Bottom Line Business Solutions

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The QuickBooks® Client Newsletter

The QBC

Helping You Grow A Profitable Business with QuickBooks® Software

October 2011

QuickBooks 2012: New Paths to Better, Faster Financial Management

As it usually does this time of year, Intuit has introduced new versions of its Pro and Premier products. QuickBooks 2012 promises to help you get better organized, save steps, and acquire more in-depth financial insights.

The new **Express Start** is designed for businesses that want to blast through setup and start entering customers and invoices. You have two other options, though: **Advanced Setup** is the old EasyStep interview that solicits more details. You can also open an existing file or convert data from Quicken or other accounting software.

Express Start requires minimal input: company name, industry, company type, tax ID, and contact information. After you save your company file, it lets you start adding or importing customers/vendors/employees, products/services, and bank accounts.

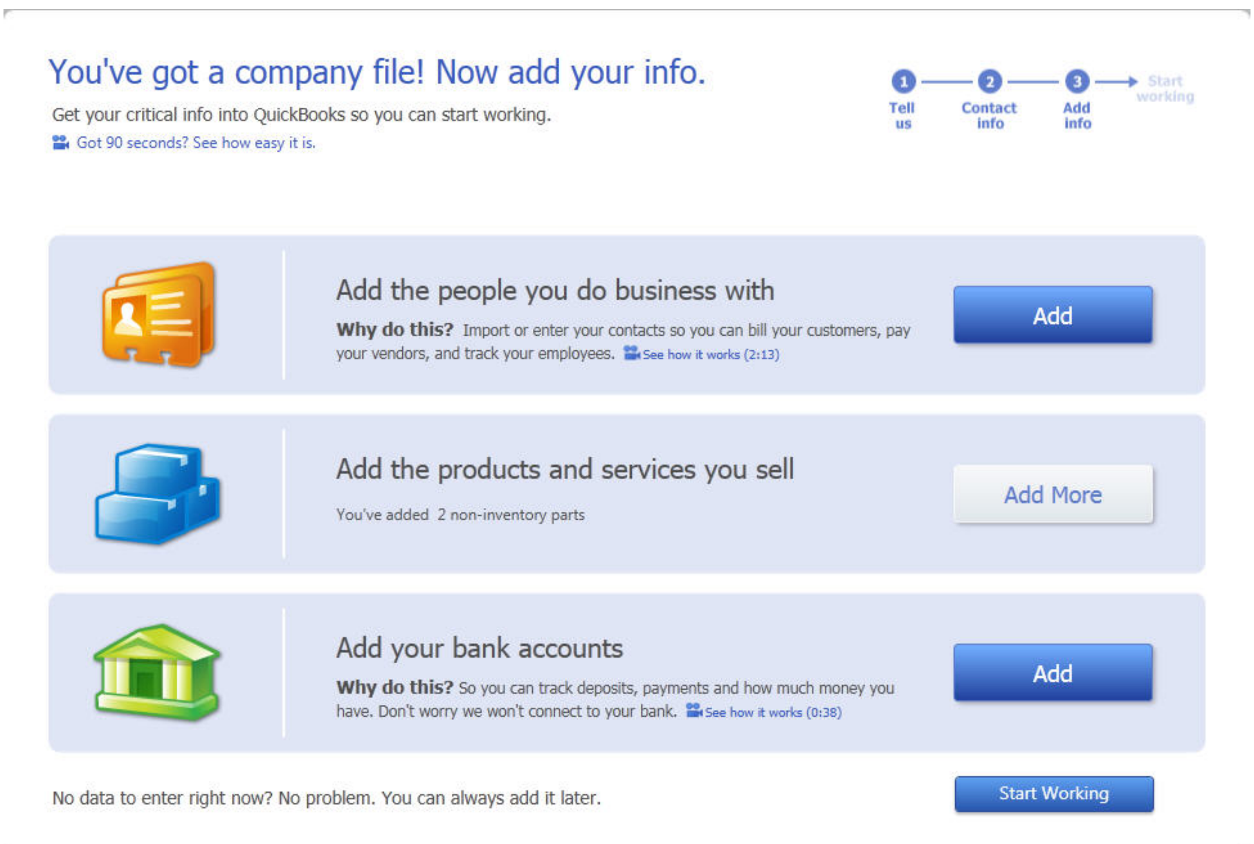
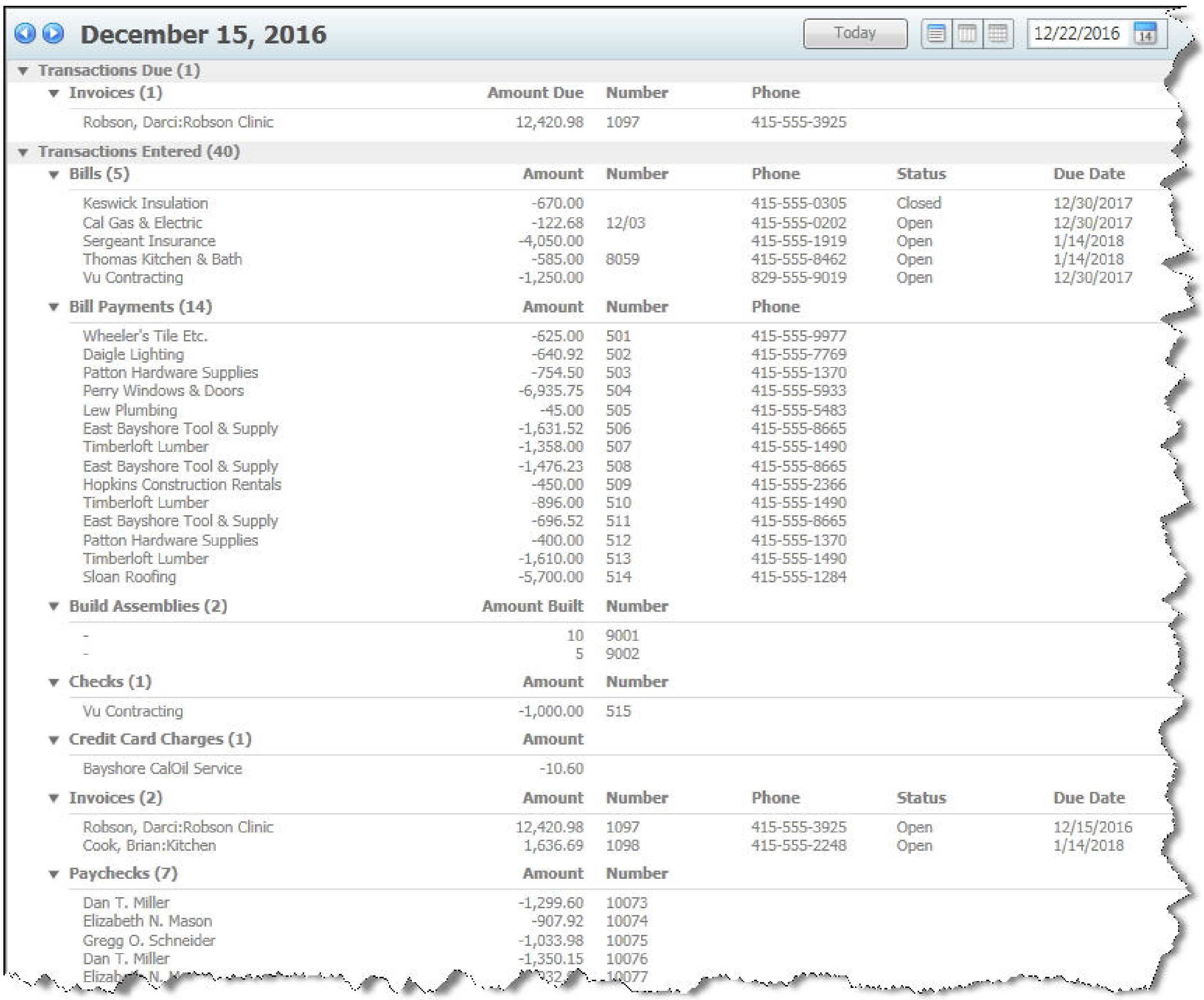


