QuickBooks 2018 What's New and Improved

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Agenda

What’s New and Improved - Desktop

ProAdvisor Program - QuickBooks Accountant ToolBox Access

CPE Credit

CPE Process

This session is eligible for 1 hour of CPE

- You must stay in the session for the duration of the training
- There will be CPE polling questions that will be pushed out during the session. In order to qualify for CPE, you must respond to **all** polling questions during the session.
- CPE certificates will be emailed directly to you within 7 business days of the conference date to the same email address you used to register

Learning Objectives

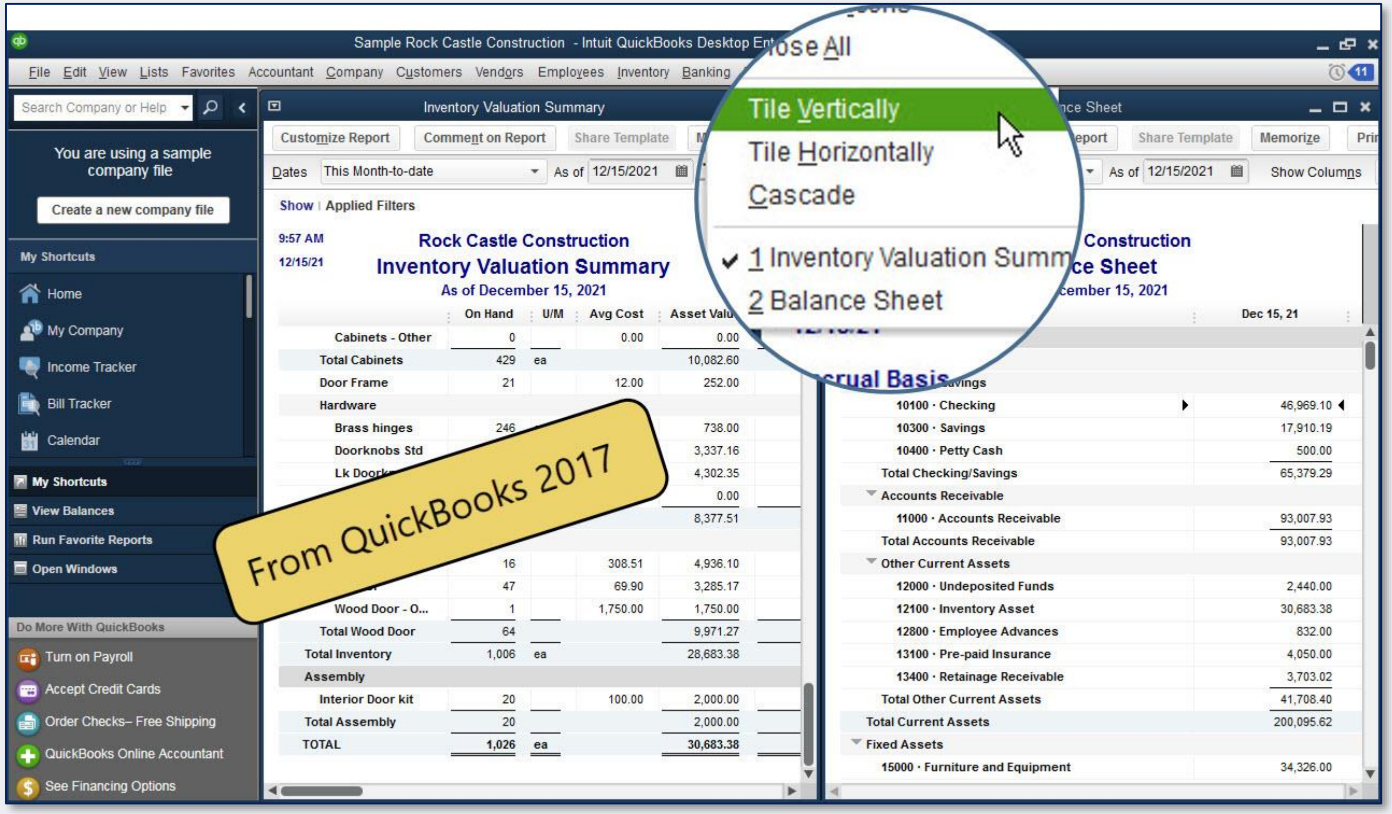
- Identify new and improved features that will help you and your clients work more efficiently using QuickBooks Desktop 2018
- Review the benefits of the QuickBooks ProAdvisor Membership with access to the Accountant ToolBox

QuickBooks Desktop 2018

What's New and Improved

Multi-Monitor Support

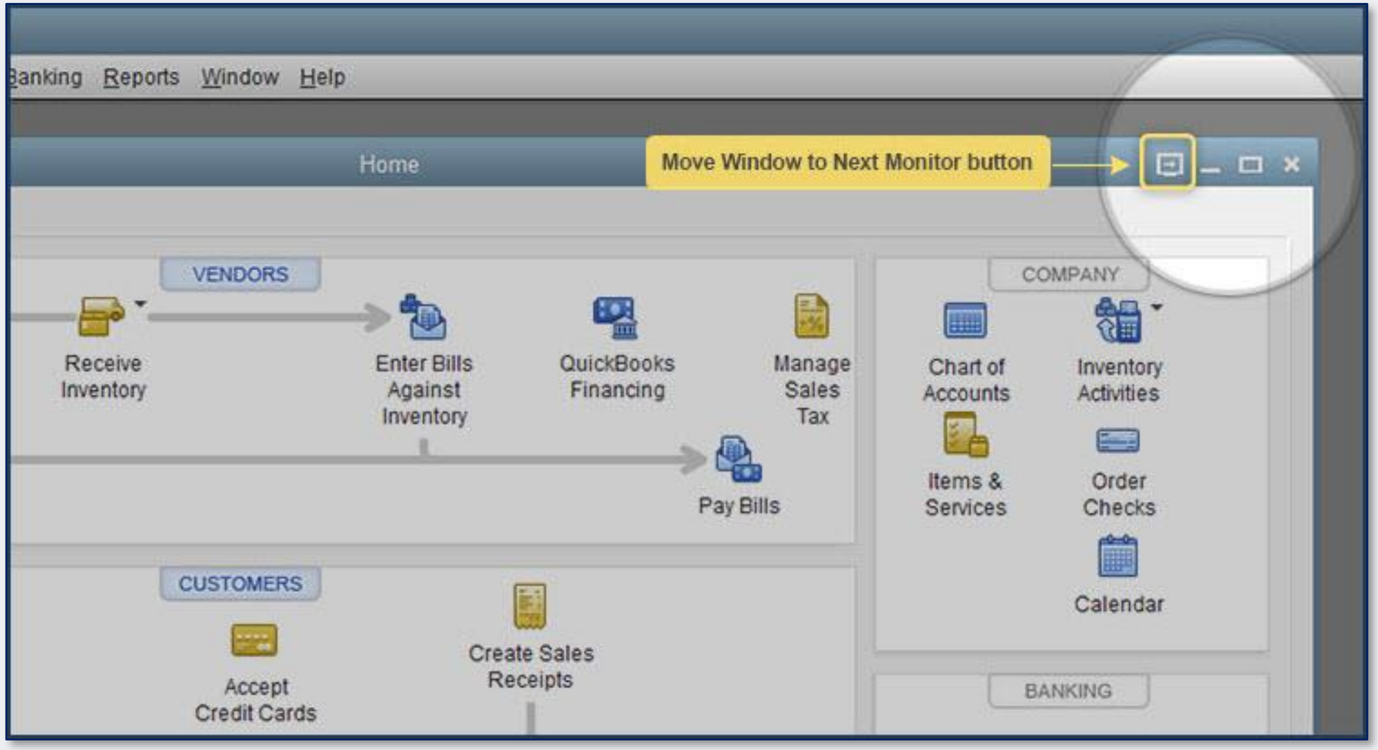
Multi-Monitor Support



Prior Versions of QuickBooks

Working with open windows side-by-side in QuickBooks was limited to the open area in the QuickBooks workspace.

Multi-Monitor Support



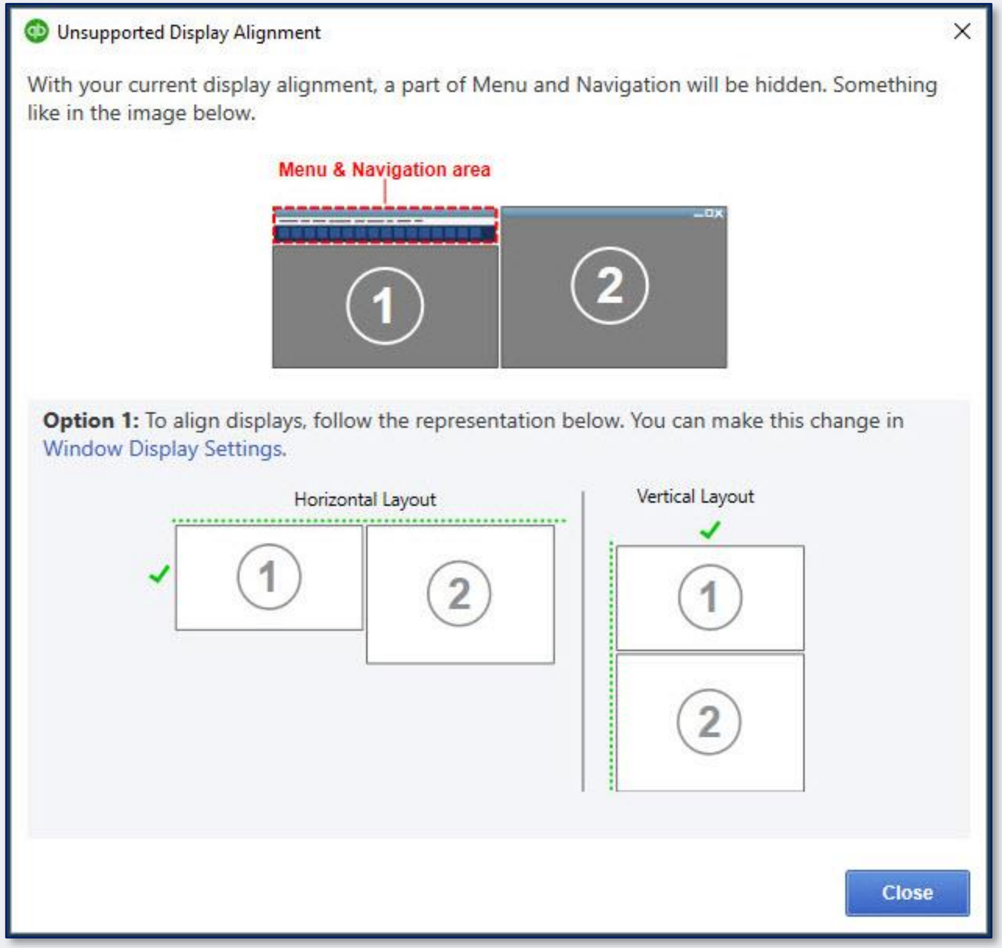
Move Open Windows to Connected Monitors

Enable, in View > Switch to Multi-monitor Mode (or use Ctrl+Alt+M)

Works on up to three connected monitors

No need to drag and drop, just click the Move button or use the keyboard shortcut

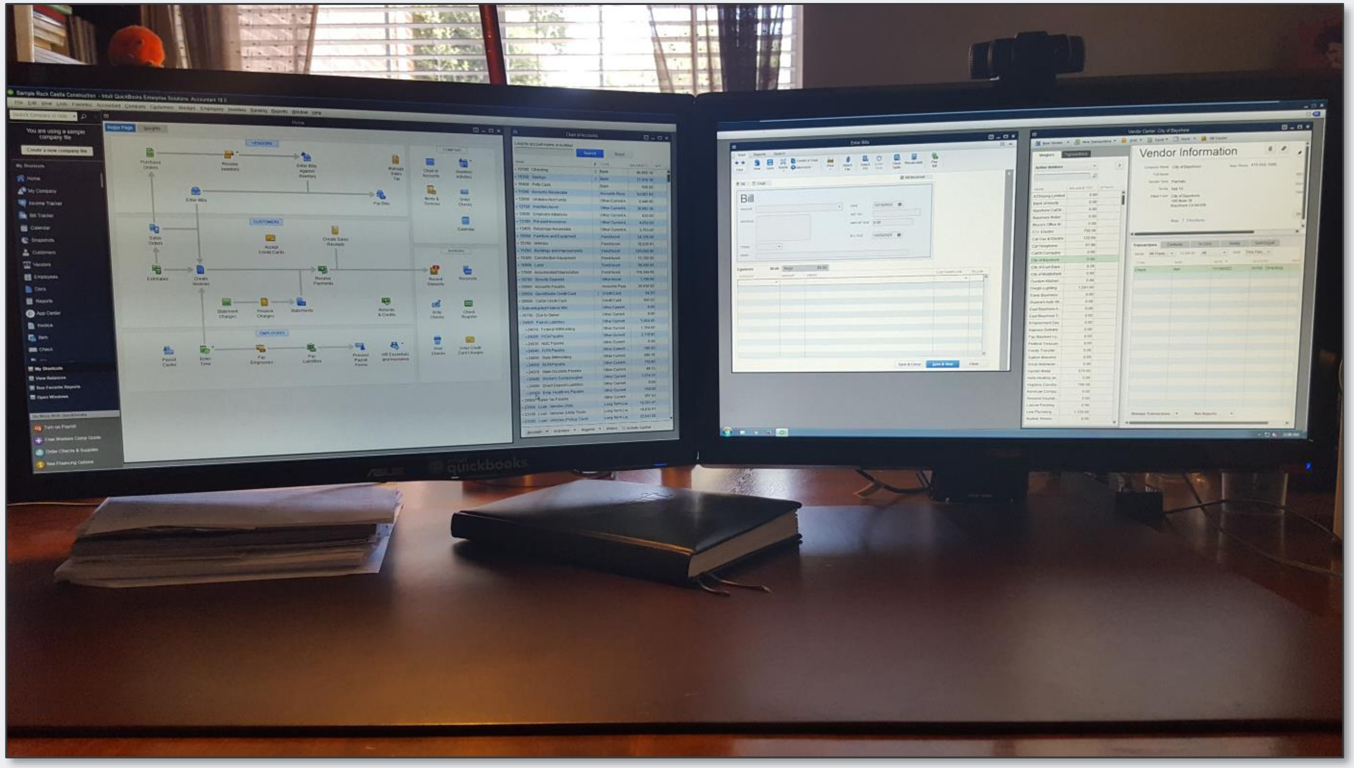
Multi-Monitor Support



Proper Monitor Display Alignment Required

When using connected monitors, the displays must align at the top or the or on the left sides

