

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 Process

This session is eligible for 1 hour of CPE

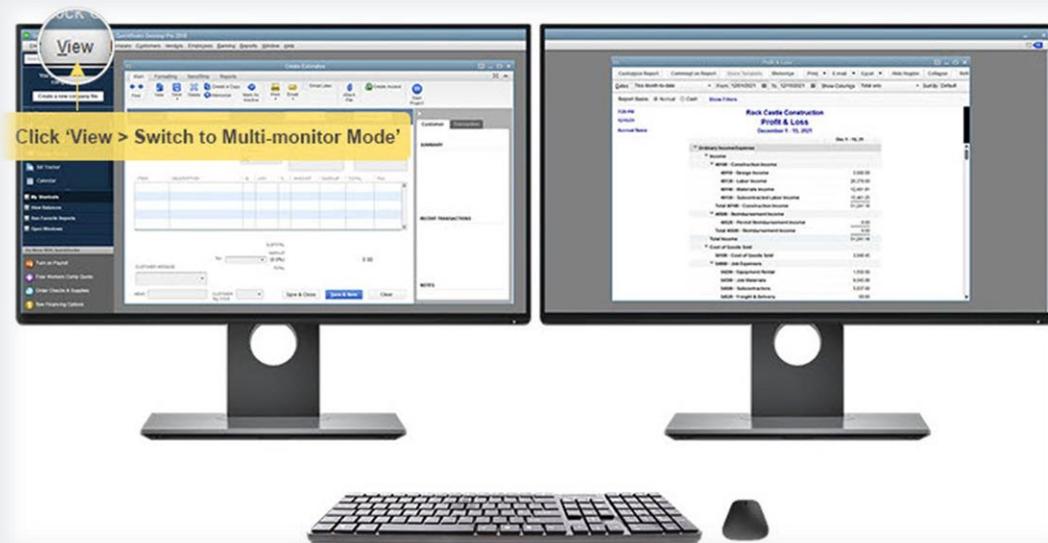
- You must stay in the session for the duration of the training
- There will be CPE polling questions that will be pushed out during the session. In order to qualify for CPE, you must respond to **all** polling questions during the session.
- CPE certificates will be emailed directly to you within 7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

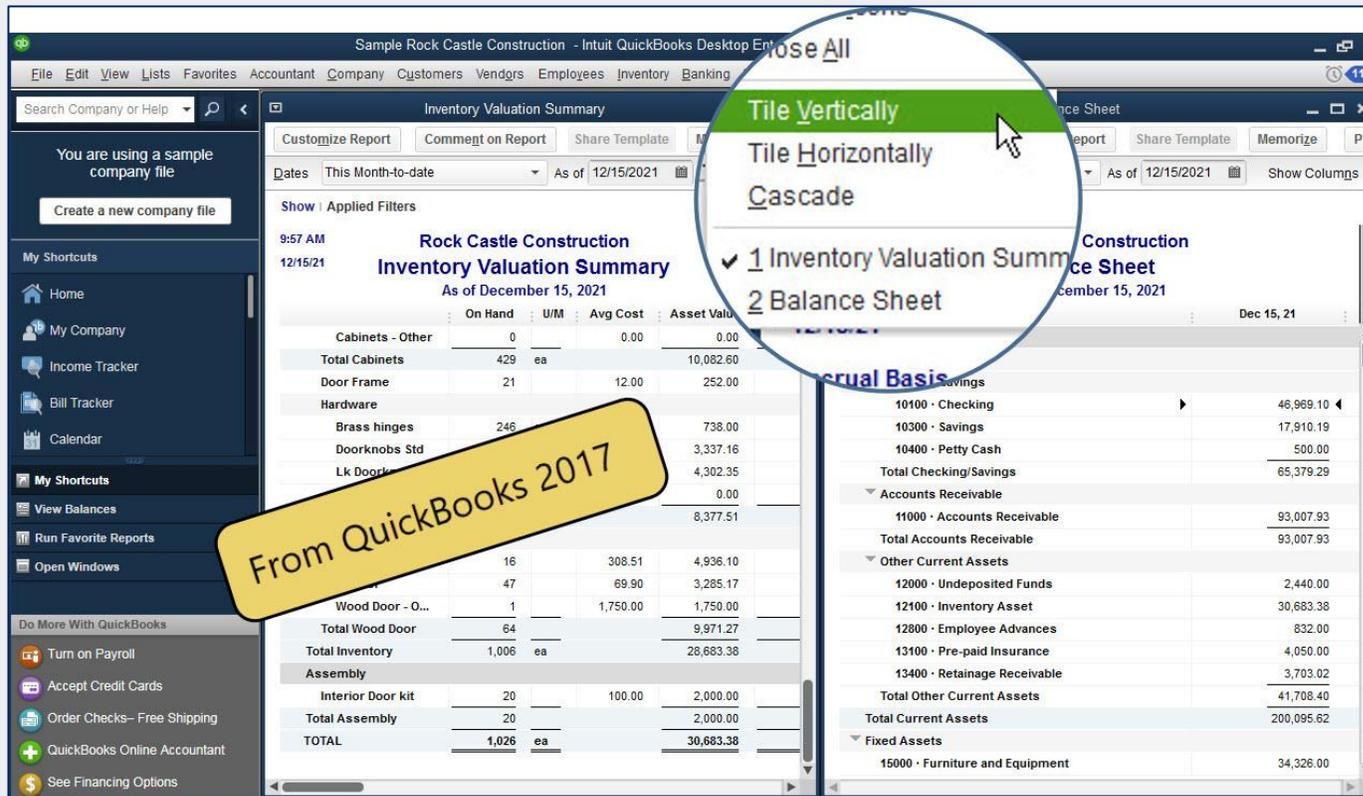
What's New and Improved



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)

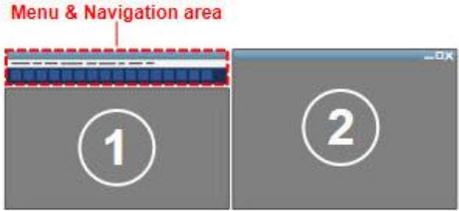
Works on up to three connected monitors

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

Multi-Monitor Support

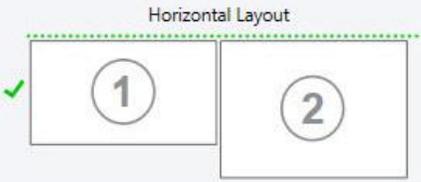
Unsupported Display Alignment

With your current display alignment, a part of Menu and Navigation will be hidden. Something like in the image below.

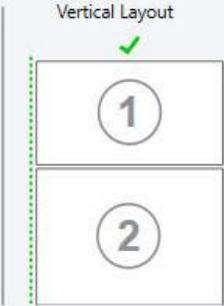


Option 1: To align displays, follow the representation below. You can make this change in [Window Display Settings](#).

