QuickBooks 2011
What's New and Improved

By Laura Madeira

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A brief review of the new and improved features and tools available for QuickBooks Pro 2011, QuickBooks Premier 2011, QuickBooks Enterprise Solutions 11.0

**While supplies last*

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About the Author

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Laura is the owner of ACS, Inc., a software sales and consulting firm located in the greater Dallas, Texas area. Her affiliations with Intuit include being an Intuit Solution Provider, a select Member of the Intuit Trainer/Writer Network, Advanced QuickBooks Certified, Enterprise and Point of Sale Certified and member of the current Intuit Solution Provider Advisory Council. Laura is also a Sage Certified Consultant representing the Master Builder product.

Laura is the author of the QuickBooks 2008, 2009 and 2010 Solutions Guide, QuickBooks Essentials: For All QuickBooks Users, a 9+ hours of self-paced video instruction and co-author of QuickBooks 2010 on Demand all offered by QUE Publishing.

For more than 23 years, Laura has worked with companies of all sizes and from many varied industries. Her focus has been to help the small to mid-sized growing businesses become more successful by automating their internal accounting processes and reporting functions to manage their business successfully.

Additionally, Laura is a guest speaker for Intuit, providing training to thousands of consultants and accountants nationwide. She is also a respected author for Intuit writing technical training materials and presentations and documenting her research and review of competing software solutions.

Laura has served on two Intuit Customer Advisory Councils, and has been a consultant representing the accountant community during product development of QuickBooks 2011. She earned her accounting degree from Florida Atlantic University.

She is a published author of the *QuickBooks 2010 Solutions Guide*, *QuickBooks 2010 on Demand* and *QuickBooks Essentials DVD: For All QuickBooks Users. More information can be found at her website: http://www.quick-training.com/*

What's New for QuickBooks 2011

New Quick Start Center

Use the new Quick Start Center to get your QuickBooks data file setup quickly and efficiently. With this new feature, you can simplify the process of adding the people you do business with, the products and services you sell, and adding important details about your bank accounts.

The Quick Start Center helps you begin using QuickBooks sooner so you can concentrate on your growing your business. In just a few easy steps, the new Quick Start Center guides QuickBooks users through common startup tasks.

Available with QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

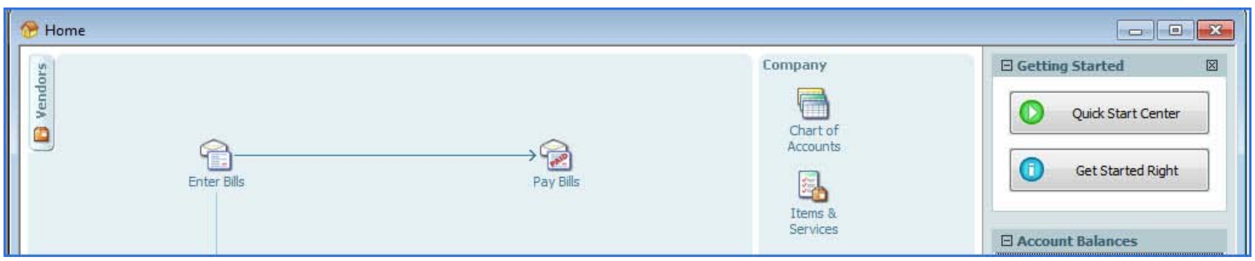


Figure 1: *Access the Quick Start Center from the right side of the Home page.*

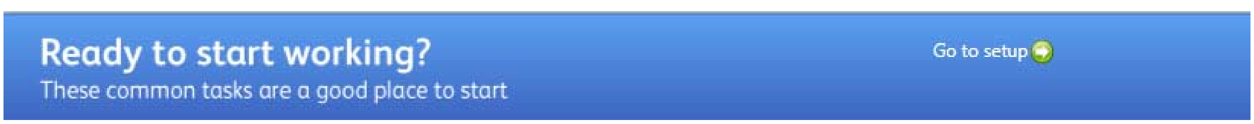


Figure 2: *If you are just getting started, click on the Go to setup in the top right* corner.