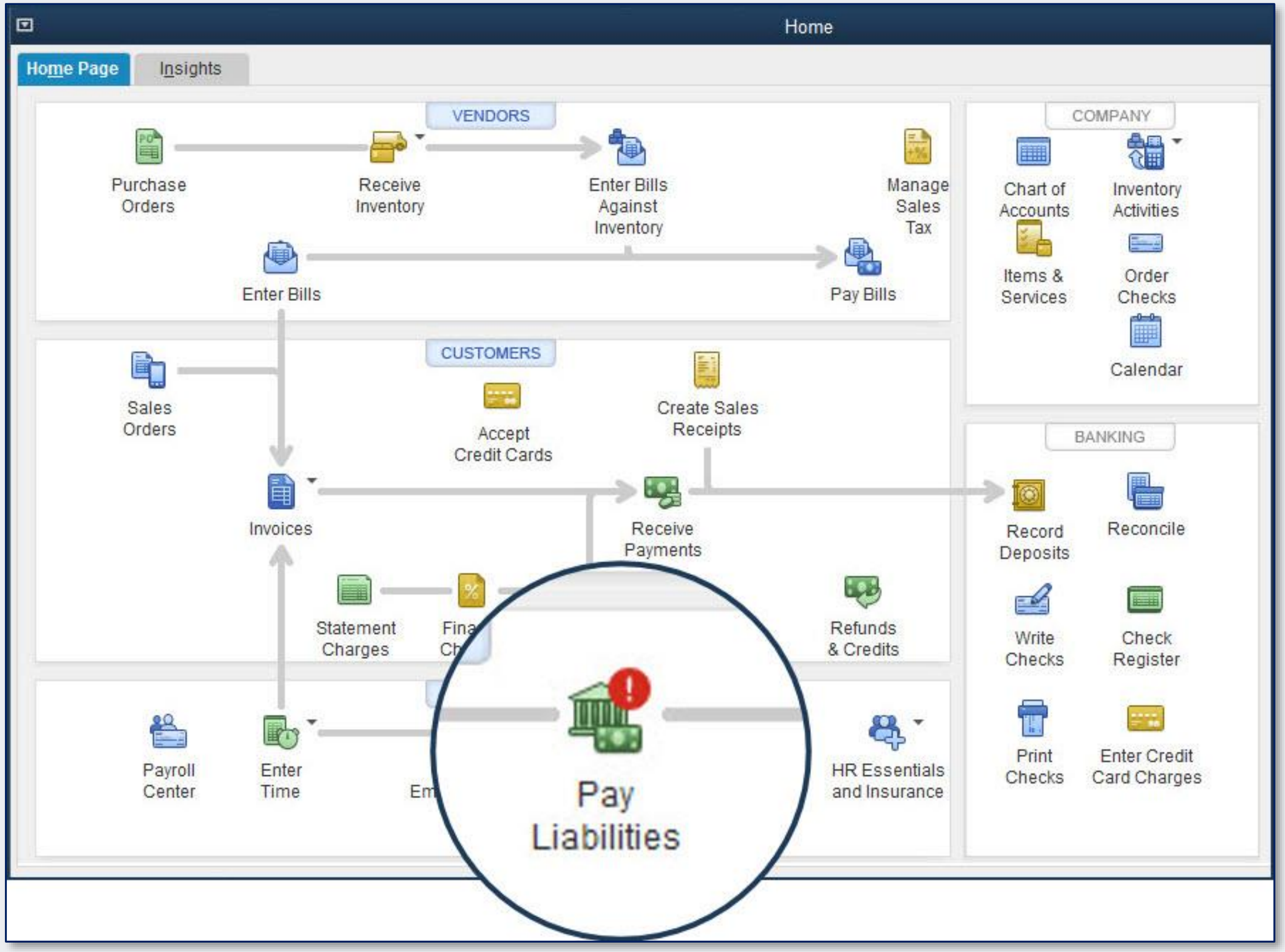
Multi-Monitor Support



Improved Productivity

Work more efficiently by keeping multiple QuickBooks windows open on connected monitors

Payroll Liability Reminder Badge

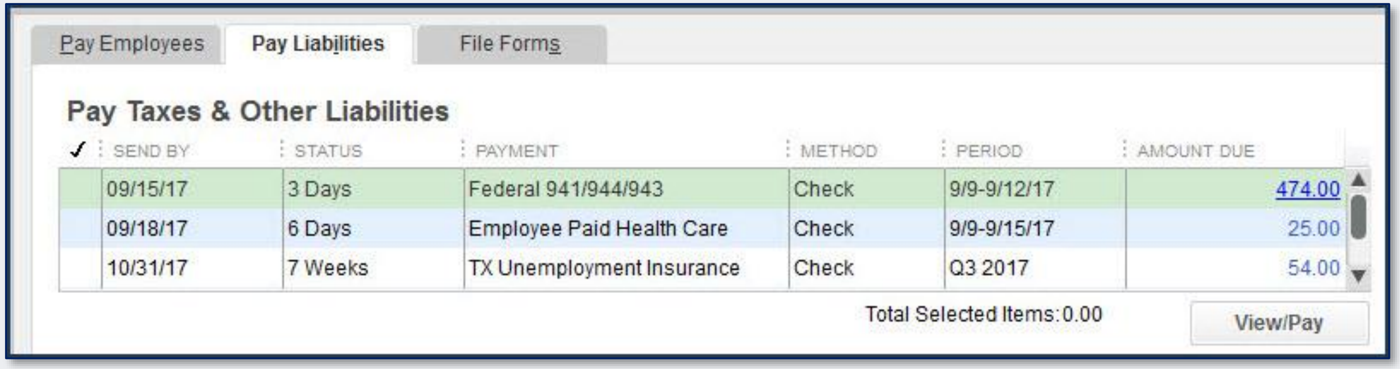


Visual Reminder to Pay Payroll Liabilities

Enhanced Payroll Subscription required

Red badge on the Pay Liabilities icon displays *7 days* prior to a scheduled payroll liability due date

Payroll Liability Reminder Badge

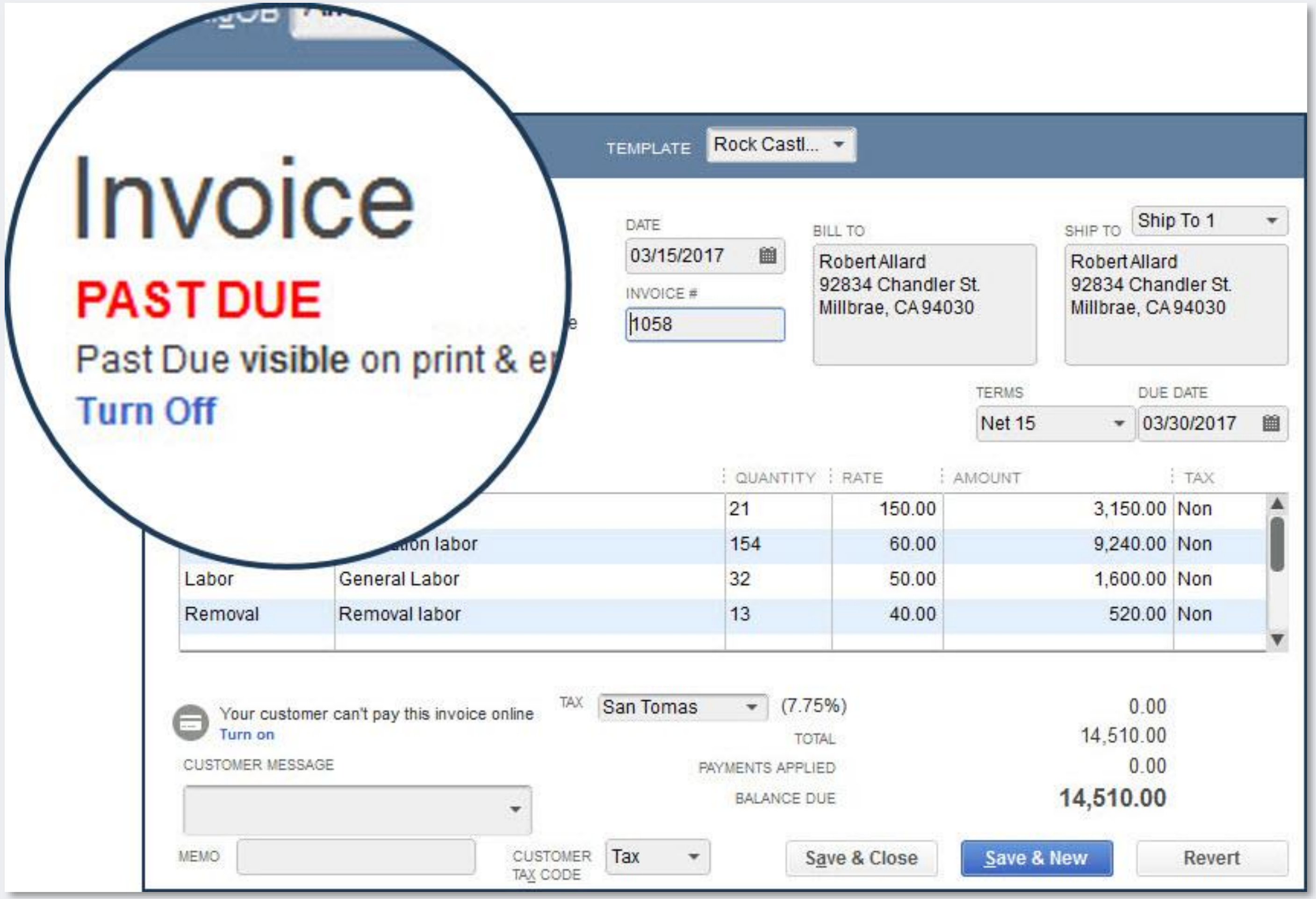


Pay Liabilities Tab Badges Visible on Due Date or Overdue

The Pay Liabilities tab will only include a badge when the liability is due now or past due