Horizontal Layout



Vertical Layout

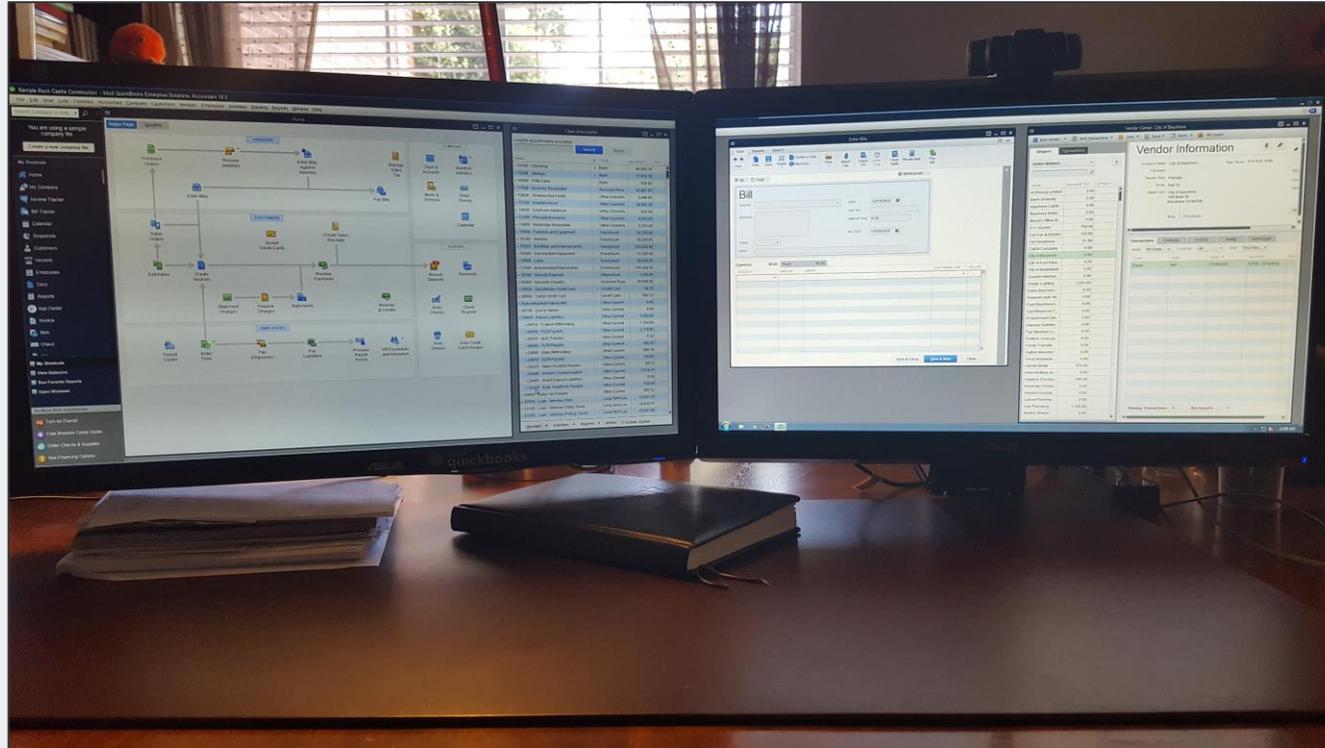


Close

Proper Monitor Display Alignment Required

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

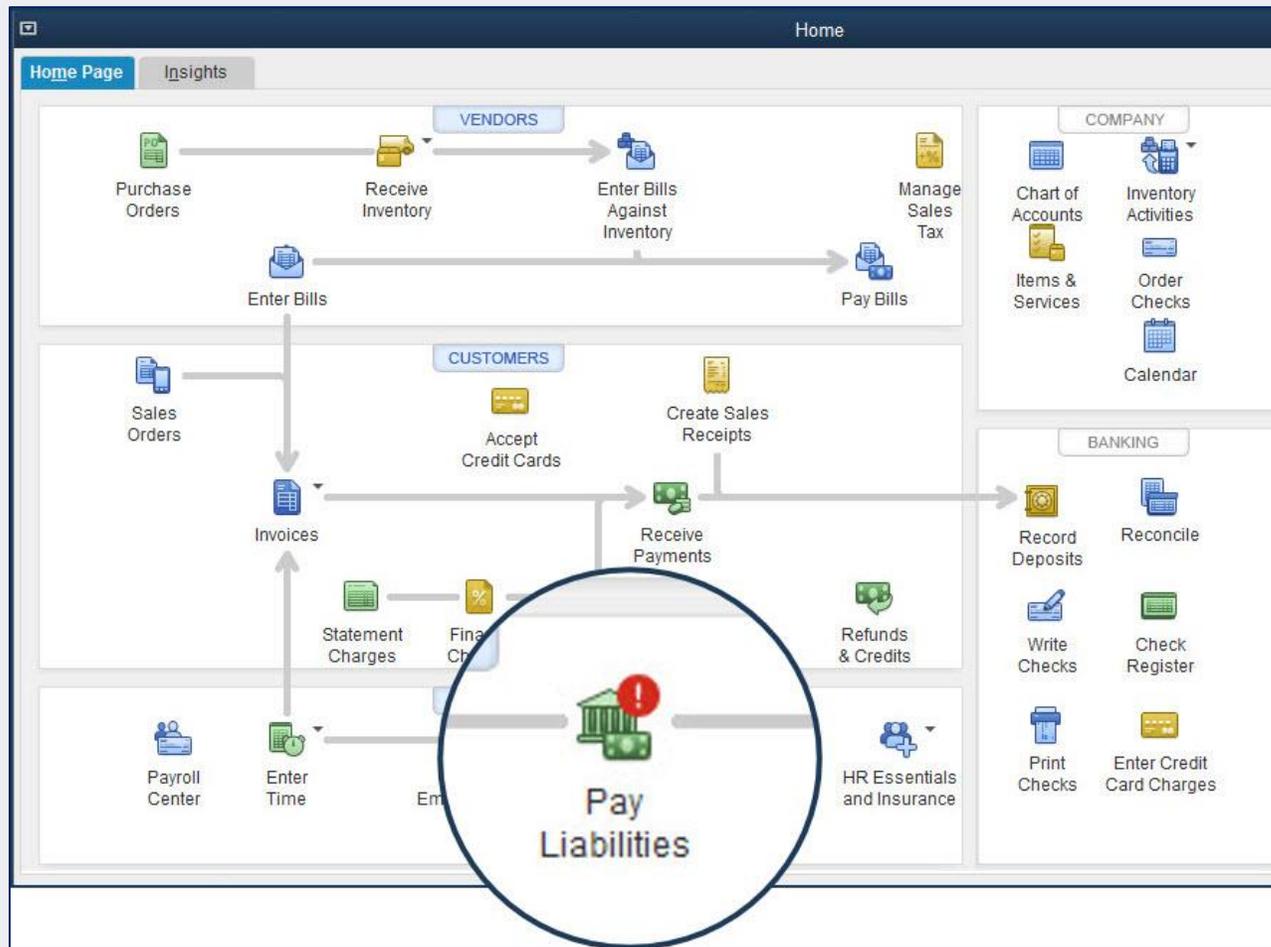
Multi-Monitor Support



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

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
09/15/17	3 Days	Federal 941/944/943	Check	9/9-9/12/17	474.00
09/18/17	6 Days	Employee Paid Health Care	Check	9/9-9/15/17	25.00
10/31/17	7 Weeks	TX Unemployment Insurance	Check	Q3 2017	54.00

Total Selected Items: 0.00 [View/Pay](#)

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
09/15/17	Overdue	Federal 941/944/943	Check	9/9-9/12/17	474.00
09/18/17	Due	Employee Paid Health Care	Check	9/9-9/15/17	25.00
10/31/17	6 Weeks	TX Unemployment Insurance	Check	Q3 2017	54.00

Total Selected Items: 0.00 [View/Pay](#)

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

TEMPLATE Rock Castl...

DATE 03/15/2017

INVOICE # 1058

BILL TO Robert Allard
92834 Chandler St.
Millbrae, CA 94030

SHIP TO Ship To 1
Robert Allard
92834 Chandler St.
Millbrae, CA 94030

TERMS Net 15

DUE DATE 03/30/2017

	QUANTITY	RATE	AMOUNT	TAX
General labor	21	150.00	3,150.00	Non
Labor	154	60.00	9,240.00	Non
General Labor	32	50.00	1,600.00	Non
Removal	13	40.00	520.00	Non
Removal labor				

TAX San Tomas (7.75%) 0.00

TOTAL 14,510.00

PAYMENTS APPLIED 0.00

BALANCE DUE 14,510.00

Your customer can't pay this invoice online. Turn on

CUSTOMER MESSAGE

MEMO

CUSTOMER TAX CODE Tax

Save & Close Save & New Revert

Past Due Stamp – Screen, Printed or Emailed Invoices

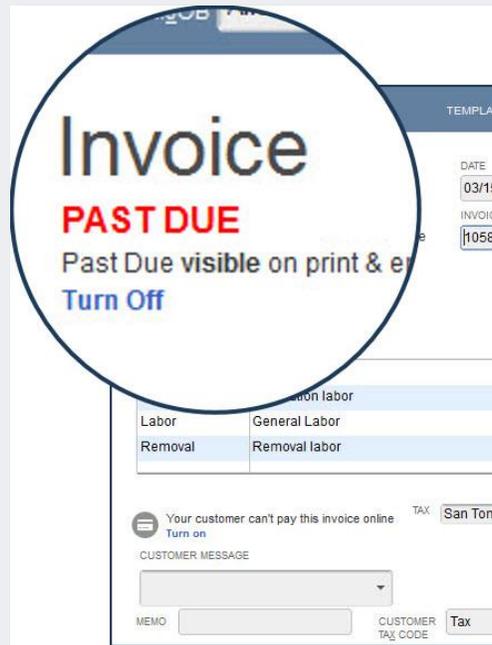
Past Due Stamp is visible on screen for invoices with past due amounts

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



Basic Customization

SELECTED TEMPLATE
Rock Castle Invoice Manage Templates...

LOGO & FONTS

Use logo Select Logo...

Select Color Scheme:
Please Select... Apply Color Scheme

Change Font For:
Title Change Font...

Company Name
Company Address
Labels

COMPANY & TRANSACTION INFORMATION

Company Name Phone Number Update Information...