Figure 1: Express Start simplifies company setup.

An Activity-Driven Calendar

QuickBooks' **Reminders** keep you apprised of each day's tasks, but they don't provide any information about the past or future. QuickBooks 2012 solves this problem with its new **Calendar**. When you enter an appointment, to-do, or key business task (invoices, bills, purchase orders, etc.), it appears in the calendar. You can display a graphical view of the month that tallies activities for each day and lists them below. Daily and weekly views are in list form. And links open the original documents.



December 15, 2016 — Today — 12/22/2016

▼ Transactions Due (1)					
▼ Invoices (1)	Amount Due	Number	Phone		
Robson, Darci:Robson Clinic	12,420.98	1097	415-555-3925		
▼ Transactions Entered (40)					
▼ Bills (5)	Amount	Number	Phone	Status	Due Date
Keswick Insulation	-670.00		415-555-0305	Closed	12/30/2017
Cal Gas & Electric	-122.68	12/03	415-555-0202	Open	12/30/2017
Sergeant Insurance	-4,050.00		415-555-1919	Open	1/14/2018
Thomas Kitchen & Bath	-585.00	8059	415-555-8462	Open	1/14/2018
Vu Contracting	-1,250.00		829-555-9019	Open	12/30/2017
▼ Bill Payments (14)	Amount	Number	Phone		
Wheeler's Tile Etc.	-625.00	501	415-555-9977		
Daigle Lighting	-640.92	502	415-555-7769		
Patton Hardware Supplies	-754.50	503	415-555-1370		
Perry Windows & Doors	-6,935.75	504	415-555-5933		
Lew Plumbing	-45.00	505	415-555-5483		
East Bayshore Tool & Supply	-1,631.52	506	415-555-8665		
Timberloft Lumber	-1,358.00	507	415-555-1490		
East Bayshore Tool & Supply	-1,476.23	508	415-555-8665		
Hopkins Construction Rentals	-450.00	509	415-555-2366		
Timberloft Lumber	-896.00	510	415-555-1490		
East Bayshore Tool & Supply	-696.52	511	415-555-8665		
Patton Hardware Supplies	-400.00	512	415-555-1370		
Timberloft Lumber	-1,610.00	513	415-555-1490		
Sloan Roofing	-5,700.00	514	415-555-1284		
▼ Build Assemblies (2)	Amount Built	Number			
-	10	9001			
-	5	9002			
▼ Checks (1)	Amount	Number			
Vu Contracting	-1,000.00	515			
▼ Credit Card Charges (1)	Amount				
Bayshore CalOil Service	-10.60				
▼ Invoices (2)	Amount	Number	Phone	Status	Due Date
Robson, Darci:Robson Clinic	12,420.98	1097	415-555-3925	Open	12/15/2016
Cook, Brian:Kitchen	1,636.69	1098	415-555-2248	Open	1/14/2018
▼ Paychecks (7)	Amount	Number			
Dan T. Miller	-1,299.60	10073			
Elizabeth N. Mason	-907.92	10074			
Gregg O. Schneider	-1,033.98	10075			
Dan T. Miller	-1,350.15	10076			
[illegible]	[illegible]	10077			

Figure 2: The new **Calendar** *displays daily, weekly, and monthly views of your financial transactions.*

Save Excel Formatting

Once you've formatted a QuickBooks report in Excel, it's frustrating to have to reformat it each time you run it for different time periods and/or with your ever-changing content. **Excel Integration Refresh** simplifies this process. You can now export a report to Excel, make formatting changes and save them, and then reapply them later to the same type of report using different date ranges and your updated QuickBooks data. Acceptable alterations include:

- Row and column header font formatting
- New formulas
- Renamed column and row headers, and report titles
- Resized columns
- Inserted columns and rows
- Inserted formula text

You can do this by opening your report in QuickBooks and clicking **Update an existing worksheet**, or by launching your report in Excel and clicking the **QuickBooks** tab on the toolbar, then the **Update Report** button.

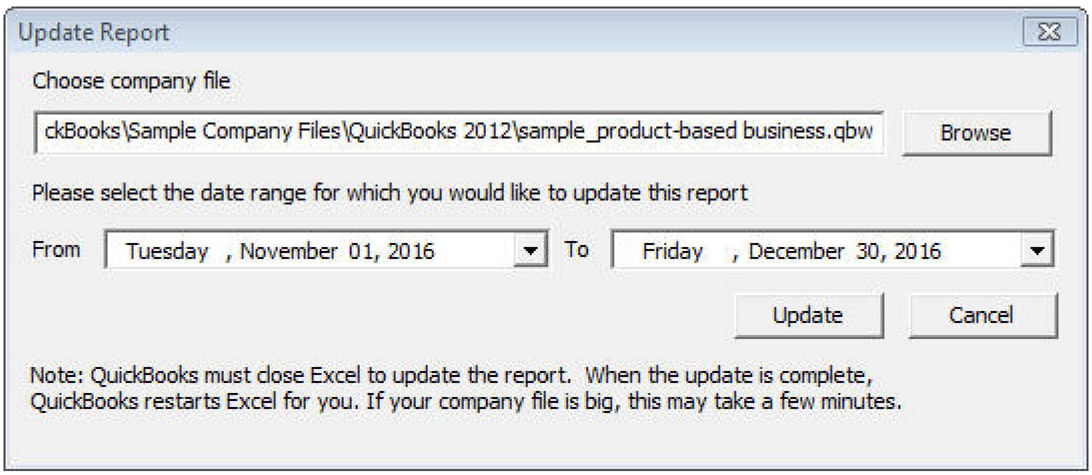


Figure 3: This window opens when you click **Update Report** *in Excel.*

A New Report Community

There's always room for more report formats. QuickBooks 2012 offers a library of **Contributed Reports**, variations created either by Intuit or your fellow users. You can select one of these, like **Customer Sales By Quantity By Item Detail** and instantly populate it with your own data.

You can sort these templates by industry and rating, and view them as a list, in a grid, or in the Report Center's **Carousel** view.