The Home Page badge picks up the reminder 7 days in advance

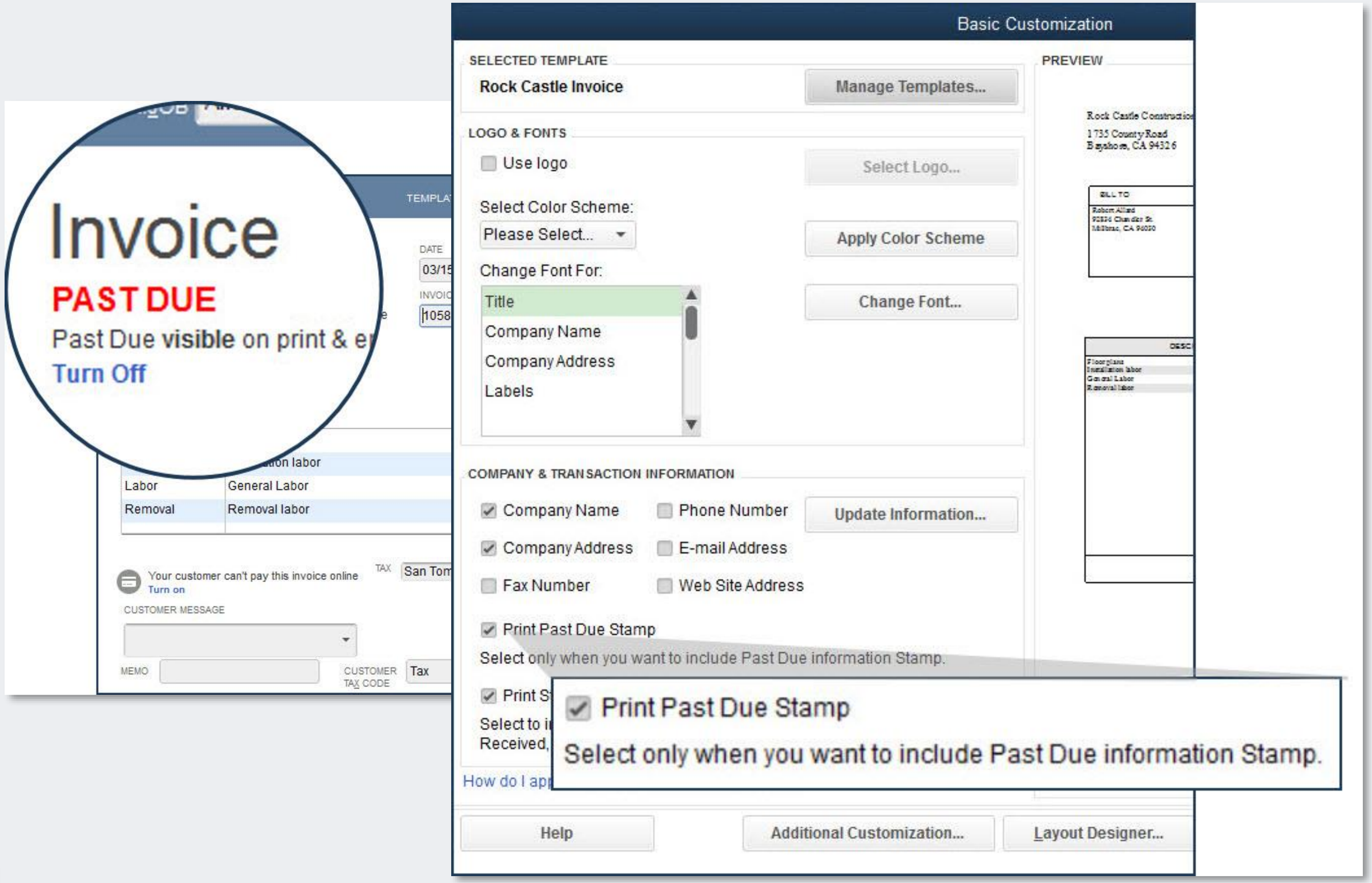
Past Due Stamp on Invoices



Past Due Stamp – Screen, Printed or Emailed Invoices

Past Due Stamp is visible on screen for invoices with past due amounts

Past Due Stamp on Invoices

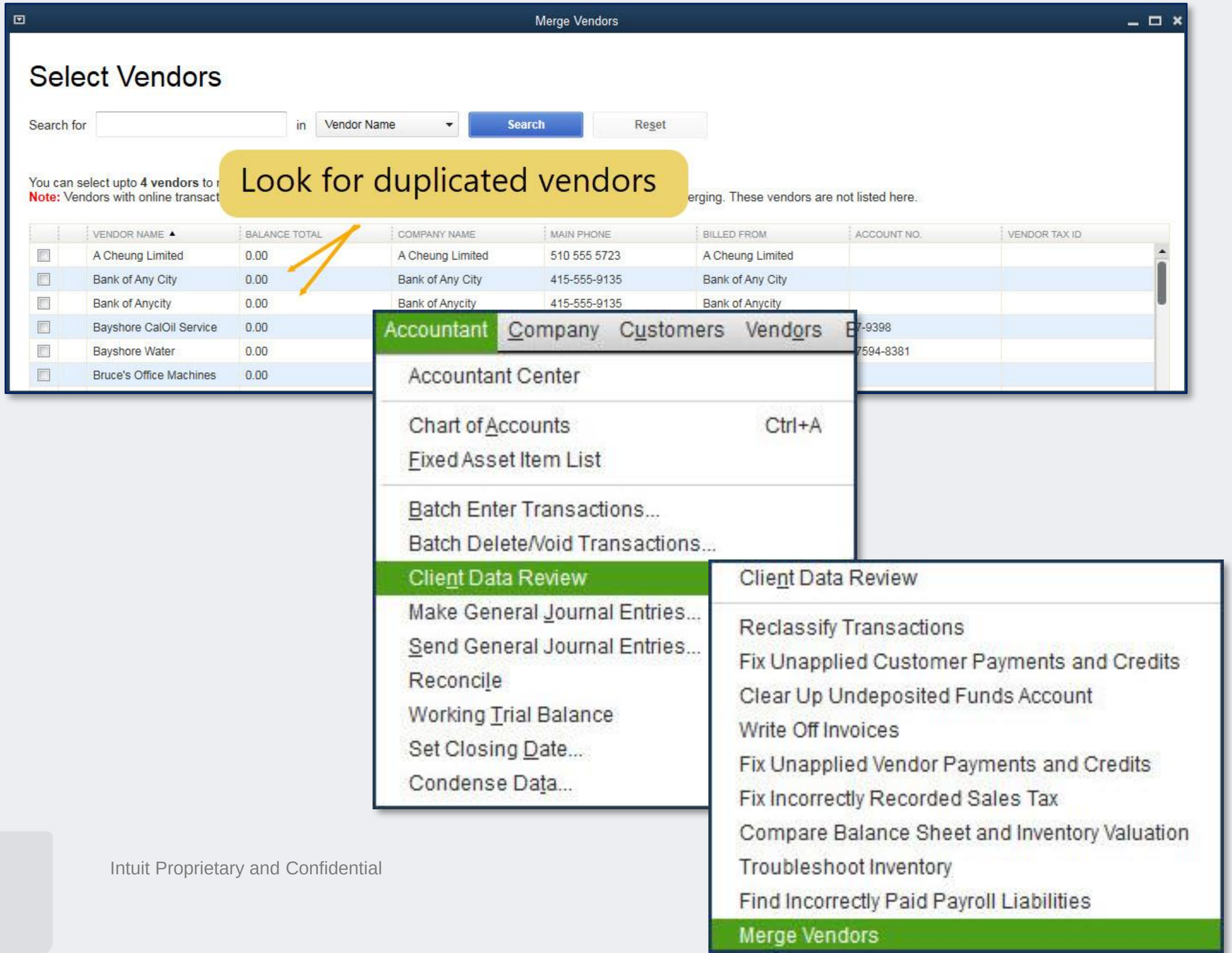


Template Preference to Include Past Due Stamp

Setting included in form templates - determines if the Paste Due stamp will be displayed on emailed or printed invoices

Turn on or off display of the Past Due Stamp for a selected invoice

Merge Vendor Records

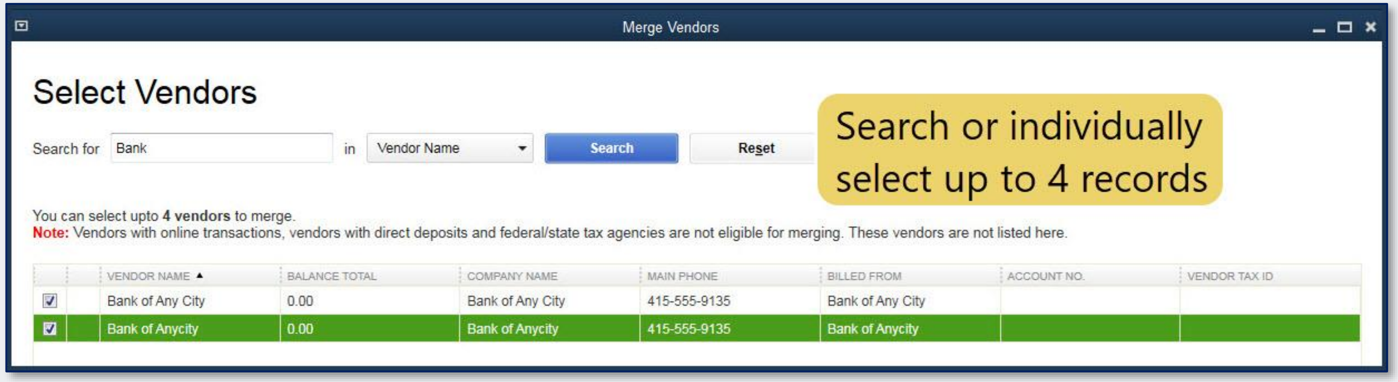


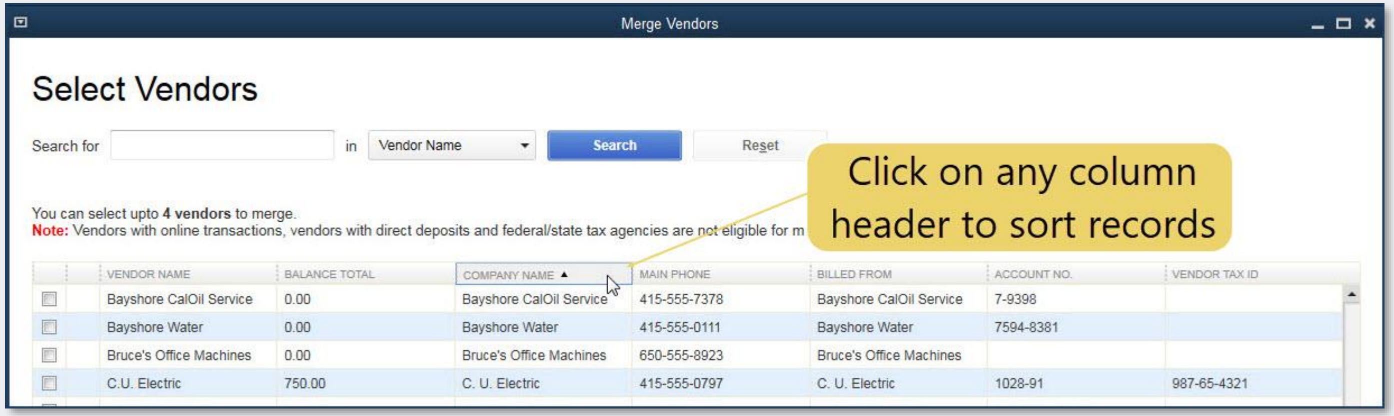
Merge Duplicated Vendor Records

Access from:
Accountant > Client Data Review > Merge Vendors

Available in QuickBooks Accountant, QuickBooks Enterprise, or with your Accountant ToolBox access in QuickBooks Pro or Premier

Merge Vendor Records





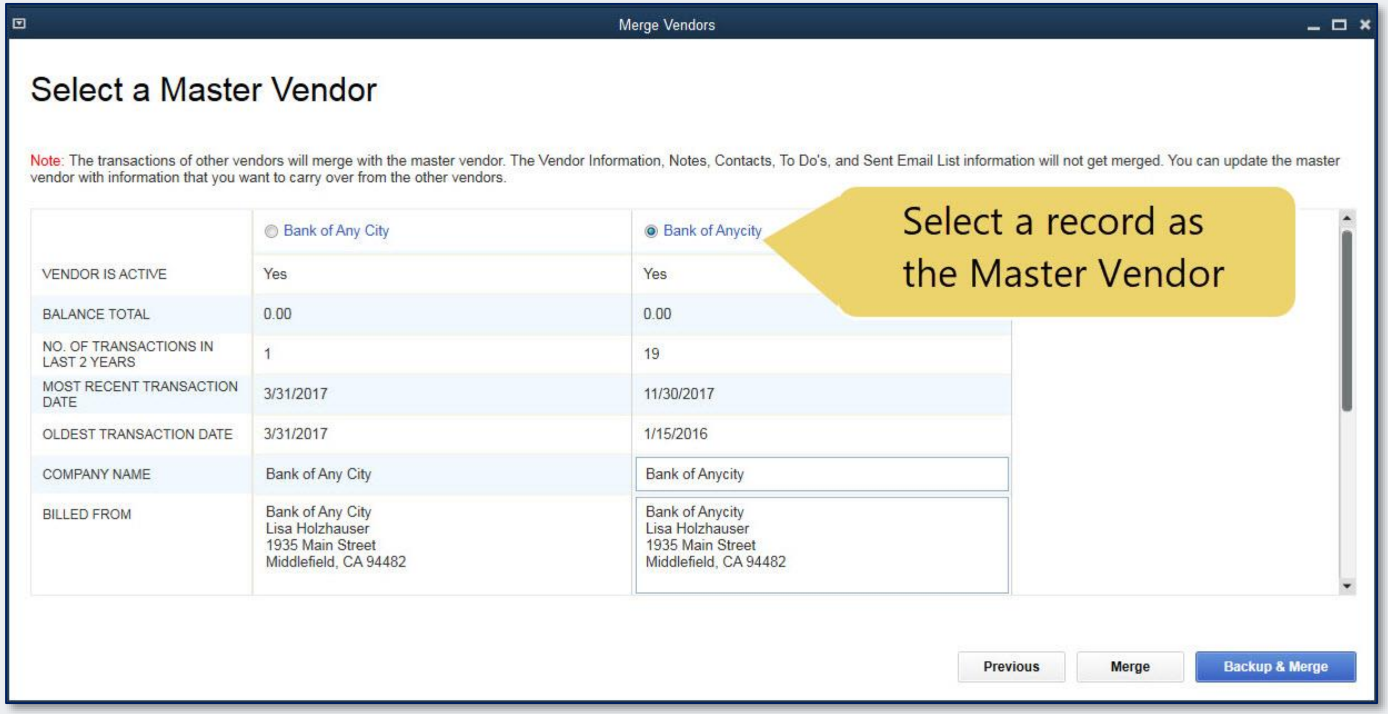
Search and Sort Vendor List

Merge Vendor window permits search based on fields:

- Vendor Name
- Company Name
- Billed From

Click on column header to simplify finding duplicated records

Merge Vendor Records

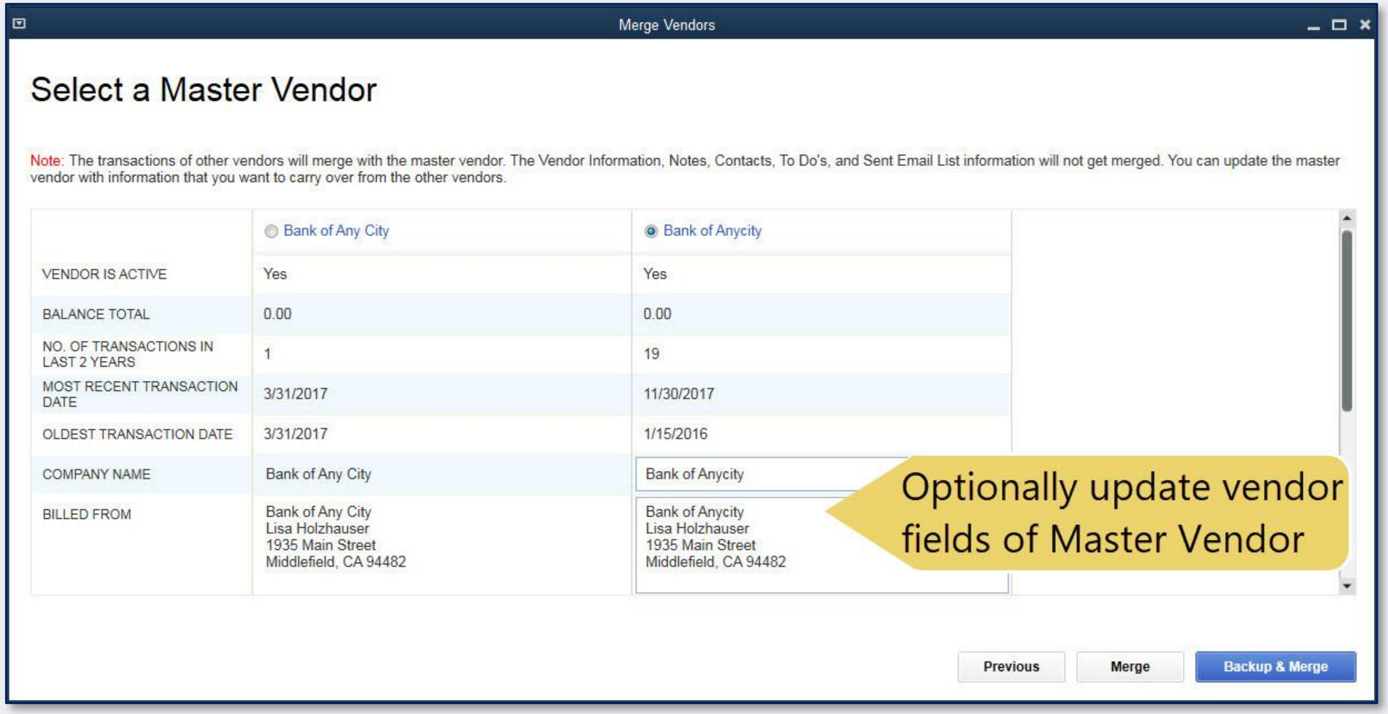


Select a Master Vendor – Remaining Vendor

After selecting the vendor records to merge

Assign one record as the Master Record (this will be the remaining vendor record)

