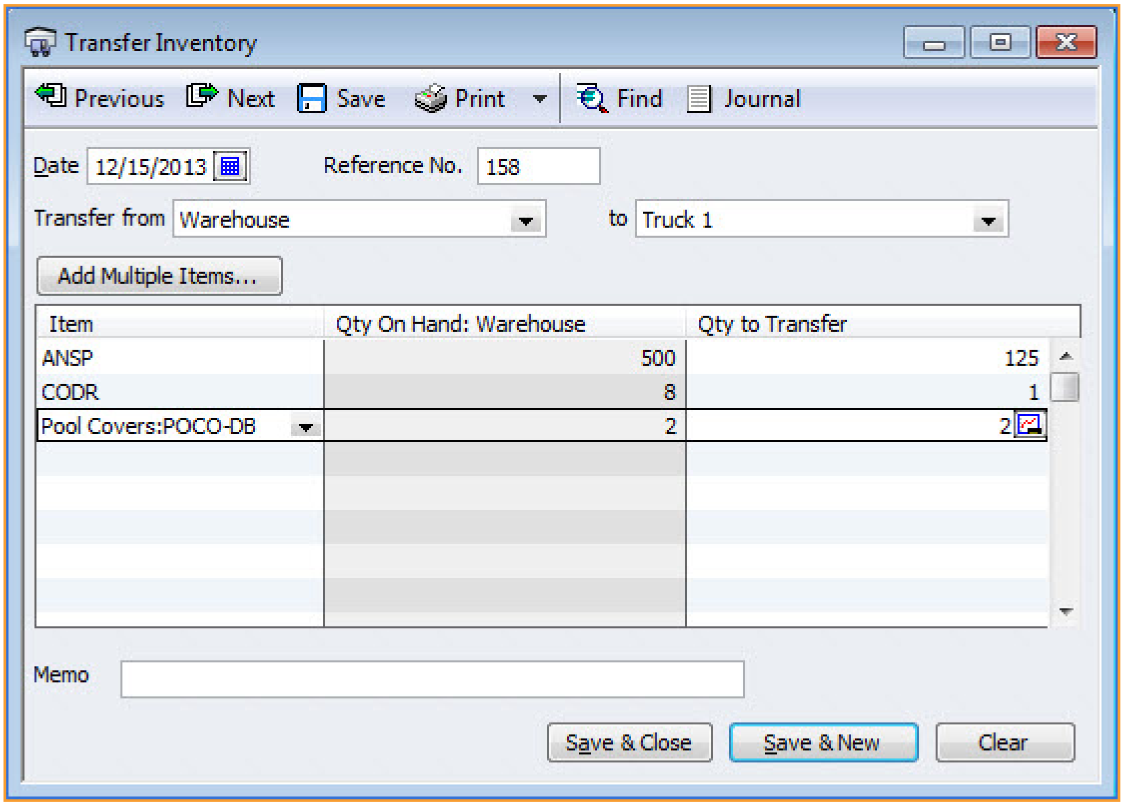
Step 3: To create your inventory locations, select ***Lists***, ***Inventory Site List*** and enter your site locations. You may also define a default location.



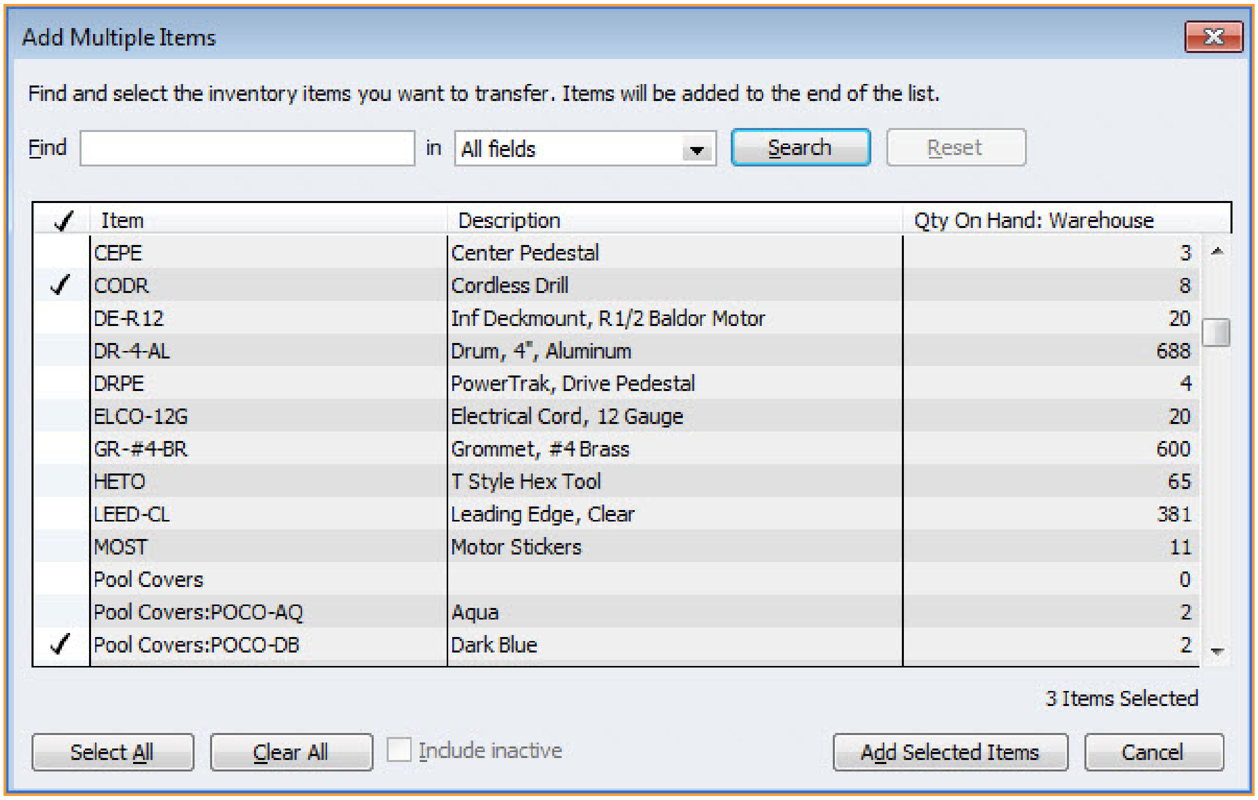
Step 4: When purchasing or receiving inventory, assign the inventory location on each transaction line in the Site column.