Company Address E-mail Address

Fax Number Web Site Address

Print Past Due Stamp
Select only when you want to include Past Due information Stamp.

Print S...
Select to i...
Received...

How do I ap...

Help Additional Customization... Layout Designer...

Merge Vendor Records

Merge Duplicated Vendor Records

Select Vendors

Search for in Vendor Name

You can select up to 4 vendors to merge. These vendors are not listed here.
Note: Vendors with online transactions cannot be merged.

VENDOR NAME	BALANCE TOTAL	COMPANY NAME	MAIN PHONE	BILLED FROM	ACCOUNT NO.	VENDOR TAX ID
<input type="checkbox"/> A Cheung Limited	0.00	A Cheung Limited	510 555 5723	A Cheung Limited		
<input type="checkbox"/> Bank of Any City	0.00	Bank of Any City	415-555-9135	Bank of Any City		
<input type="checkbox"/> Bank of Anycity	0.00	Bank of Anycity	415-555-9135	Bank of Anycity		
<input type="checkbox"/> Bayshore CalOil Service	0.00				87-9398	
<input type="checkbox"/> Bayshore Water	0.00				7594-8381	
<input type="checkbox"/> Bruce's Office Machines	0.00					

Accountant Company Customers Vendors

- Accountant Center
- Chart of Accounts Ctrl+A
- Fixed Asset Item List
- Batch Enter Transactions...
- Batch Delete/Void Transactions...
- Client Data Review**
- Make General Journal Entries...
- Send General Journal Entries...
- Reconcile
- Working Trial Balance
- Set Closing Date...
- Condense Data...

- Client Data Review
- Reclassify Transactions
- Fix Unapplied Customer Payments and Credits
- Clear Up Undeposited Funds Account
- Write Off Invoices
- Fix Unapplied Vendor Payments and Credits
- Fix Incorrectly Recorded Sales Tax
- Compare Balance Sheet and Inventory Valuation
- Troubleshoot Inventory
- Find Incorrectly Paid Payroll Liabilities
- Merge Vendors**

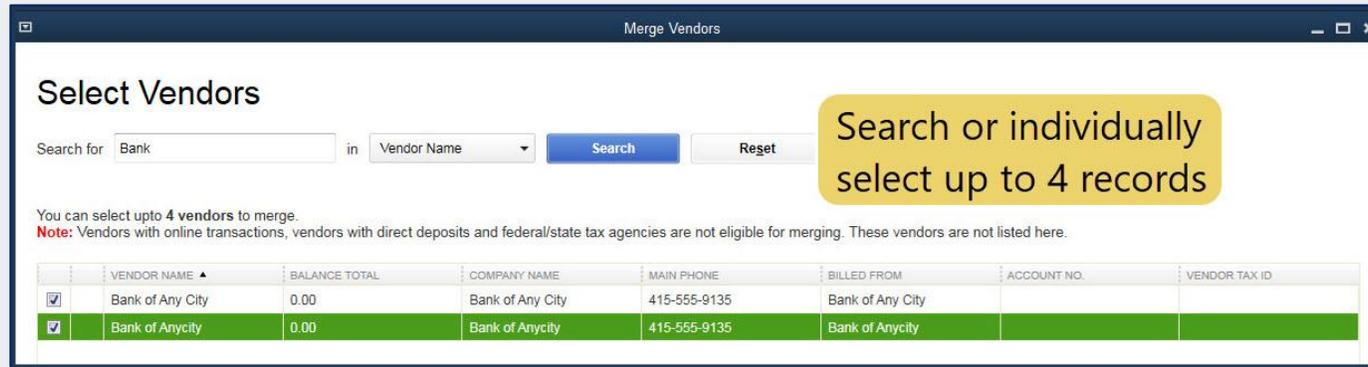
Access from:

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

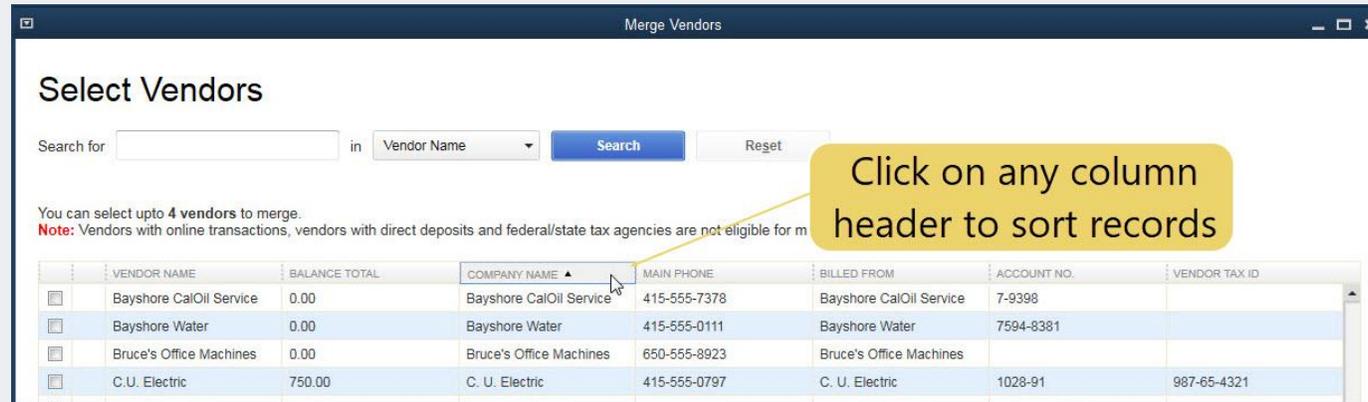
Search and Sort Vendor List



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

Select a Master Vendor

Note: The transactions of other vendors will merge with the master vendor. The Vendor Information, Notes, Contacts, To Do's, and Sent Email List information will not get merged. You can update the master vendor with information that you want to carry over from the other vendors.

	<input type="radio"/> Bank of Any City	<input checked="" type="radio"/> Bank of Anycity
VENDOR IS ACTIVE	Yes	Yes
BALANCE TOTAL	0.00	0.00
NO. OF TRANSACTIONS IN LAST 2 YEARS	1	19
MOST RECENT TRANSACTION DATE	3/31/2017	11/30/2017
OLDEST TRANSACTION DATE	3/31/2017	1/15/2016
COMPANY NAME	Bank of Any City	Bank of Anycity
BILLED FROM	Bank of Any City Lisa Holzhauser 1935 Main Street Middlefield, CA 94482	Bank of Anycity Lisa Holzhauser 1935 Main Street Middlefield, CA 94482

Select a record as the Master 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

Select a Master Vendor

Note: The transactions of other vendors will merge with the master vendor. The Vendor Information, Notes, Contacts, To Do's, and Sent Email List information will not get merged. You can update the master vendor with information that you want to carry over from the other vendors.

	<input type="radio"/> Bank of Any City	<input checked="" type="radio"/> Bank of Anycity
VENDOR IS ACTIVE	Yes	Yes
BALANCE TOTAL	0.00	0.00
NO. OF TRANSACTIONS IN LAST 2 YEARS	1	19
MOST RECENT TRANSACTION DATE	3/31/2017	11/30/2017
OLDEST TRANSACTION DATE	3/31/2017	1/15/2016
COMPANY NAME	Bank of Any City	Bank of Anycity
BILLED FROM	Bank of Any City Lisa Holzhauser 1935 Main Street Middlefield, CA 94482	Bank of Anycity Lisa Holzhauser 1935 Main Street Middlefield, CA 94482

Optionally update vendor fields of Master Vendor

Previous Merge Backup & Merge

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

Company Name: Bank of Anycity Main Phone: 415-555-9135
 Full Name: Lisa D. Holzhauser Fax: 415-555-9153
 Billed From: Bank of Anycity Main Email: lisah@samplename.com
 Lisa Holzhauser
 1935 Main Street
 Middlefield, CA 94482

NOTE

REPORTS FOR THIS VENDOR

QuickReport
Open Balance

Order Checks

Information not merged

Transactions Contacts To Do's Notes Sent Email

SHOW: All Transactions FILTER BY: All DATE: This Fiscal Year 01/01/2021 - 12/31/2021

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Check	475	11/30/2021	Checking	-2,710.90
Check	462	11/22/2021	Checking	-244.13
Check	437	10/31/2021	Checking	-2,710.90
Check	426	10/22/2021	Checking	-244.13
Check	406	09/30/2021	Checking	-2,710.90

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

The image shows two screenshots of a QuickBooks invoice interface. The top screenshot shows the invoice header and a table of line items. A yellow callout box points to the 'Installation labor' row with the text 'Select a row to copy using Ctrl+Alt+Y'. The bottom screenshot shows the same invoice with a different row selected, and a yellow callout box pointing to it with the text 'Paste the copied row using Ctrl+Alt+V'.