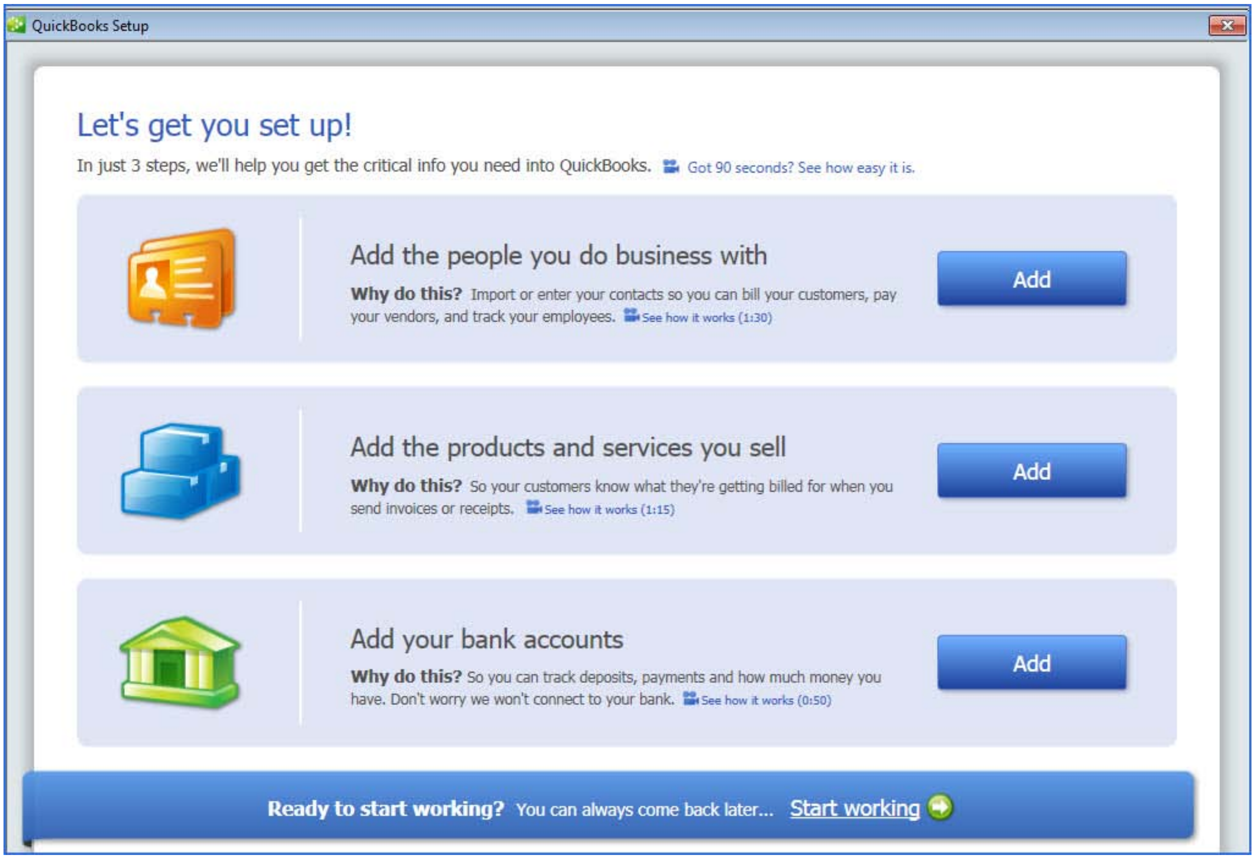


Figure 3: *Choose to add contacts, products and services or bank accounts.*

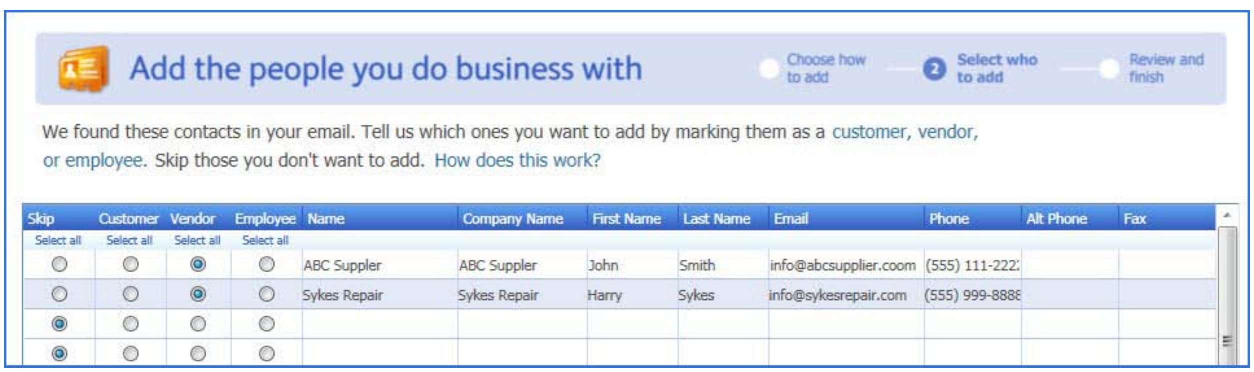