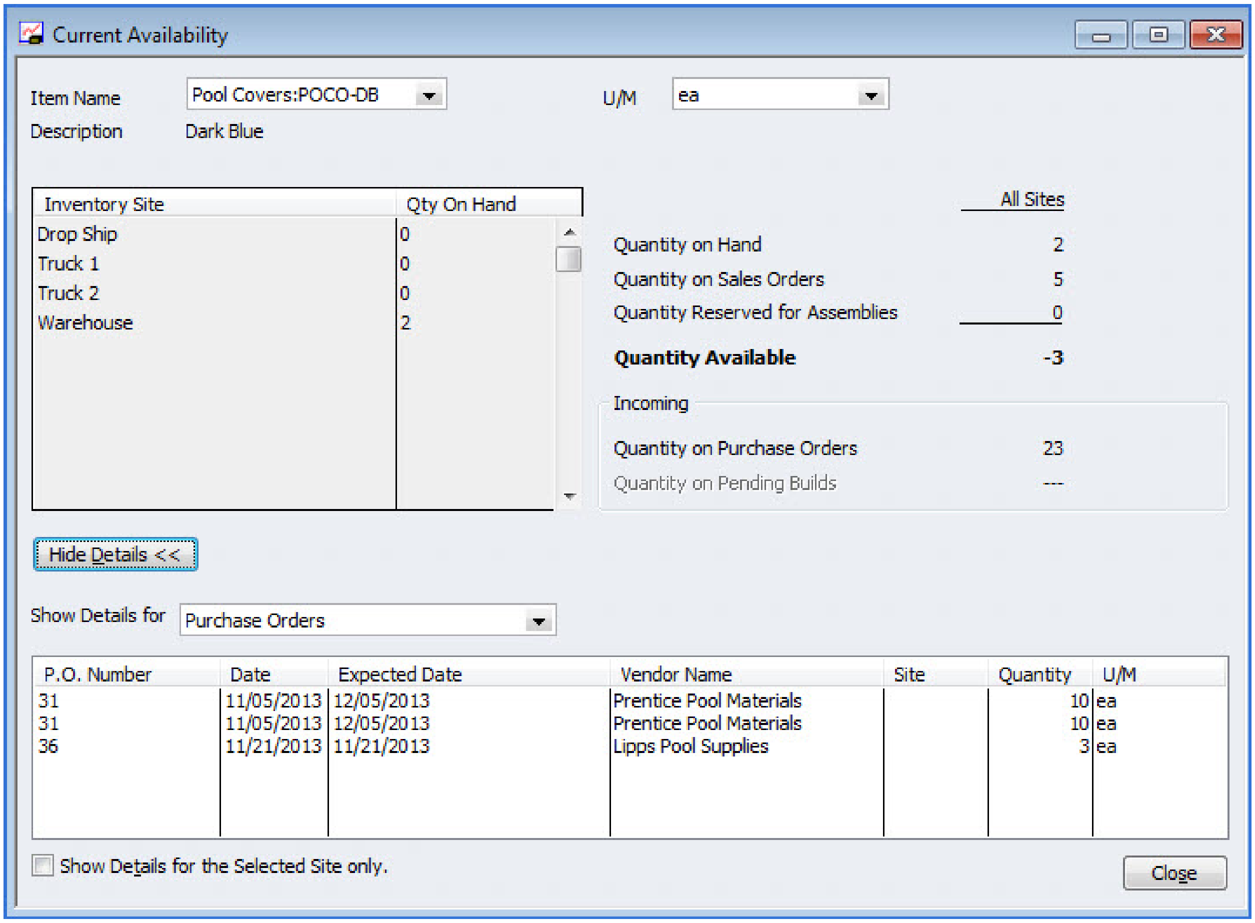
Step 5: To move quantity from one inventory location to another, select ***Vendors***, ***Inventory Activities***, and then select ***Transfer Quantity***.