Merge Vendor Records



Optionally Update Vendor Record Fields

Selected fields of the Master Vendor record that can be updated before merging include:

- Company Name
- Billed From
- Main Phone
- Vendor Tax ID
- And many more…

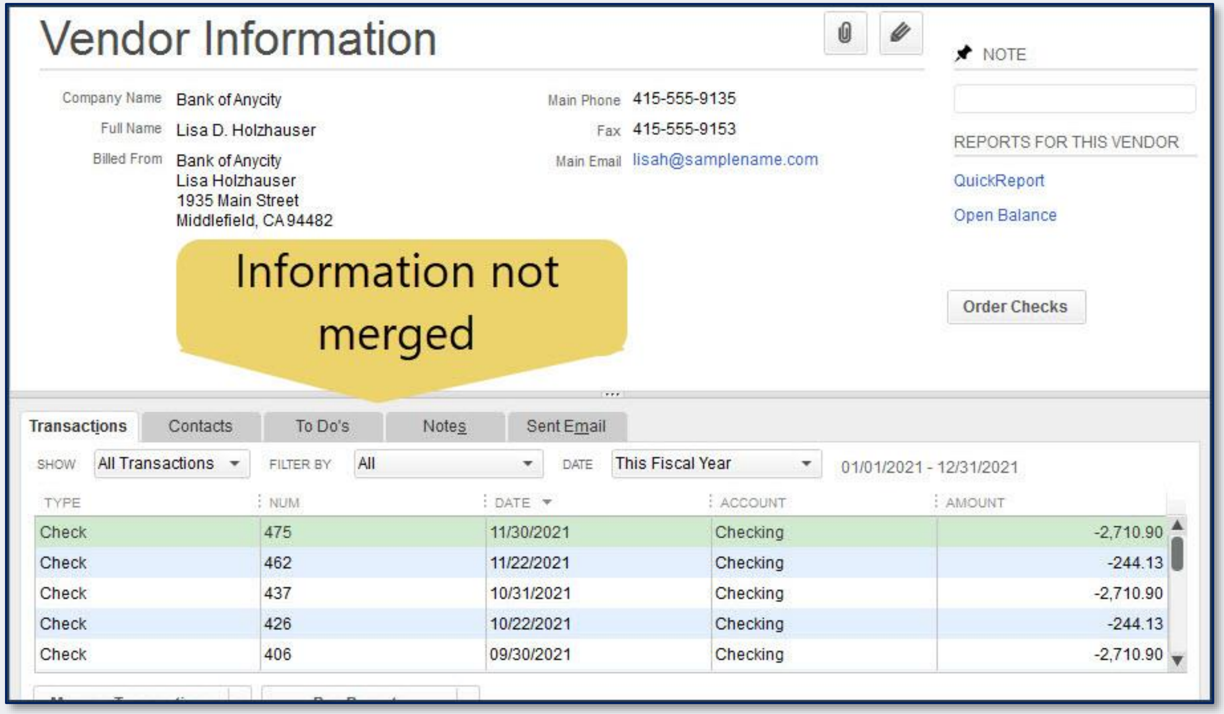
Merge Vendor Records

Information Merged

For the selected Vendors, all previous transactions will merged into the selected Master Vendor Record

Use caution, as this step cannot be undone

Merge Vendor Records

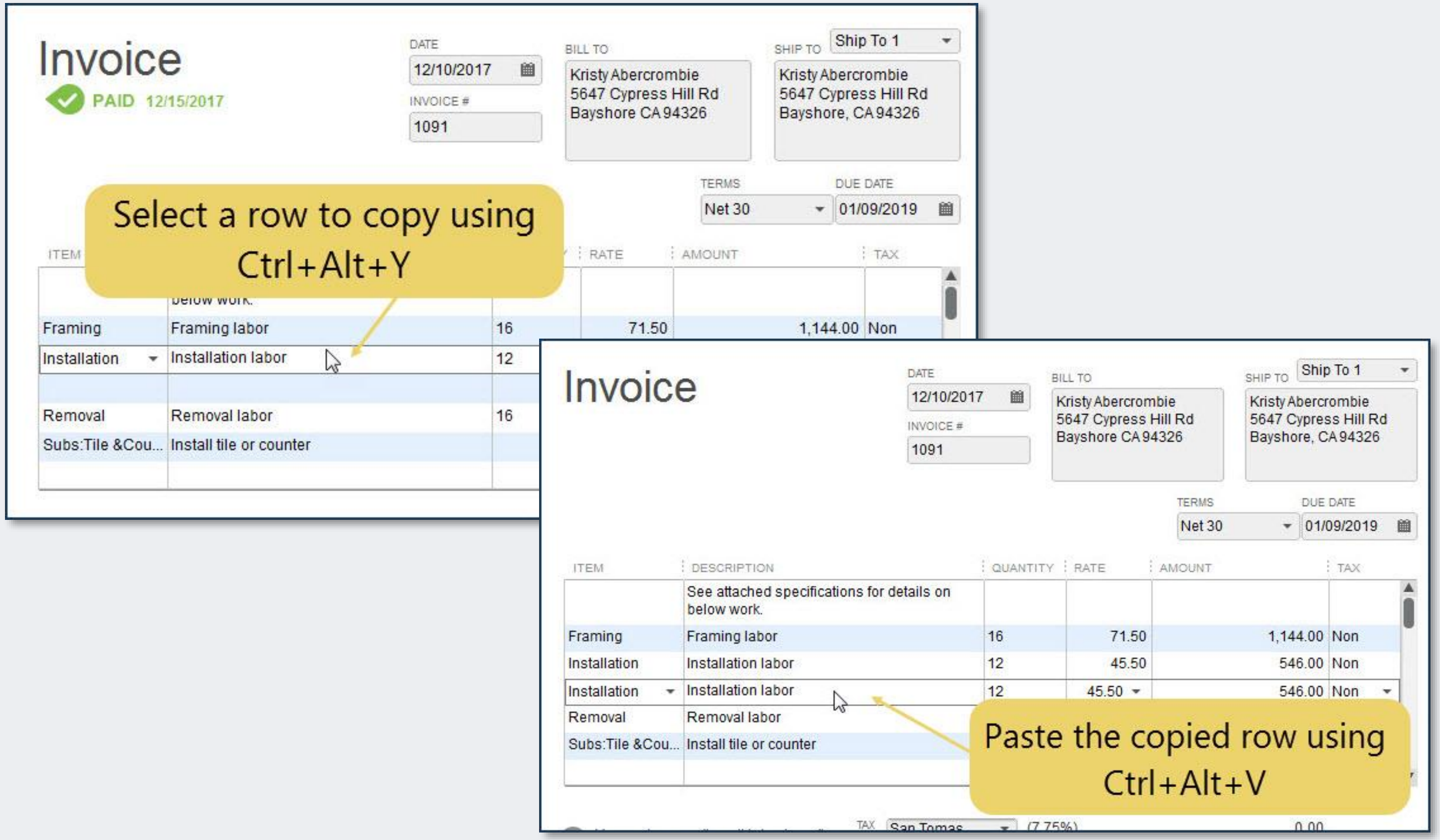


Vendor Information Not Merged

Selected information is *not* merged including:

- Notes
- Contacts
- To Do's
- Sent Email List
- 1099 Tax Forms already filed

Copy and Paste Line Keyboard Shortcuts



Copy and Paste Line Keyboard Shortcuts

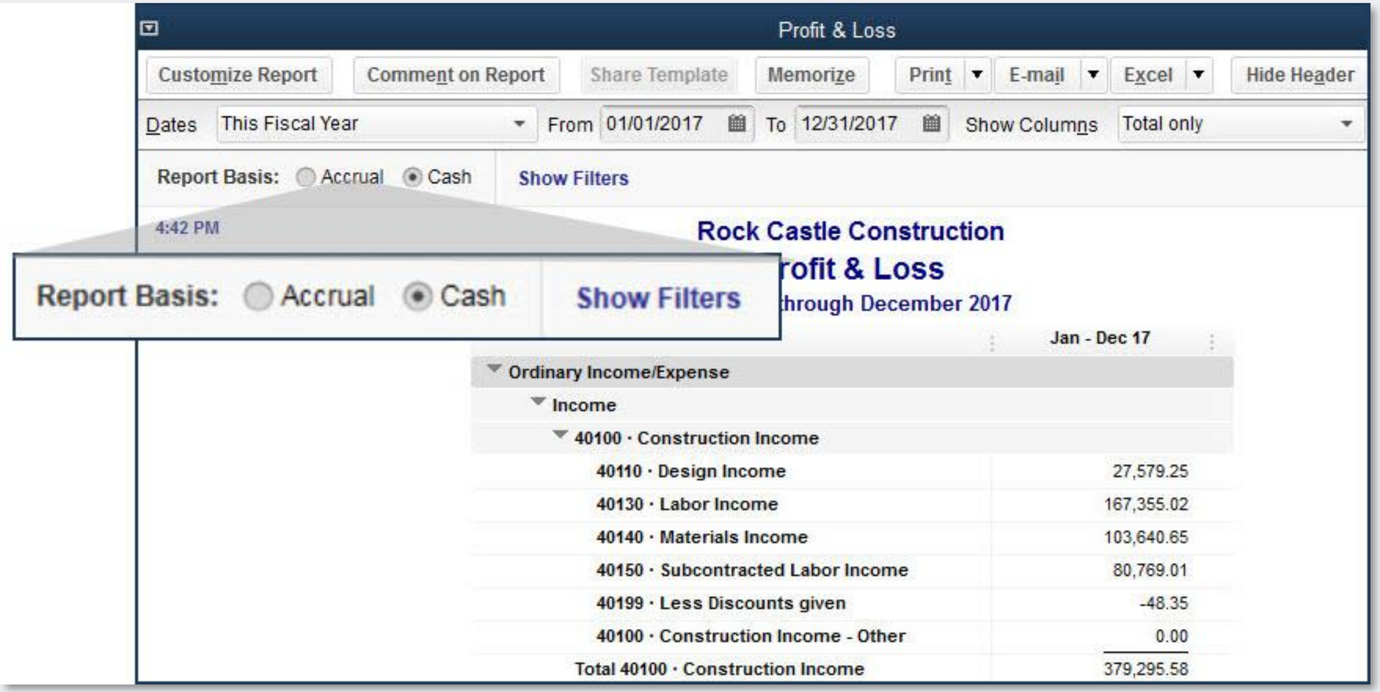
Ctrl+Alt+Y to copy a line

Ctrl+Alt+V to paste the line

Use with:

- Estimates
- Sales Receipts
- Sales Orders
- Credit Memos
- Purchase Orders
- Timesheets

Cash / Accrual Toggle on Displayed Reports



Cash / Accrual Toggle on Reports

Without customizing the report, users can toggle between both Cash or Accrual basis reporting

Available with those reports that offer the option to view in Cash or Accrual basis