Figure 4: *Choose who or what to add from the guided instructions.*

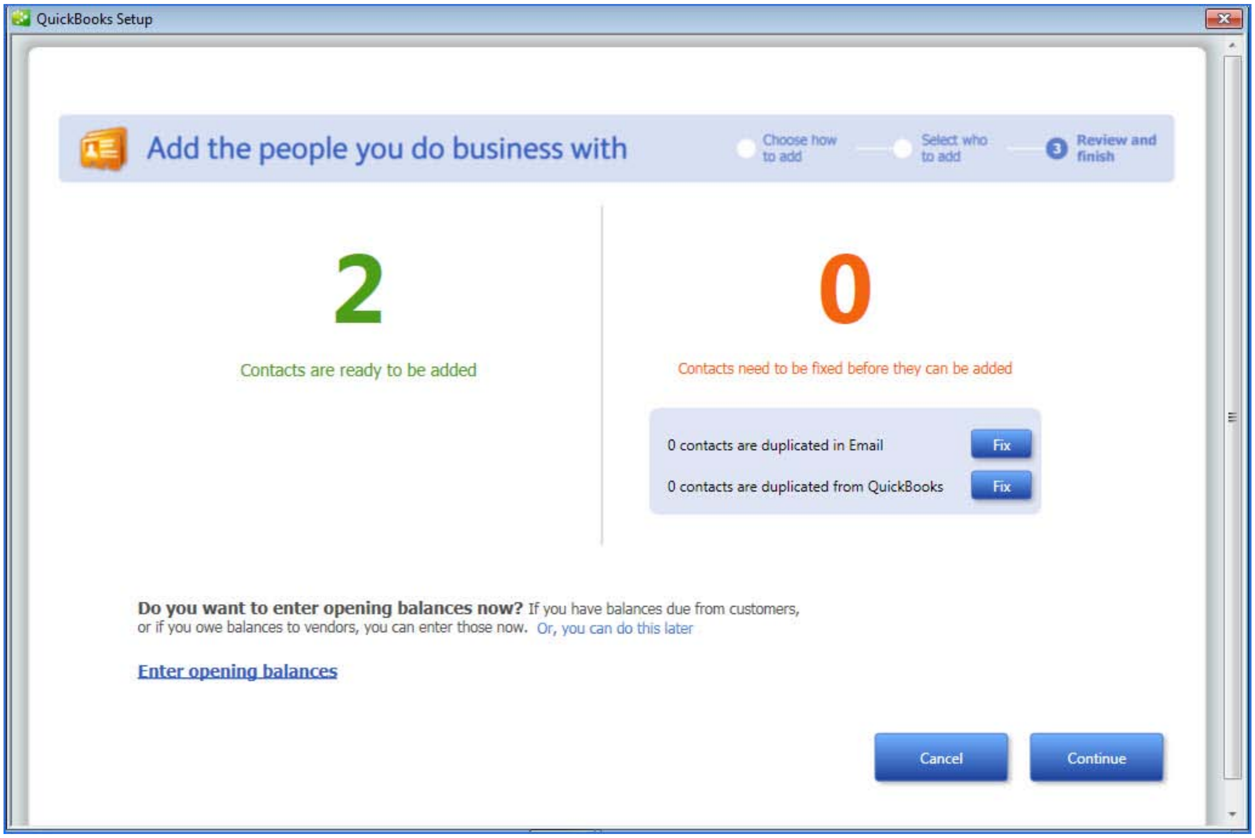


Figure 5: *Review the results and click Continue to begin working with your QuickBooks file.*