Invoice Details:

- DATE: 12/10/2017
- INVOICE #: 1091
- BILL TO: Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326
- SHIP TO: Ship To 1, Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore, CA 94326
- TERMS: Net 30
- DUE DATE: 01/09/2019

Line Item Table (Top Screenshot):

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT	TAX
below work.					
Framing	Framing labor	16	71.50	1,144.00	Non
Installation	Installation labor	12			
Removal	Removal labor	16			
Subs:Tile &Cou...	Install tile or counter				

Line Item Table (Bottom Screenshot):

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT	TAX
	See attached specifications for details on below work.				
Framing	Framing labor	16	71.50	1,144.00	Non
Installation	Installation labor	12	45.50	546.00	Non
Installation	Installation labor	12	45.50	546.00	Non
Removal	Removal labor				
Subs:Tile &Cou...	Install tile or counter				

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

The screenshot shows the Profit & Loss report interface for 'Rock Castle Construction' for the fiscal year 2017. The 'Report Basis' is set to 'Cash'. A callout box highlights the 'Report Basis' toggle, showing 'Accrual' and 'Cash' options with radio buttons. The 'Cash' option is selected.

Ordinary Income/Expense	
Income	
40100 - Construction Income	
40110 - Design Income	27,579.25
40130 - Labor Income	167,355.02
40140 - Materials Income	103,640.65
40150 - Subcontracted Labor Income	80,769.01
40199 - Less Discounts given	-48.35
40100 - Construction Income - Other	0.00
Total 40100 - Construction Income	379,295.58

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

Look for account name or number

NAME	TYPE
Pre-paid Insurance	Other Current Asset
Payroll Liabilities:Emp. Health Ins Paya...	Other Current Liability
Automobile:Insurance	Expense
Insurance	Expense
Insurance:Disability Insurance	Expense
Insurance:	
Insurance:	
Insurance:	
Insurance:	

Chart of Accounts

Look for account name or number

NAME	TYPE	BALANCE TOTAL
Loan - Furniture/Office Equip	Long Term Liability	21,000.00
Mortgage - Office Building	Long Term Liability	296,283.00
Office Supplies	Expense	