Search in Chart of Accounts

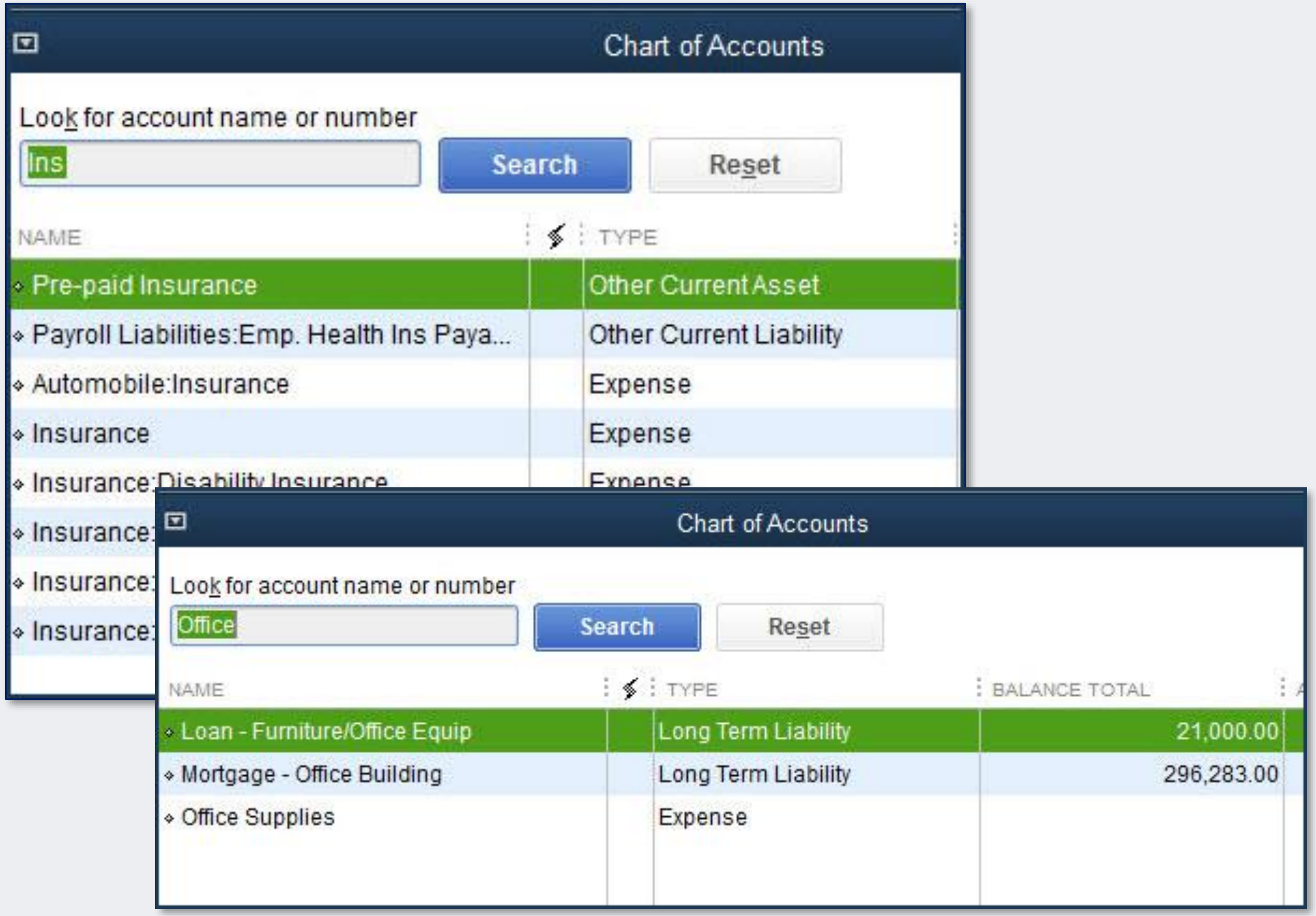
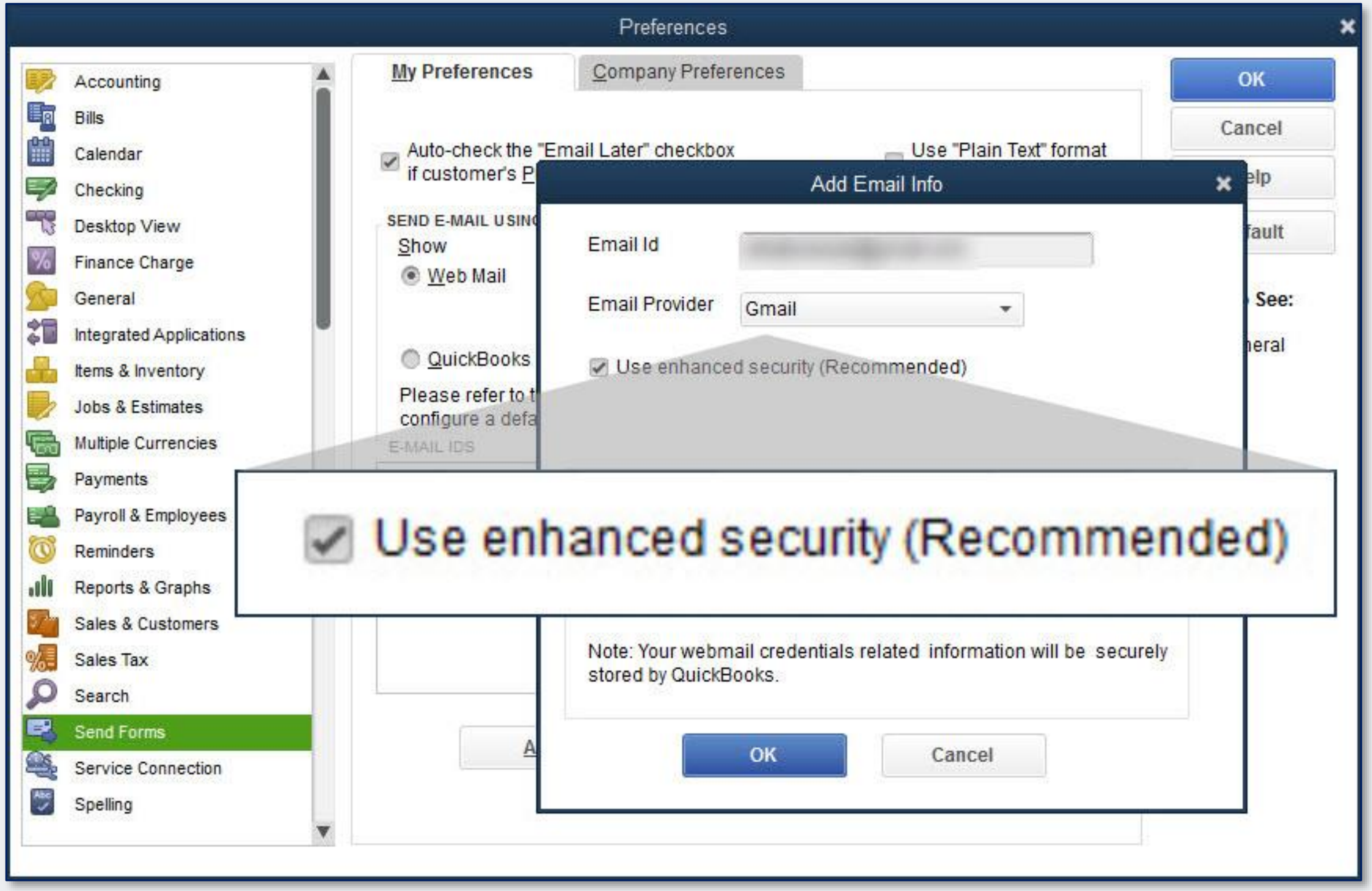


Chart of Accounts Search Box

Search box makes finding accounts on long Chart of Accounts lists more efficient

Enter text in search box, will find any list with that specific text or number

Updated Email Security

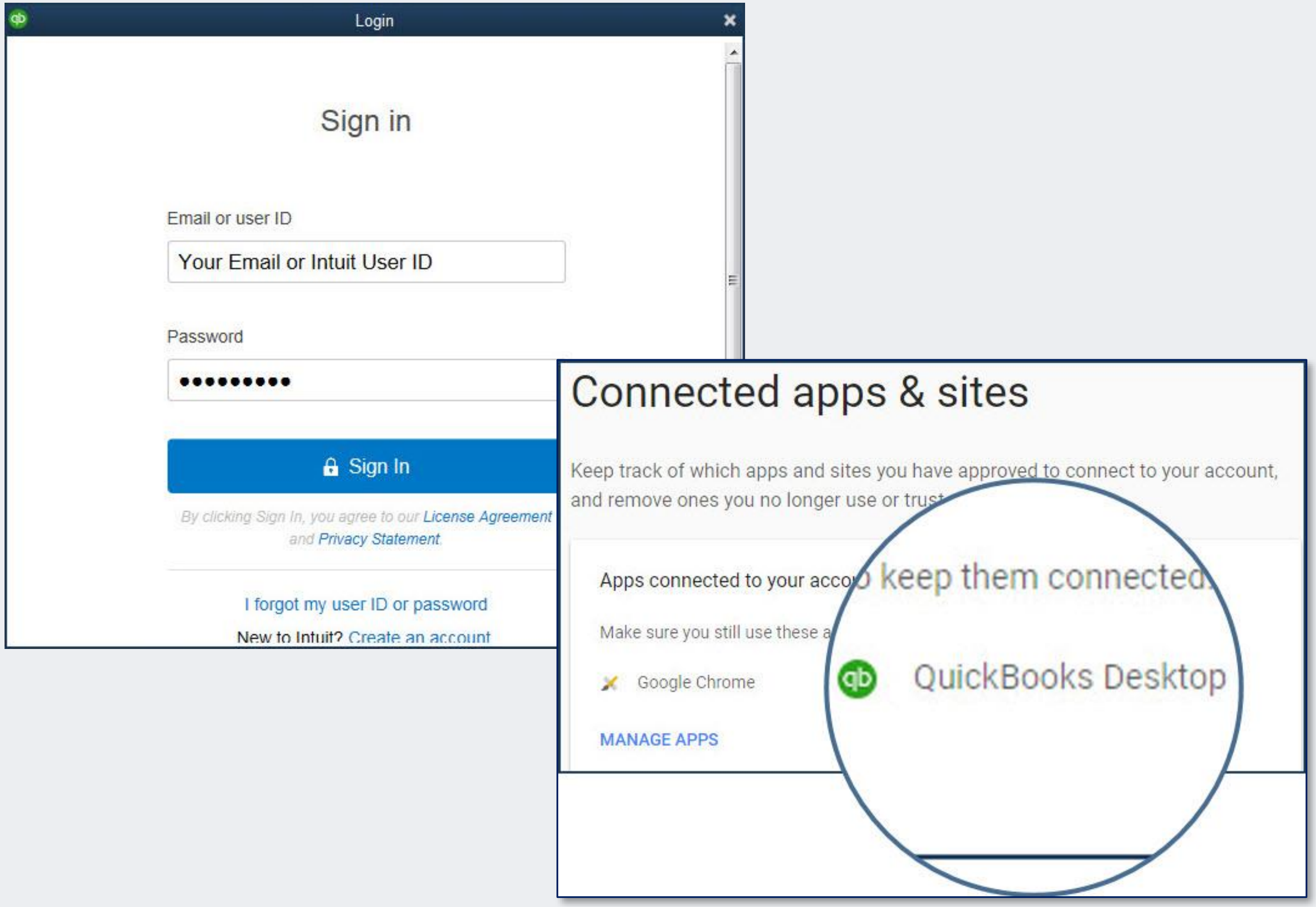


Updated Email Security

More secure sending of emails from within QuickBooks using Gmail, Outlook, Hotmail, etc.

Optional enhanced security setting in Send Forms preferences

Updated Email Security



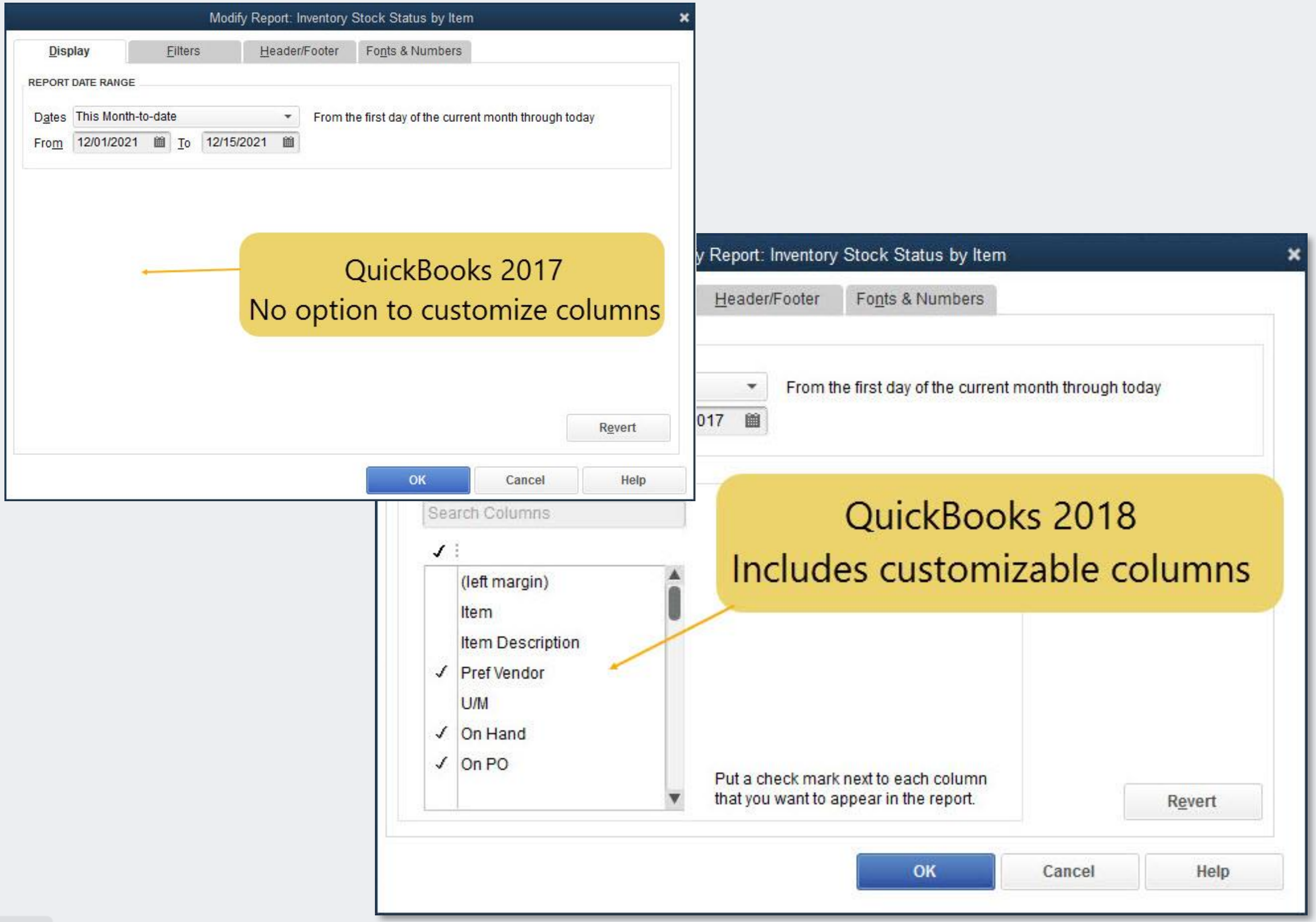
Updated Email Security

Requires your Intuit User ID and password

Requires Webmail authorization

Access and refresh tokens track that you have given this authorization

Updated QuickBooks Inventory Reports



Improvements to Selected Inventory Reports

All versions of QuickBooks

Selected inventory reports now provide option to customize columns of displayed data