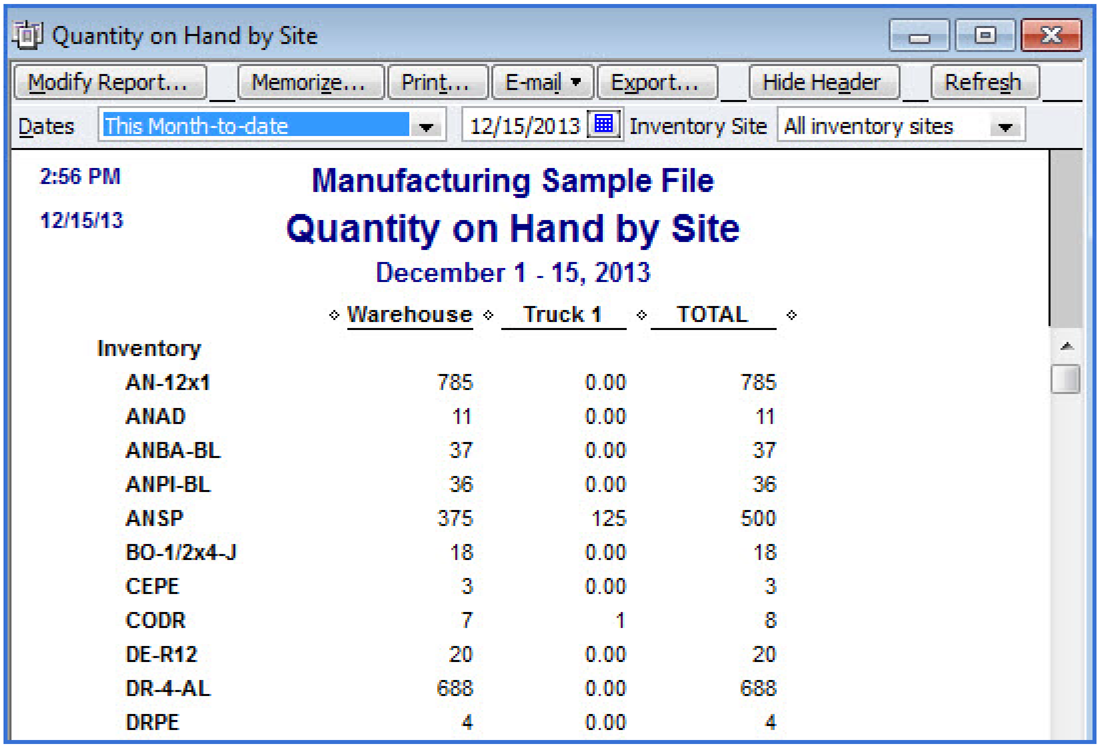
Step 6: To select multiple items to transfer at one time, click on the button ***Add Multiple Items*** on the Transfer Inventory dialog.



Step 7: When transferring inventory, in the Qty to Transfer column select the link to display the Current Availability for a specific item.



Step 8: If you would like to see a report of how much inventory you have on site, select ***Reports***, ***Inventory***, ***Quantity on Hand by Site*** from the menu bar.



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Summary

This product tour was designed to illustrate the timesaving techniques QuickBooks 2011 has to offer users. Regardless of which activity is most crucial to running a small business, QuickBooks 2011 enables small business owners to spend more time focusing on their operations. New and improved features allow users to get faster access to data, make everyday tasks more efficient, and access QuickBooks data on the move. (Please see the Quickbooks Connect Reviewer's Guide for details.)

Pricing

QuickBooks Pro (single)	$229.95
QuickBooks Pro- 2 user	$459.95
QuickBooks Pro- 3 user	$649.95
QuickBooks Pro Add-a-Seat	$229.95
QuickBooks Premier (single)	$399.95
QuickBooks Premier- 2 User	$749.95
QuickBooks Premier- 3 user	$999.95
QuickBooks Premier Add-a-Seat	$359.95

Availability

Intuit QuickBooks Financial Software Pro and Premier Editions (including industry-specific versions) is expected to be available for purchase directly from Intuit on September 27, 2010 by calling 888-2-INTUIT or visiting www.quickbooks.com. QuickBooks Pro and Premier will be available on October 10 at leading retailers including Amazon.com, Best Buy, BJ's, Costco, Fry's Electronics, Office Depot, OfficeMax, Sam's Club, Staples and Wal-Mart.

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Thank you

Thank you for taking the time to review Intuit's latest versions of QuickBooks Pro and QuickBooks Premier. Your suggestions and feedback are vital to the success of QuickBooks. Please feel free to send your comments to the media contacts listed above.