Centralized Operations

QuickBooks 2012 also saves you time with its new **Centers**. The **Inventory Center** works similarly to those available for customers, vendors, and employees. It's a clearinghouse of item records and transactions that can be viewed and sorted. You can also do inventory housekeeping tasks here, like adding items and launching transactions.

The **Lead Center** helps you carefully track new leads that you either paste in from Excel or enter manually. You can add to-dos and notes to contact records, and convert them into customers.

Upgrading Can Be Tricky

Intuit has included other, smaller time-saving organizational and reporting tools in QuickBooks 2012, like **One-Click Transactions**, which lets you create related transactions from existing ones (i.e., invoice to credit memo) with one click.

There's nothing especially difficult about using most of QuickBooks 2012's new features. But upgrading and setup are sometimes quirky, and the *Excel Integration Refresh* tool has a learning curve. We're happy to help you start your company file on the right foot or get acclimated to this latest version.

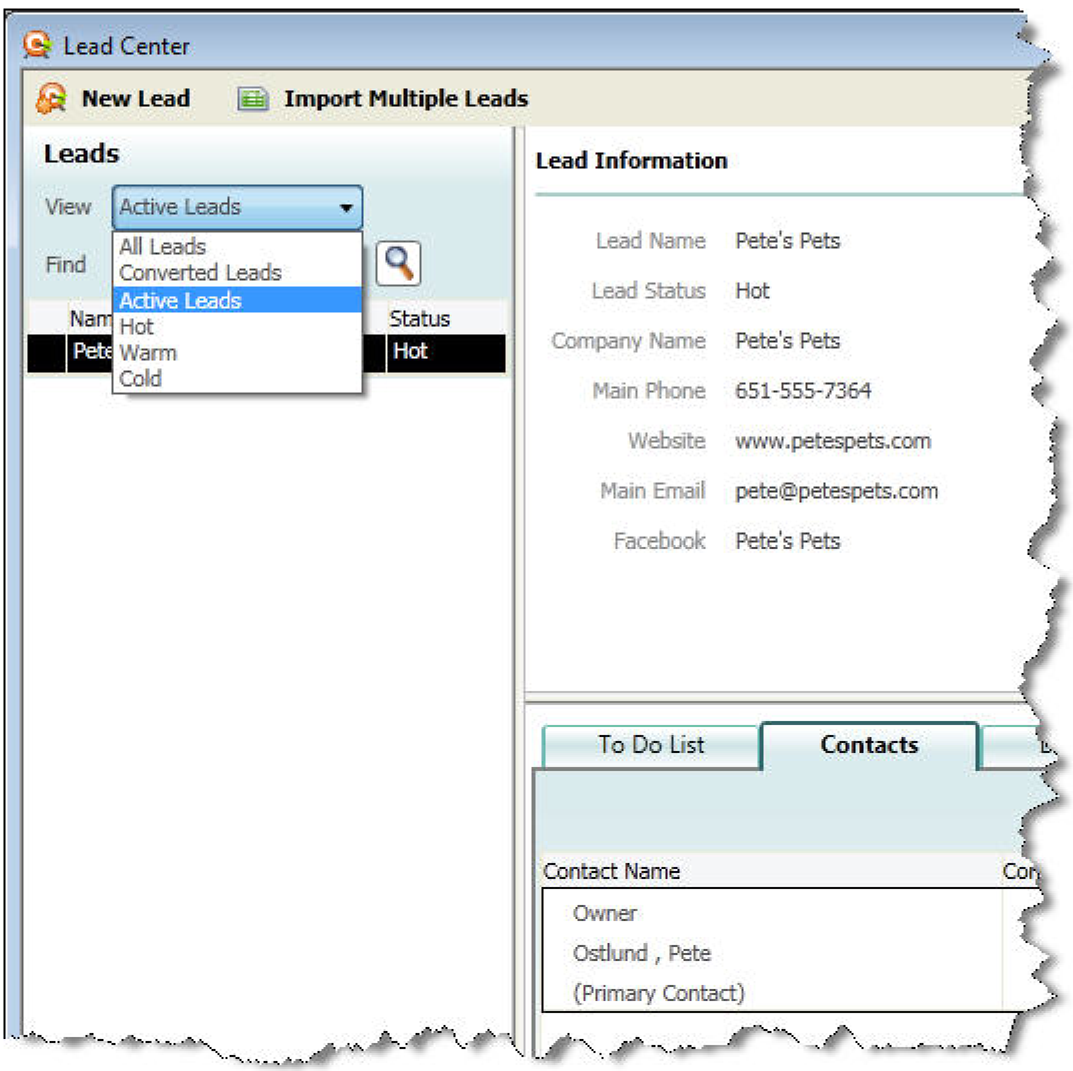


Figure 4; Track your leads and convert them into customers in the new **Lead Center**.