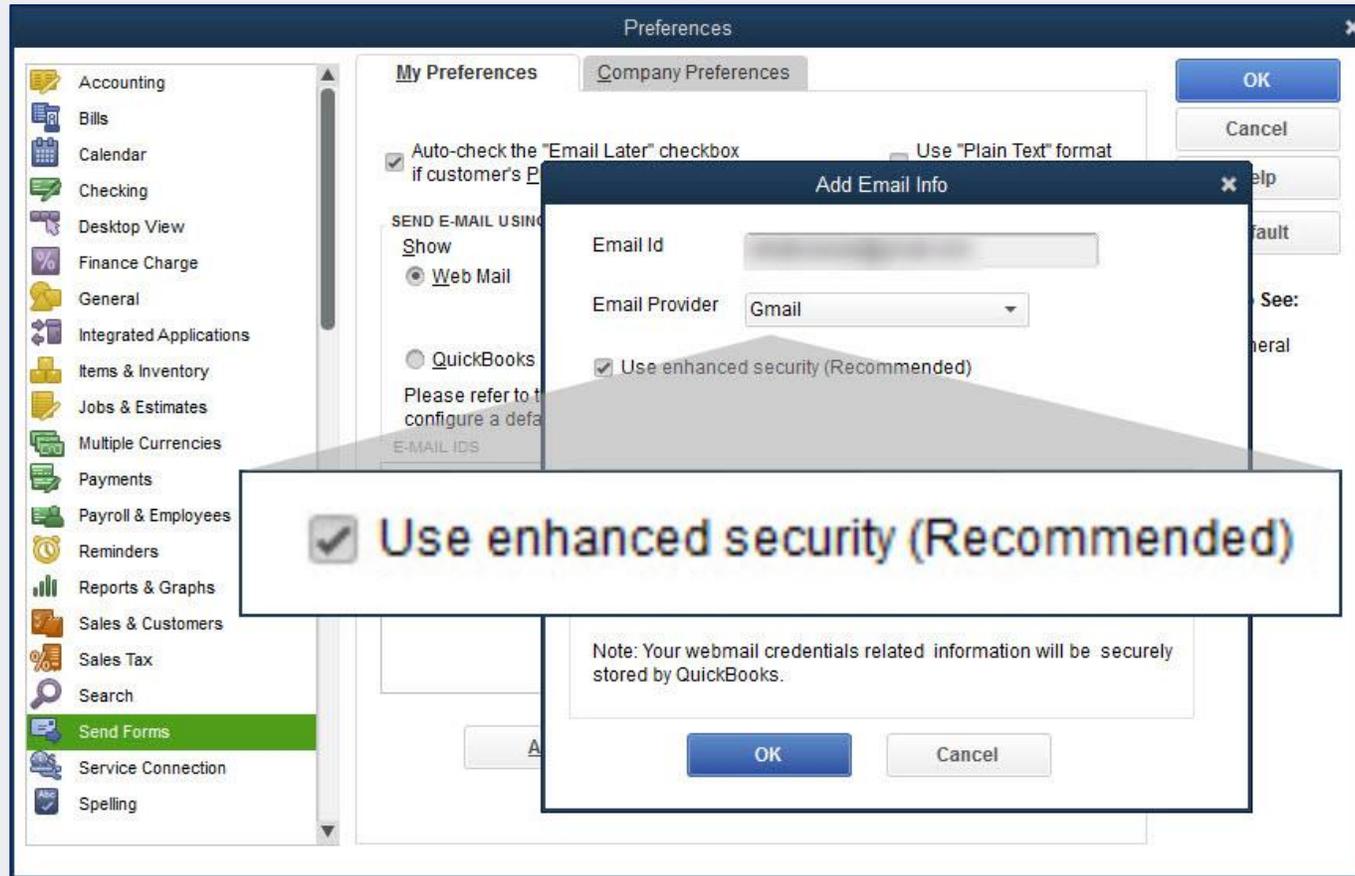
Chart of Accounts Search Box

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

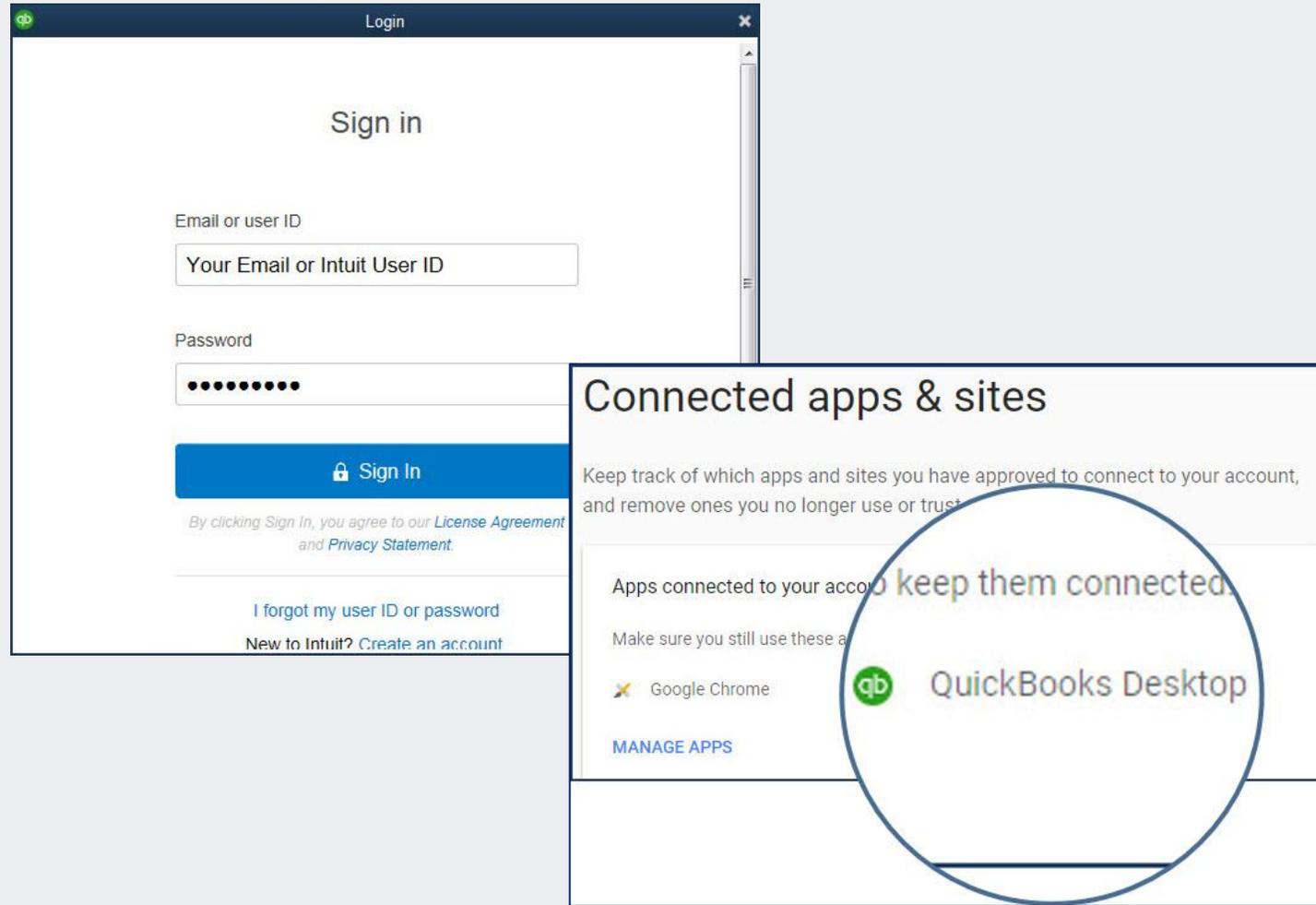
Updated Email Security



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



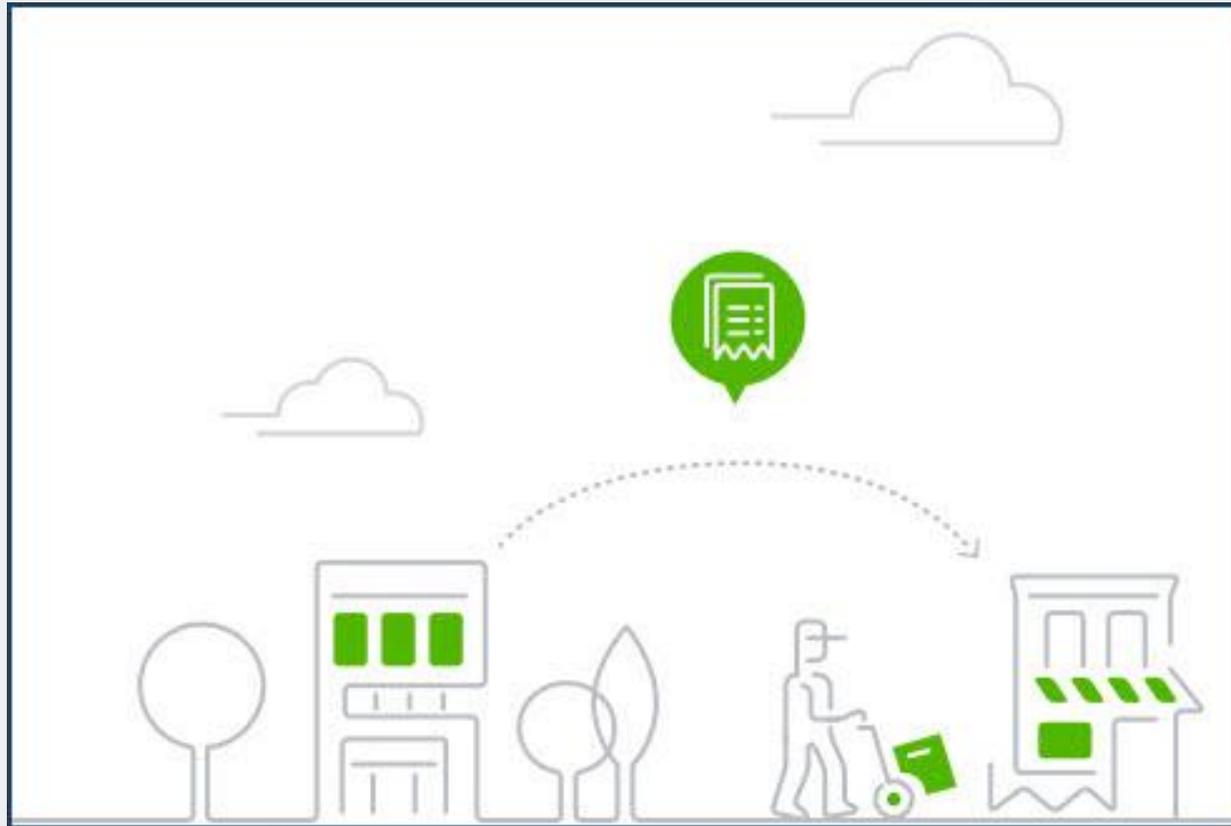
QuickBooks 2018 Requires Internet Explorer 11