- Inventory Valuation Summary or Detail
- Inventory Stock Status by Item
- Assembly Shortage by Item

Windows Internet Explorer 11 Requirement

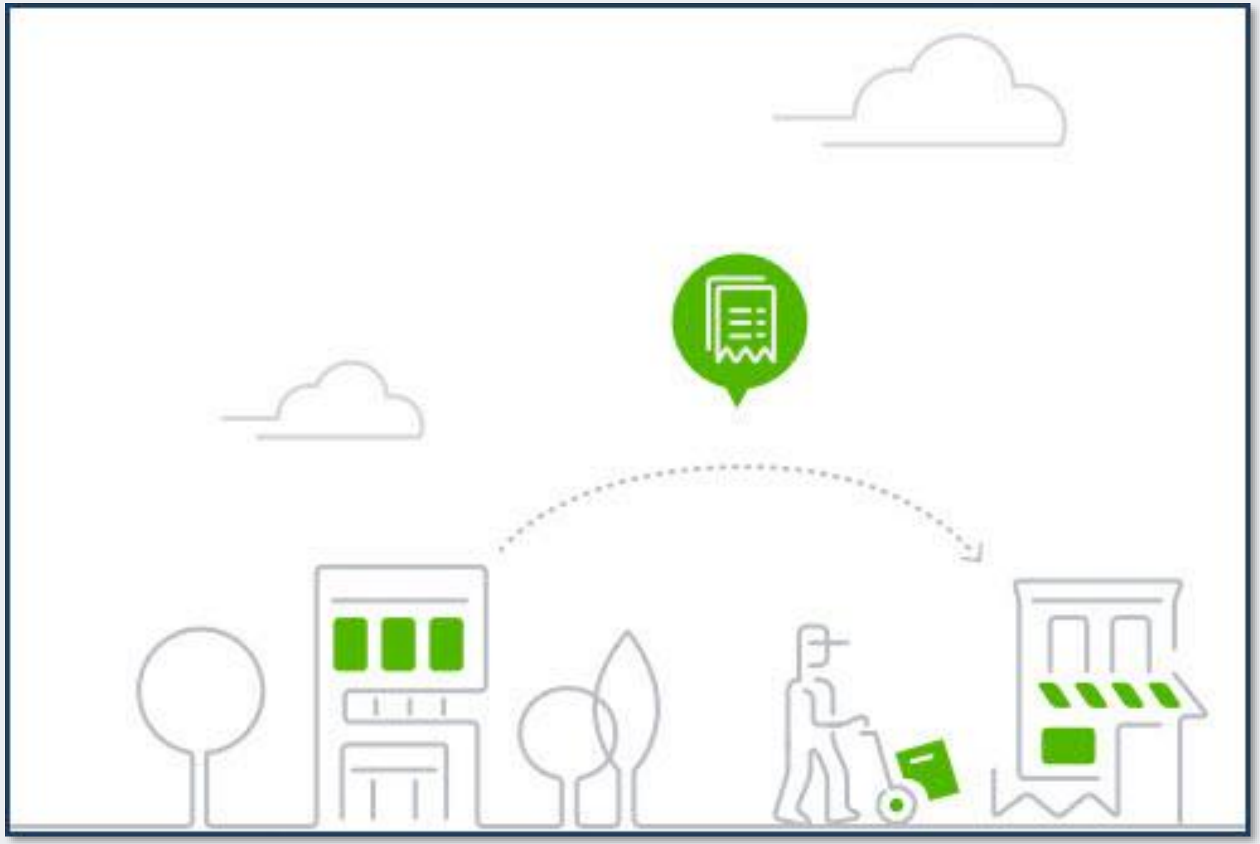
QuickBooks 2018 Requires Internet Explorer 11

Used for help pages, online banking, payments, etc.

Regarding Internet Explorer 11

- Included with Windows 10
- Can use with Windows 7 or 8
- Not available for Windows XP or Vista

Mobile Inventory Scanning and Sales Order Fulfillment Workflow



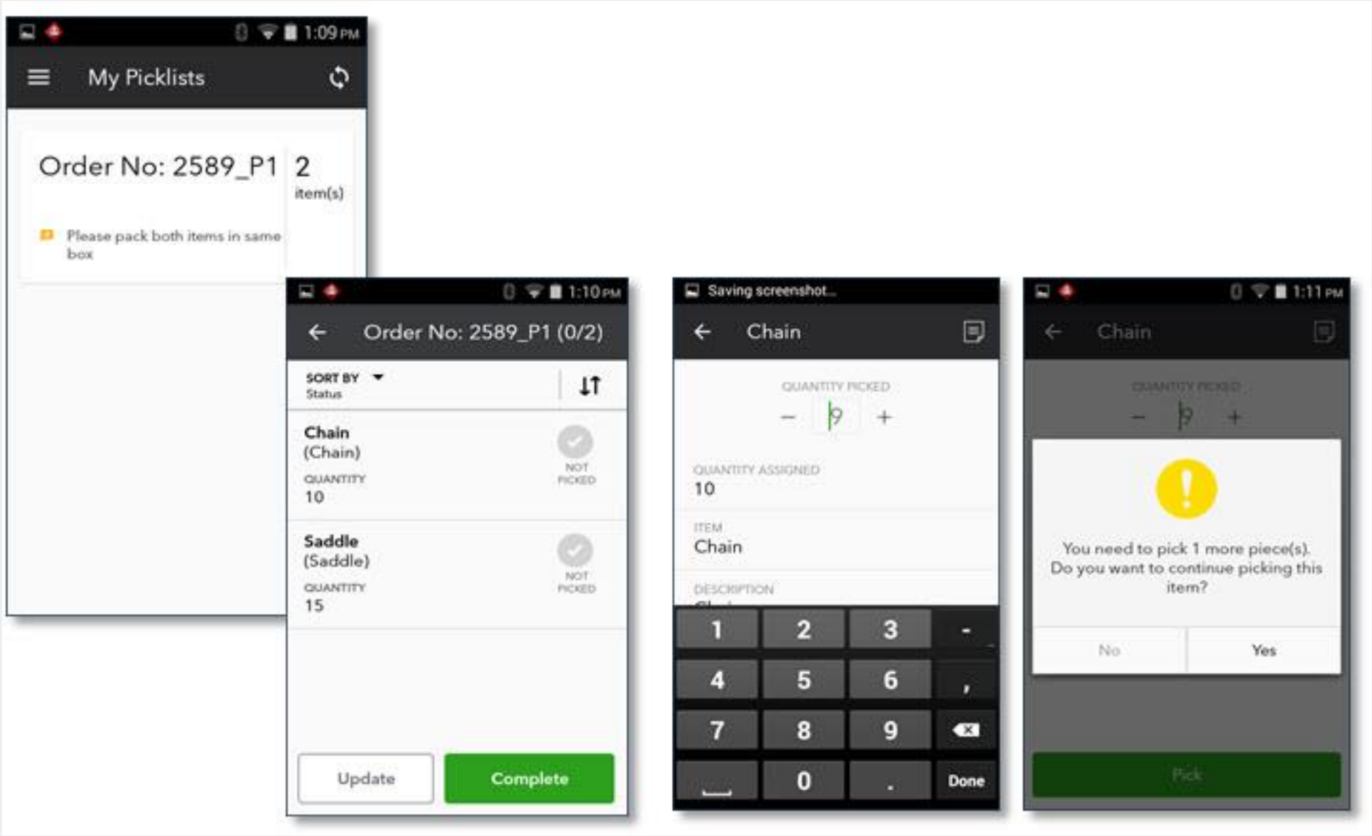
Mobile Scanning and Sales Order Fulfillment

QuickBooks Enterprise with Advanced Inventory

Record picked quantities in the warehouse on mobile devices

Send updated data back to the QuickBooks Enterprise file

Mobile Inventory Scanning



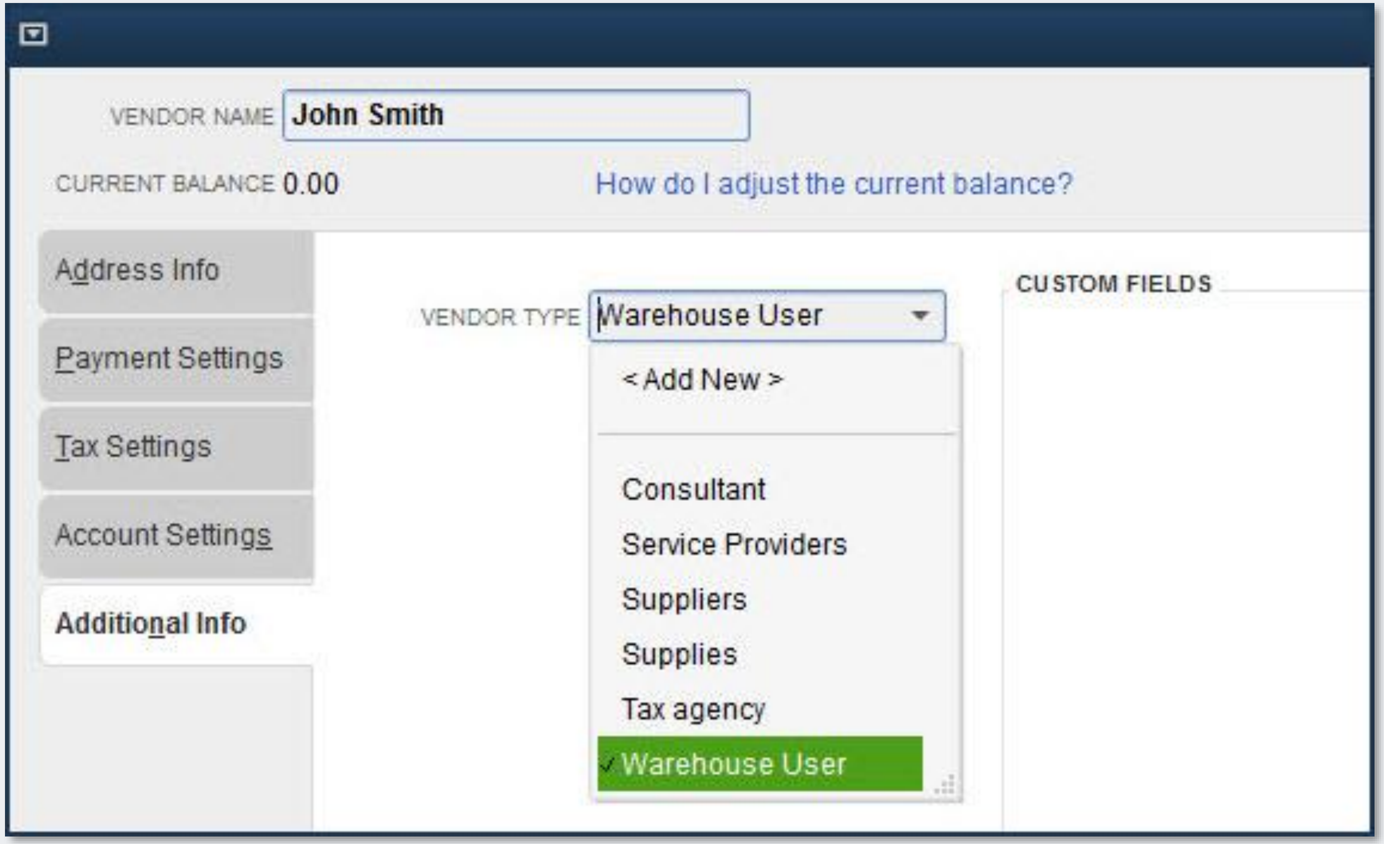
Mobile Barcode or Serial # Scanning of Quantities Picked

Works with barcode capable scanners or manually update quantities with an Android mobile device

Add notes on the mobile device to the picklist

Warning messages when incorrect quantity picked

Sales Order Fulfillment Workflow

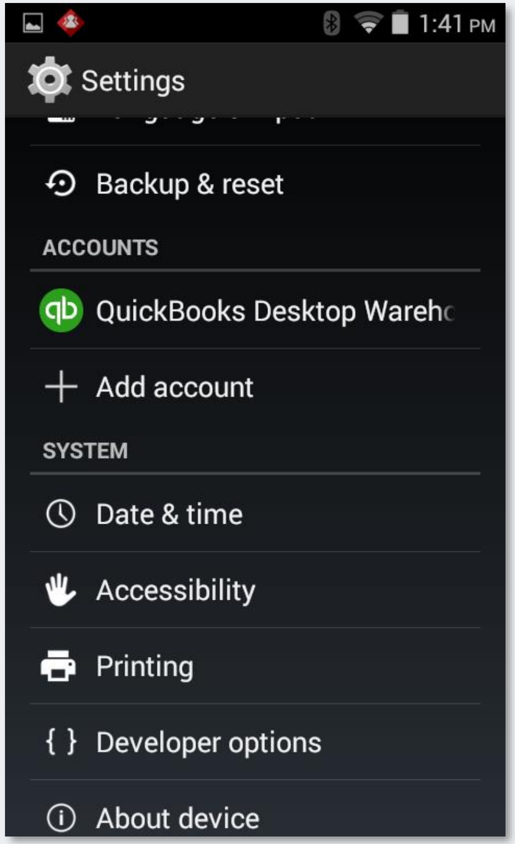


Pickers – Create a Vendor Warehouse User

Create a vendor record for each picker - assigning a new vendor type: Warehouse User

These "vendors" now will be accessible in QuickBooks and on mobile devices to assign to pick lists