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

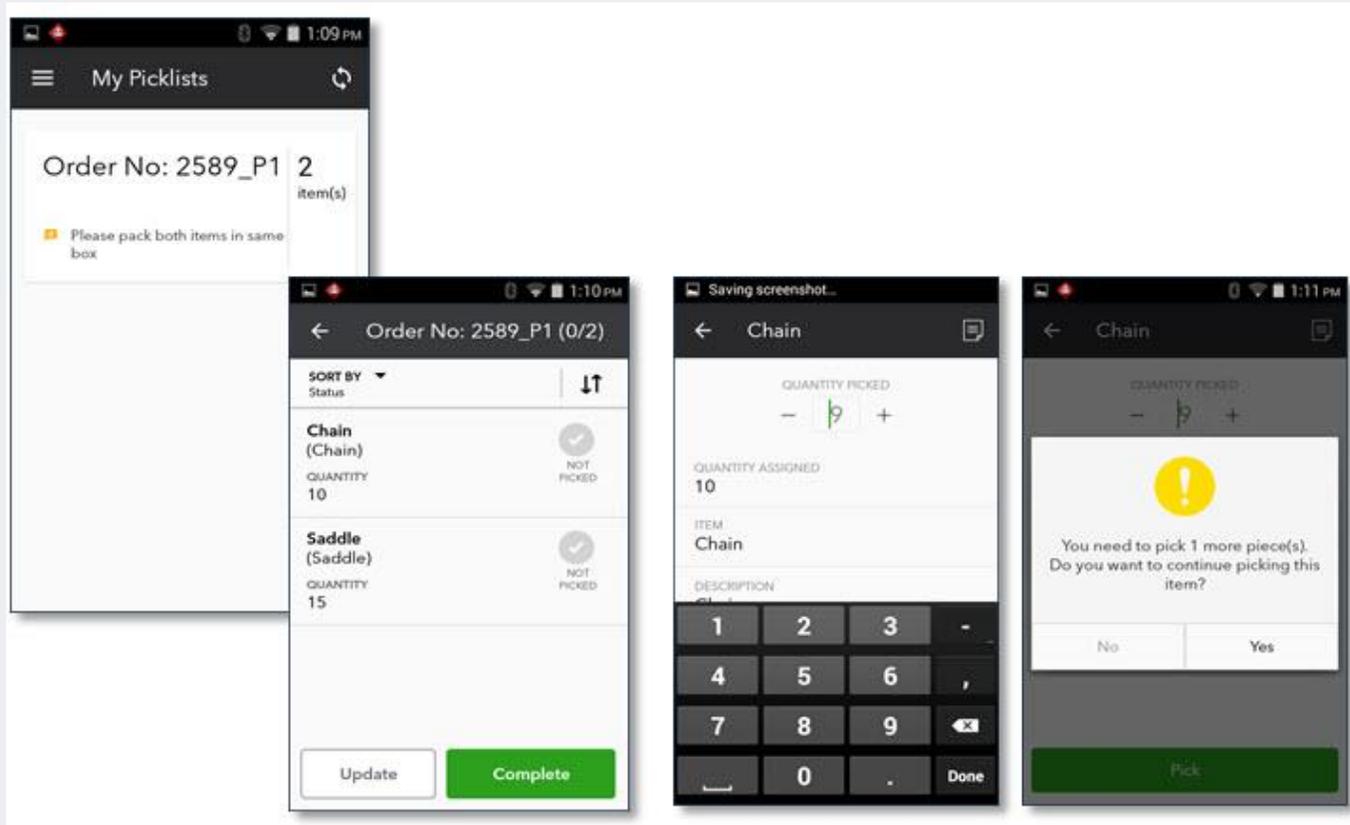
Mobile Inventory Scanning

Mobile Barcode or Serial # Scanning of Quantities Picked

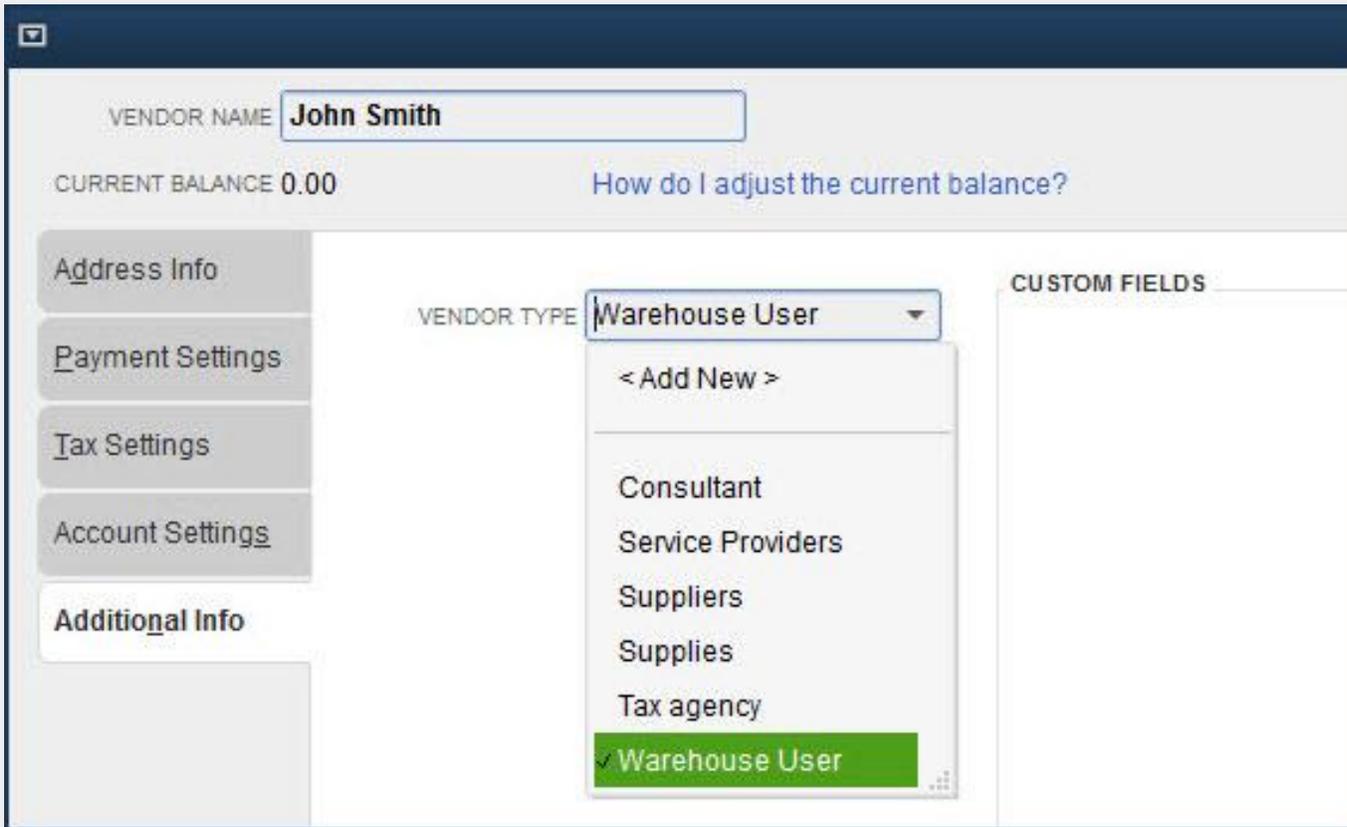
Works with barcode capable scanners or manually update quantities with an Android mobile device

Add notes on the mobile device to the picklist

Warning messages when incorrect quantity picked



Sales Order Fulfillment Workflow

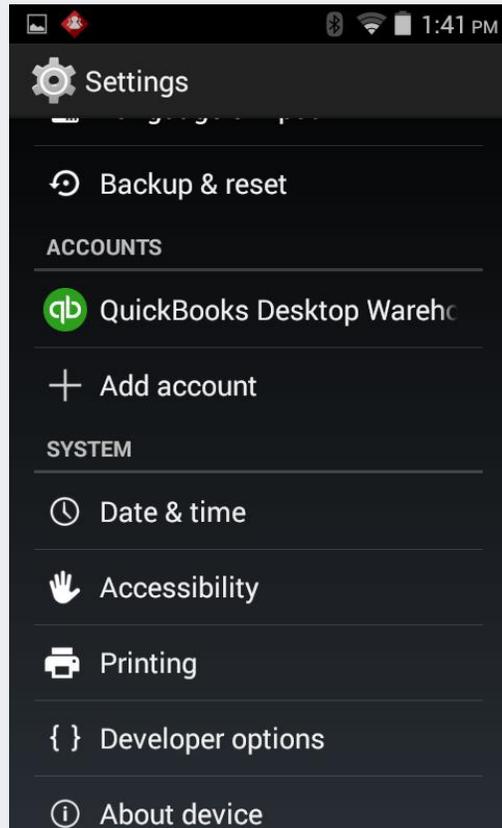


Pickers – Create a Vendor Warehouse User

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



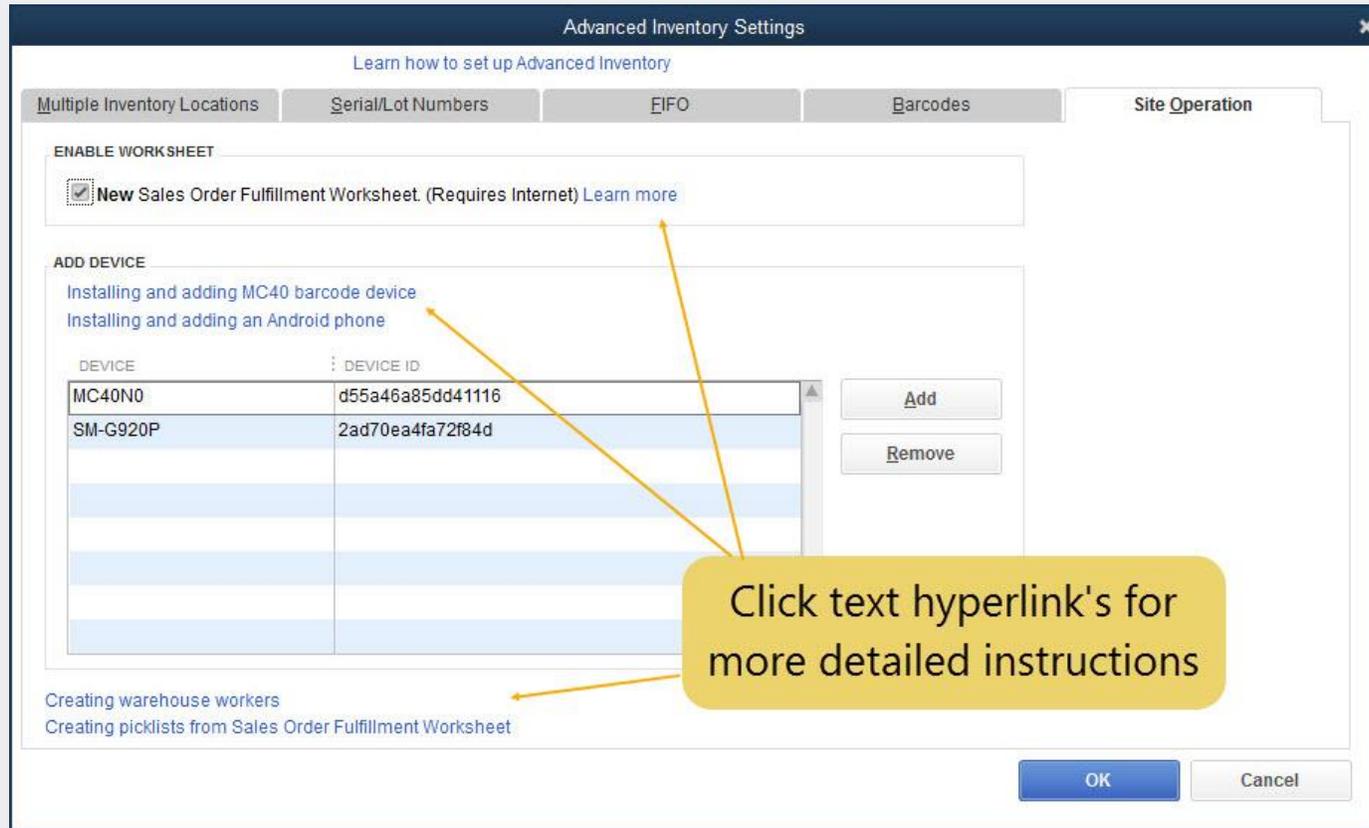
Android App Installed on Mobile Device

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

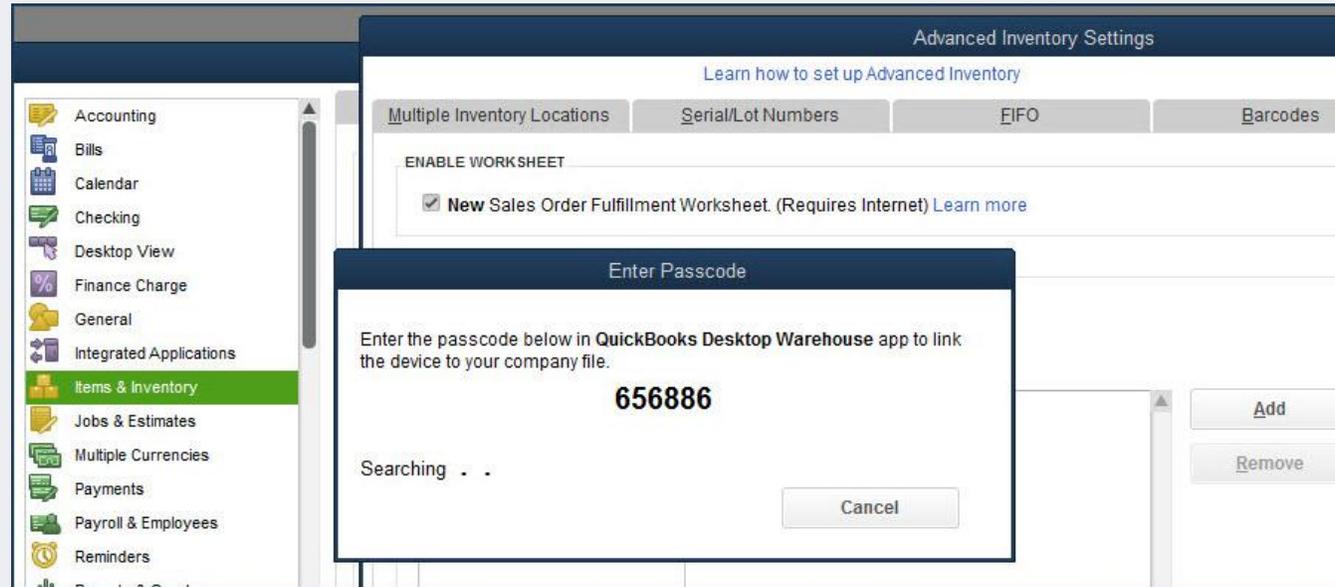


Connect the Device(s) to the QuickBooks File

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

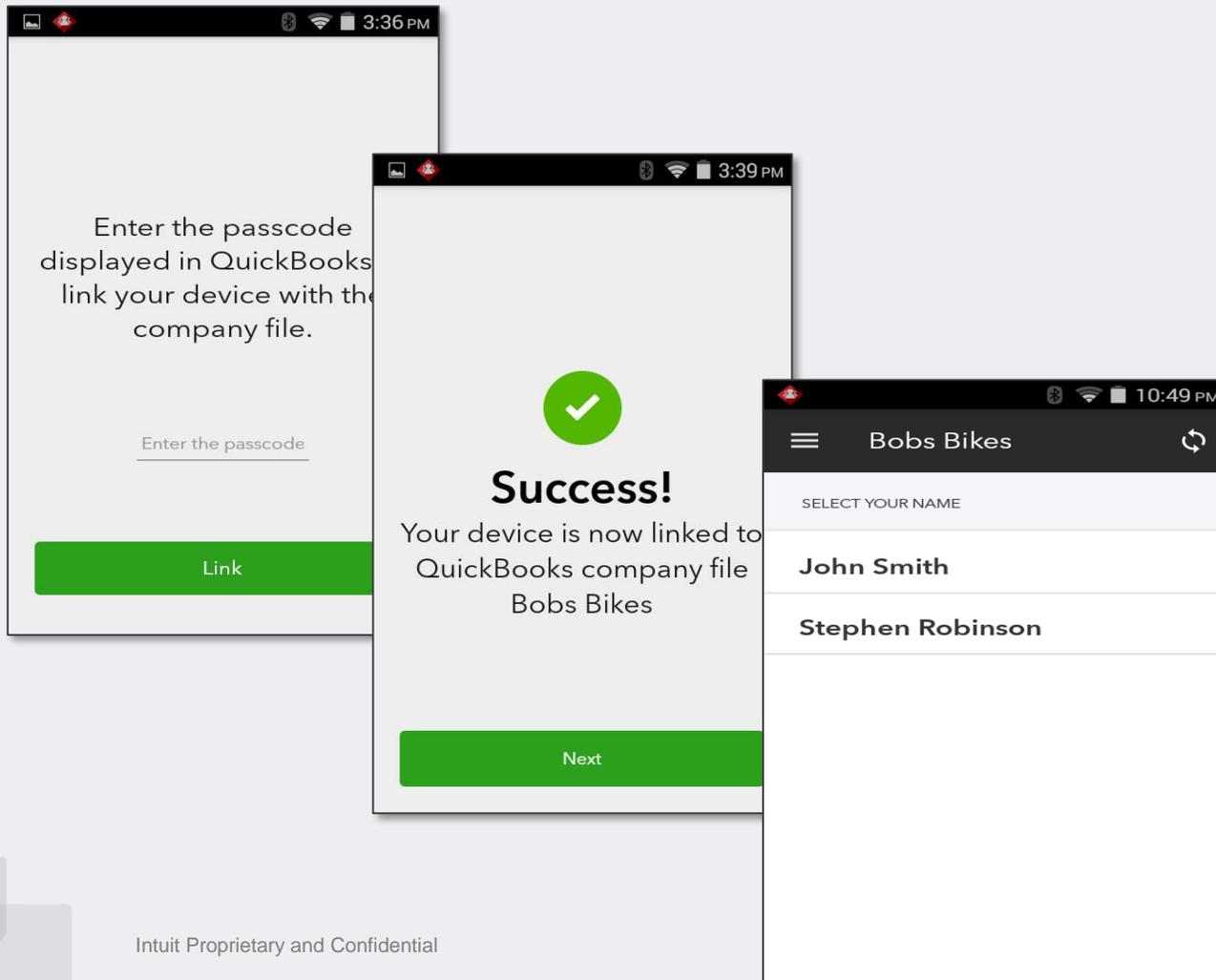
Mobile Inventory Scanning

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!