Mobile Inventory Scanning



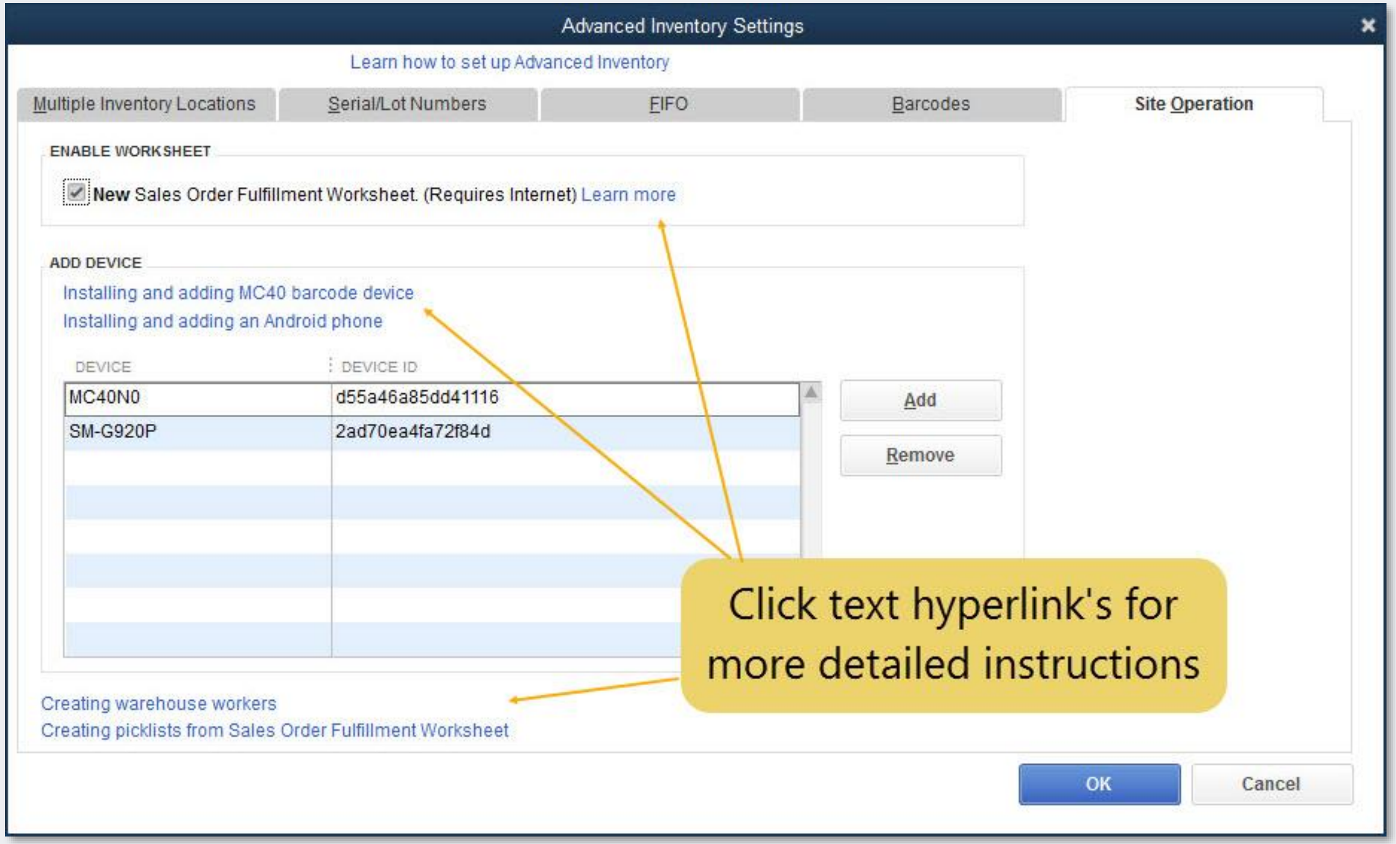
Android App Installed on Mobile Device

Install the app on any compatible mobile barcode or phone device

Android phone users, available as an app in Google Play:

QuickBooks Desktop Warehouse

Mobile Inventory Scanning

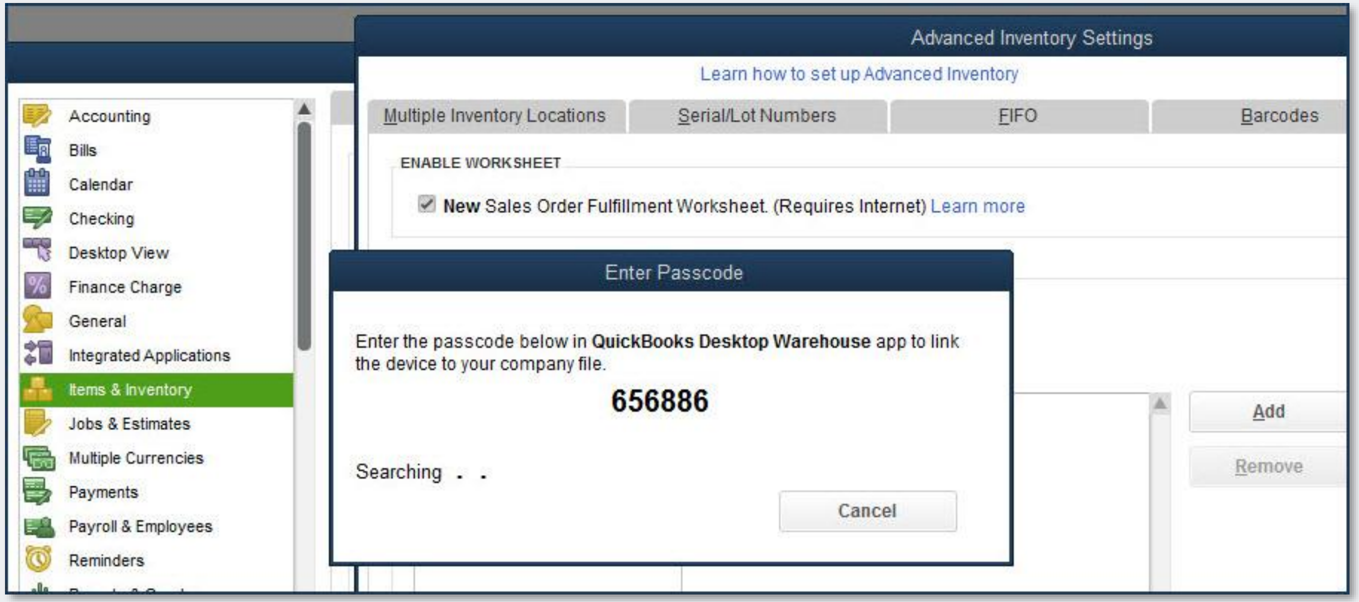


Connect the Device(s) to the QuickBooks File

To enable: Edit > Preferences, Items & Inventory > Advanced Inventory Settings > Site Operation

Multiple mobile devices, both barcode scanners and phones can be connected to the QuickBooks Enterprise file via the Internet

Mobile Inventory Scanning

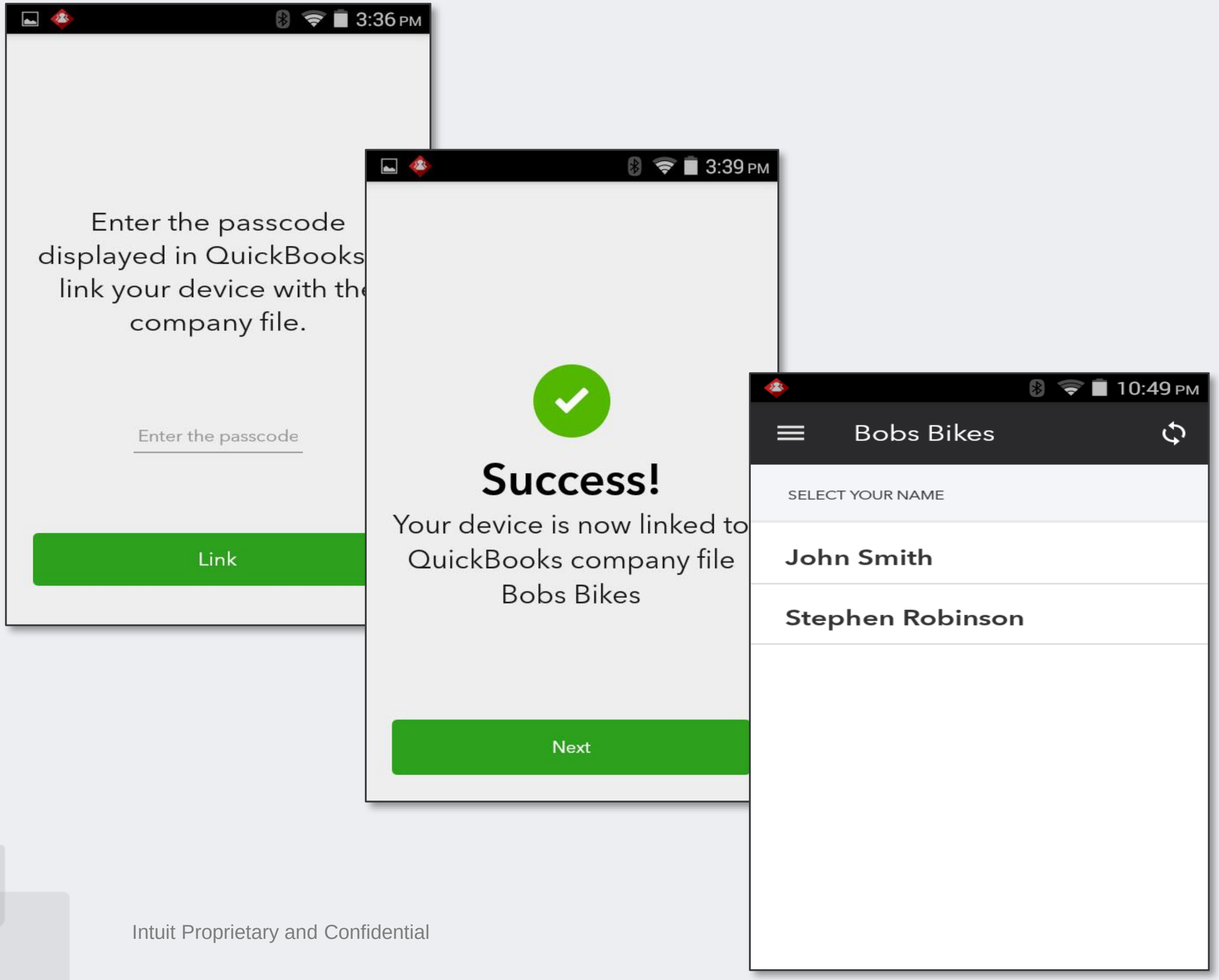


Connect Enterprise File to Mobile Device(s) via Internet

Install the app on the supported mobile device(s)

QuickBooks will generate an ID to enter into the mobile device app to connect the device(s) to the QuickBooks Enterprise file

Mobile Inventory Scanning



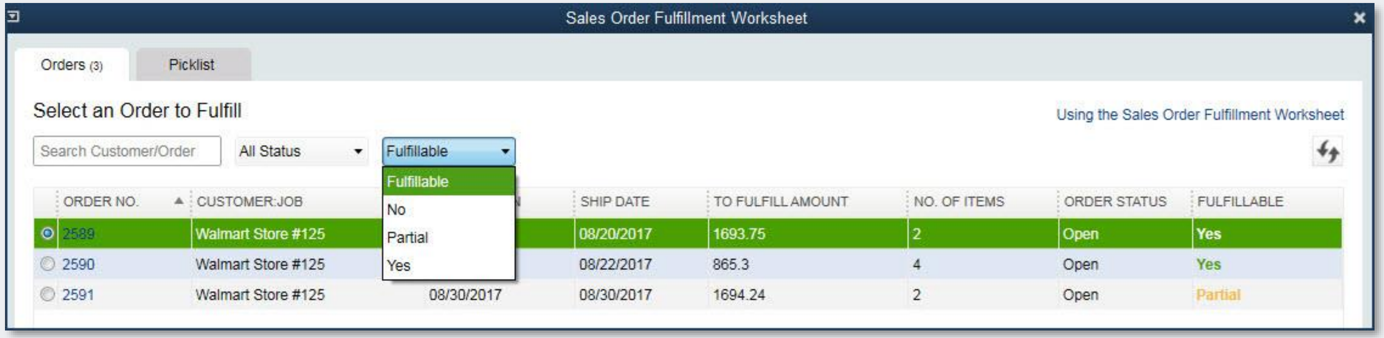
Connect Enterprise File to Mobile Device(s) via Internet

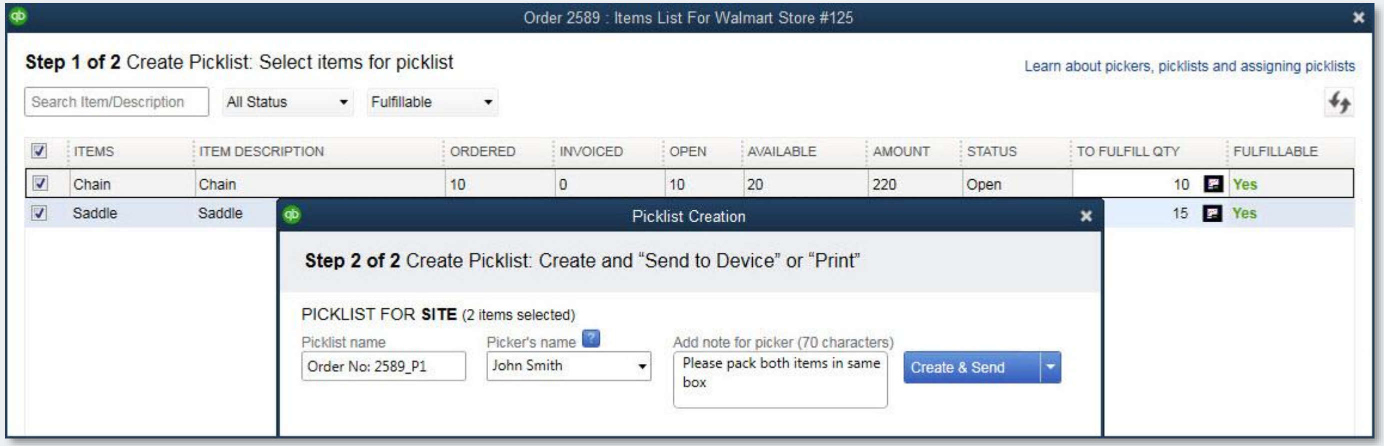
Enter the code and the device(s) will be connected to the file via the Internet

No need to tether the scanner directly to the QuickBooks file

Warehouse users do not need to access the QuickBooks file!