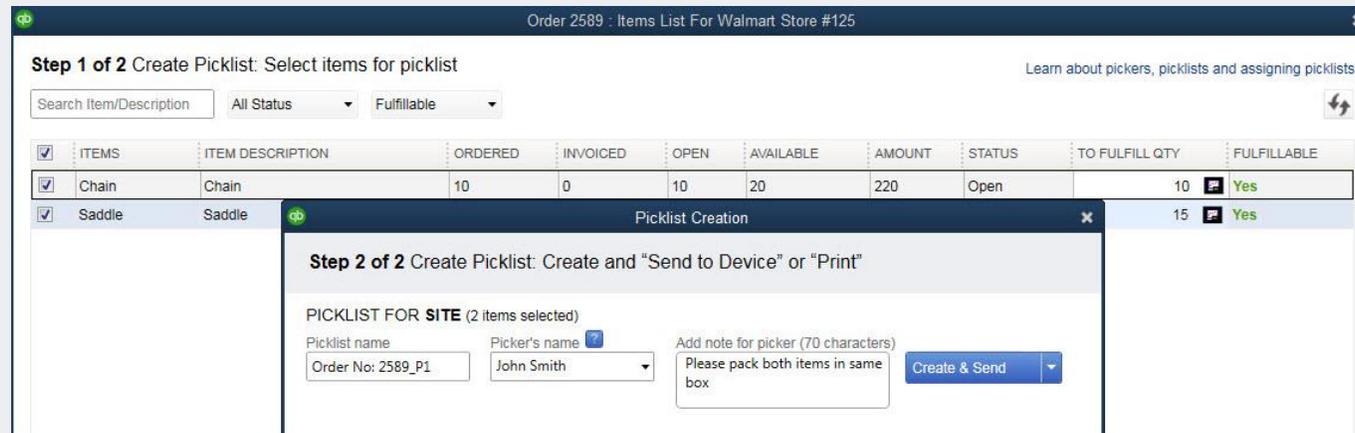
Sales Order Fulfillment Workflow

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



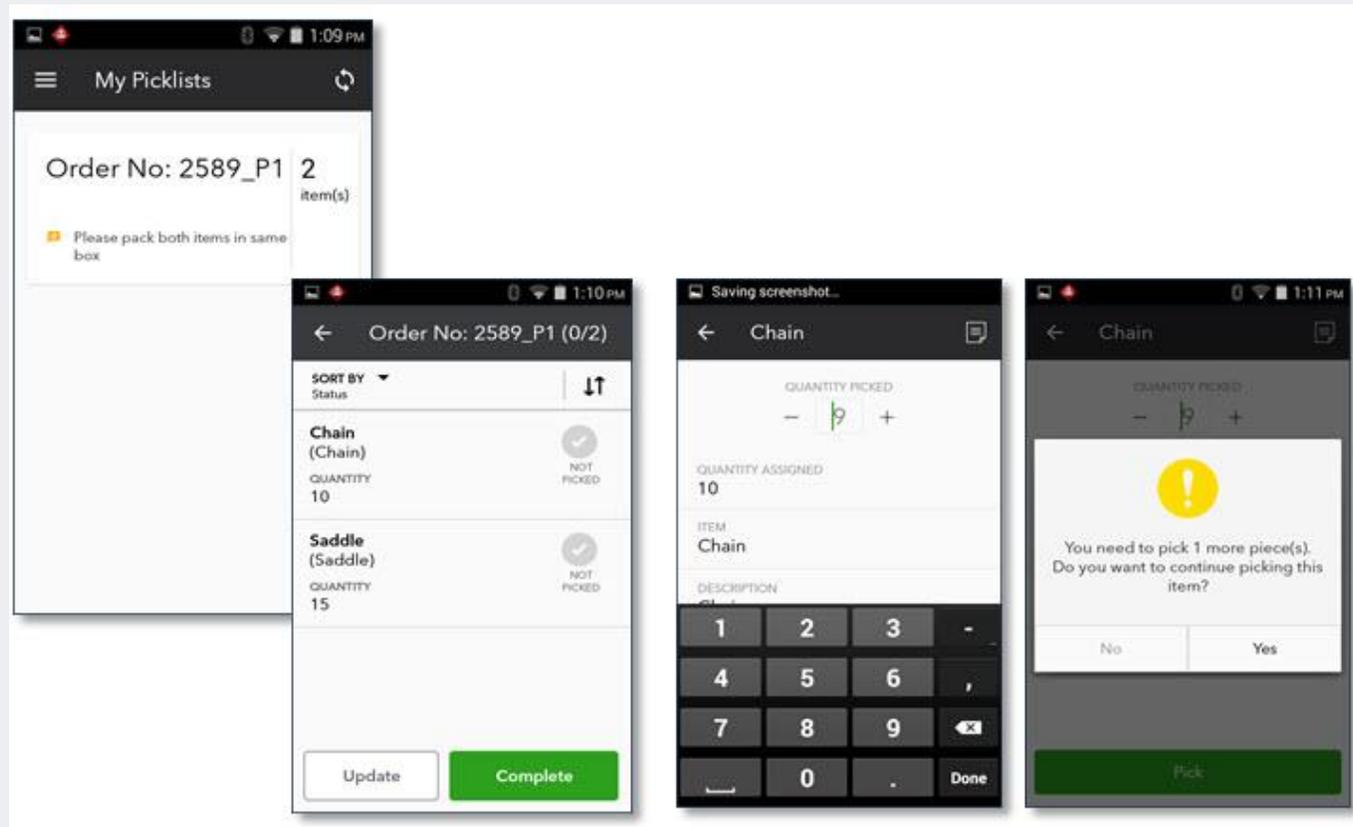
Sales Order Fulfillment Workflow

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

Sales Order
PARTIALLY PICKED

CUSTOMER_JOB: Walmart Store #125
TEMPLATE: Custom Sales O...

DATE: 08/20/2017
S.O. NO.: 2589
NAME / ADDRESS: Walmart Store #125, 200 Saddle Brook Lane, Sunshine, FL 11111
SHIP TO: [Empty]
P.O. NO.: 8999

ITEM	DESCRIPTION	ORDERED	RATE	AMOUNT	PICKED STATUS	QUANTITY	INVOICED	CLSD
Chain	Chain	10	22.00	220.00	Partially Picked	0	0	
Saddle	Saddle	15	98.25	1473.75	Picked	5	0	

TOTAL: 1,693.75

CUSTOMER MESSAGE: Thank you for your business.

MEMO: [Empty]

Buttons: Save & Close, Save & New, Revert

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

BOB'S BEACH / BICYCLE
 123 Main Street
 WPKS Anytown, FL 33333

Pick List

Date	S.O. No.
8/22/2017	2590

Ship To

Ship Date	Ship Via
8/22/2017	

Item	Description	Needed	To Pick	Qty Picked
Chain Rings	Chain Rings	2	2	
Handlebar Grip (2)	Handlebar Grip (2)	10	10	
Pedal	Pedal	10	10	
Tire	Tire	15	15	

Picklist - Order No: 2589

n/Order
All Status
Updating

ITEM DESCRIPTION	ORDER NO.	CUSTOMER JOB	PICKED QTY	PICK STATUS	ISSUES
Chain	2589	Walmart Store #125	8	Partially Picked	
Saddle	2589	Walmart Store #125	0	Sent for Pick	

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

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/>

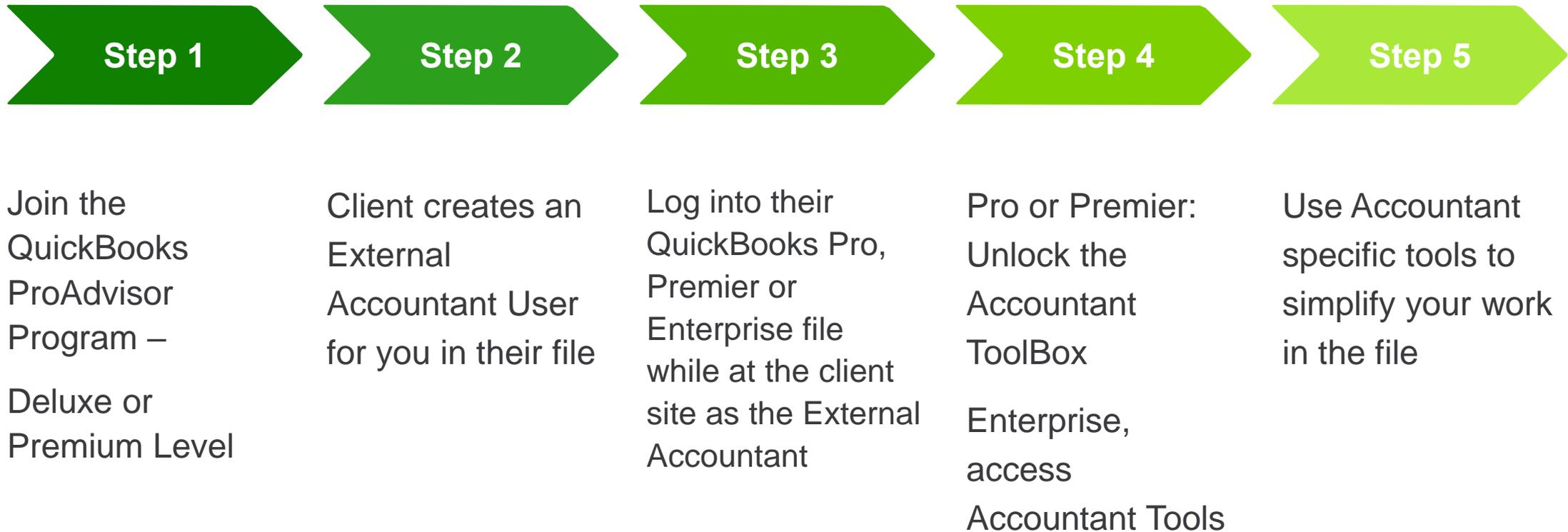


Accountant ToolBox Access

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!

Accessing the Accountant ToolBox at the Client Site



* 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

qb intuit quickbooks.

CONNECT

Preferred Pricing

SAVE OVER
30%

Ends October 12

November 15 - 17 | San Jose, CA

Grow with others.

Join us at QuickBooks Connect 2017, the event for accounting professionals.

Learn

Get real world advice
and connect with peers.

Connect

Join breakout sessions
led by industry experts.

Be inspired

by featured speakers
sharing their journey.

www.quickbooksconnect.com

Thank you

info@quick-training.com

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