Sales Order Fulfillment Workflow





QuickBooks User Generates Picklists

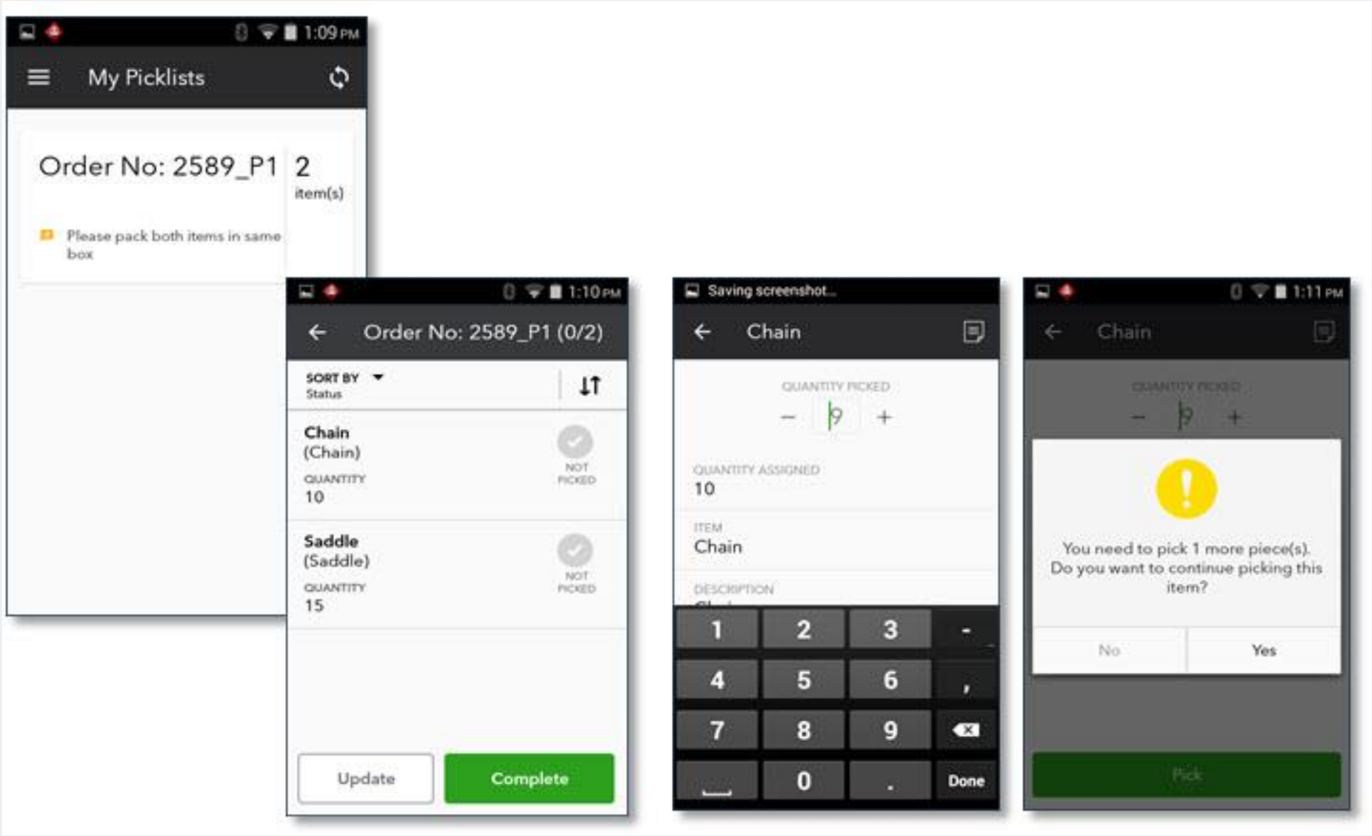
Create pick lists from open Sales Orders filtered by picked status

and/or

Filter for Sales Orders that can be:

- Fully picked
- Partially picked
- Not Picked

Sales Order Fulfillment Workflow



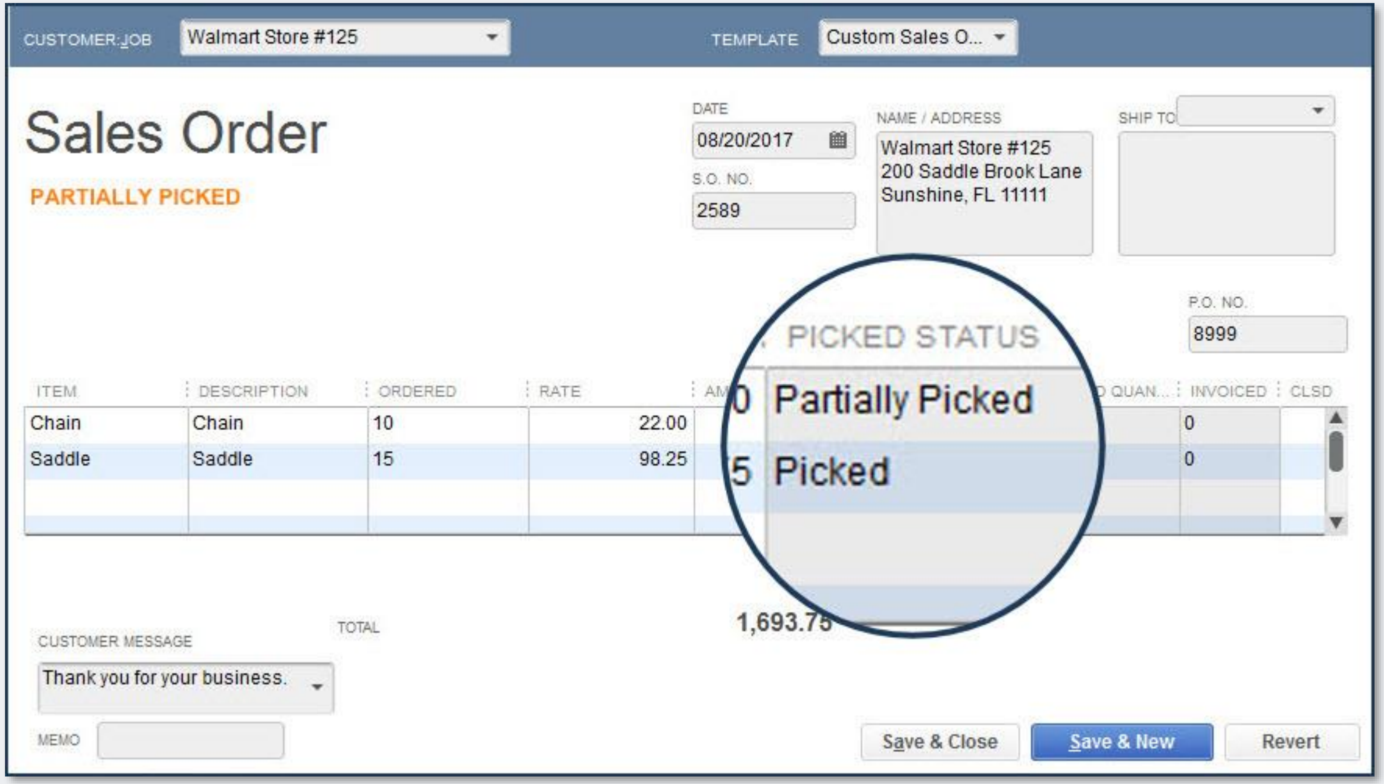
Picker Logs Into Mobile Device and Records Picked Qty

Warehouse user logs into the app – their assigned picklists display

Scan a barcode or serial number or manually type the picked quantity

Warning messages display

Sales Order Fulfillment Workflow

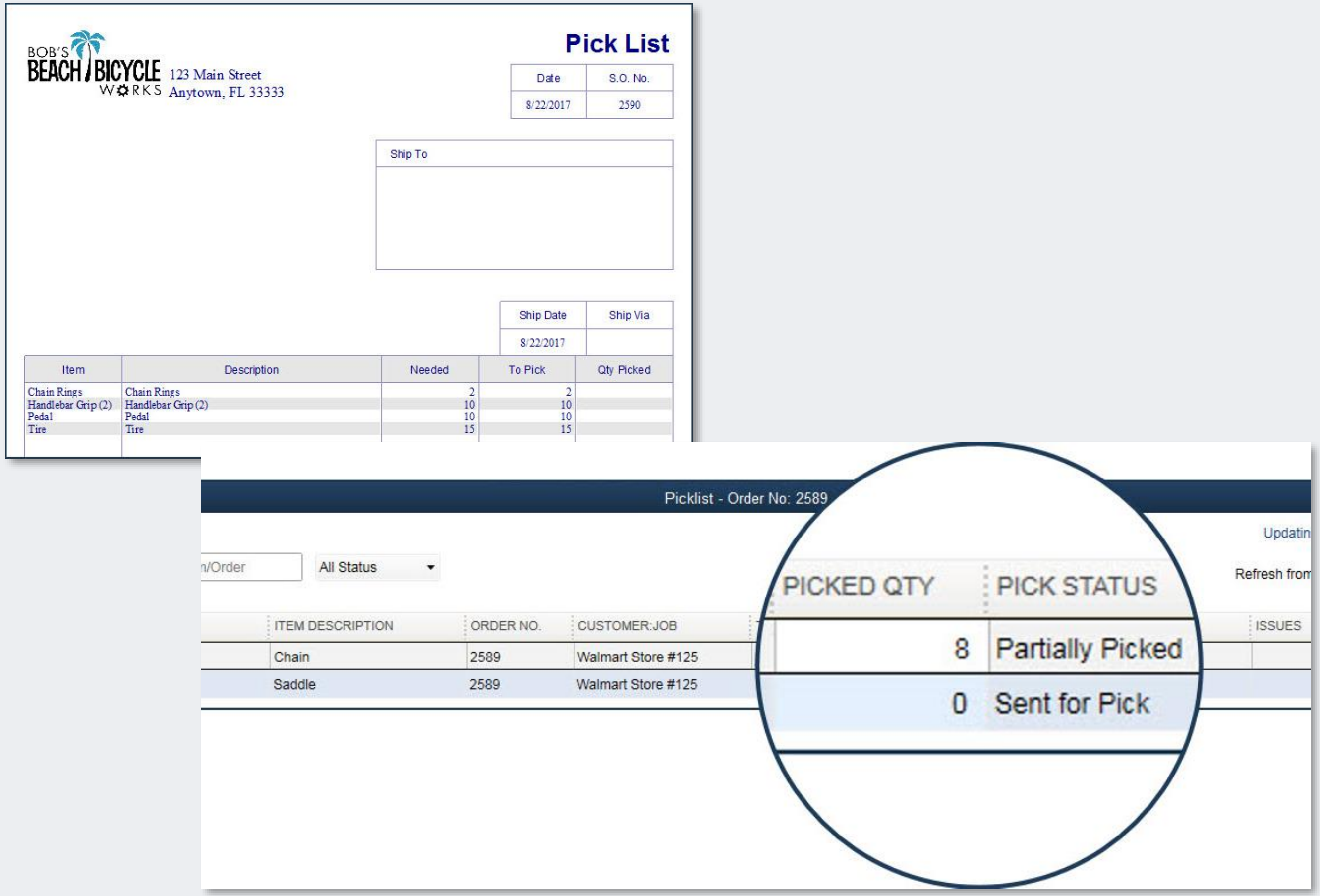


QuickBooks File is Updated with Picked Quantity

QuickBooks user accepts the updates from the warehouse mobile devices

QuickBooks user pushes the updated picked quantities to the Sales Order rows

Sales Order Fulfillment Workflow



No Mobile Device? Simply Print the Pick List

Optional workflow includes printing the picklist, taking to the warehouse, manually writing in quantities

QuickBooks Enterprise user can then update the rows picked on the Pick List

ToolBox Access QuickBooks ProAdvisor Program

Learn how the ProAdvisor program gives you Accountant ToolBox Access

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QuickBooks ProAdvisor Program Offerings

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

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

Accountant ToolBox Access

Work with important and useful accountant tools while at your client's using QuickBooks Pro, Premier or Enterprise

Reclassify transactions
Troubleshoot beginning balances
Write off small balances
Merge vendors
 and so much more!

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Accessing the Accountant ToolBox at the Client Site

Step 1	Step 2	Step 3	Step 4	Step 5
Join the QuickBooks ProAdvisor Program – Deluxe or Premium Level	Client creates an External Accountant User for you in their file	Log into their QuickBooks Pro, Premier or Enterprise file while at the client site as the External Accountant	Pro or Premier: Unlock the Accountant ToolBox Enterprise, access Accountant Tools	Use Accountant specific tools to simplify your work in the file

* Works with QuickBooks Pro, Premier, Enterprise 2015 or newer

Resources

- https://quickbooks.intuit.com/accountants/proadvisor/
- https://payroll.intuit.com/payroll-services/compare-payroll/
- http://enterprisesuite.intuit.com/products/advanced-inventory/
- https://community.intuit.com/articles/1586833

Summary

- Identify new and improved features that will help you and your clients work more efficiently using QuickBooks Desktop 2018
- Review the benefits of the QuickBooks ProAdvisor Membership with access to the Accountant ToolBox

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