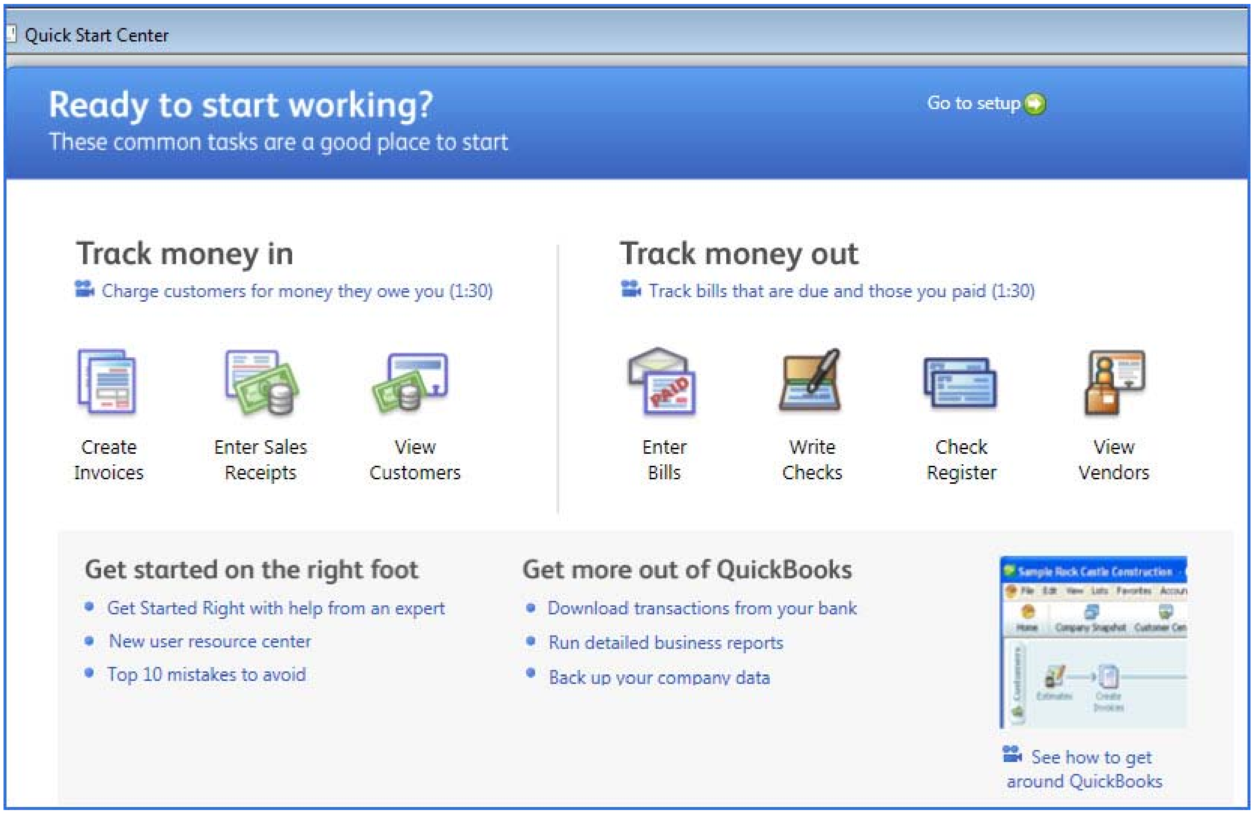


Figure 6: *Click on any link for more information; or to begin entering transactions.*

QuickBooks Search

The new QuickBooks Search feature makes finding information in your QuickBooks file easy and more comprehensive than earlier search tools. With the new QuickBooks Search, you can find all occurrences of your search term including those found in a list or transaction.

Select Advanced Search to narrow the results of the information found to specific transaction types, date ranges and other filtering criteria.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

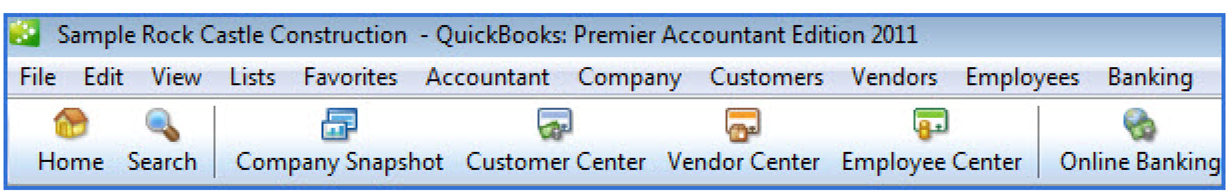


Figure 7: *From the icon bar, select Search on the left.*

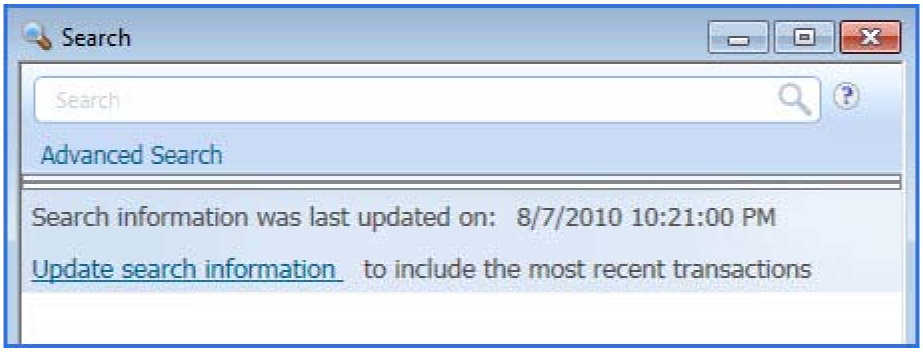


Figure 8: *If the search was not updated recently, click on Update search information.*

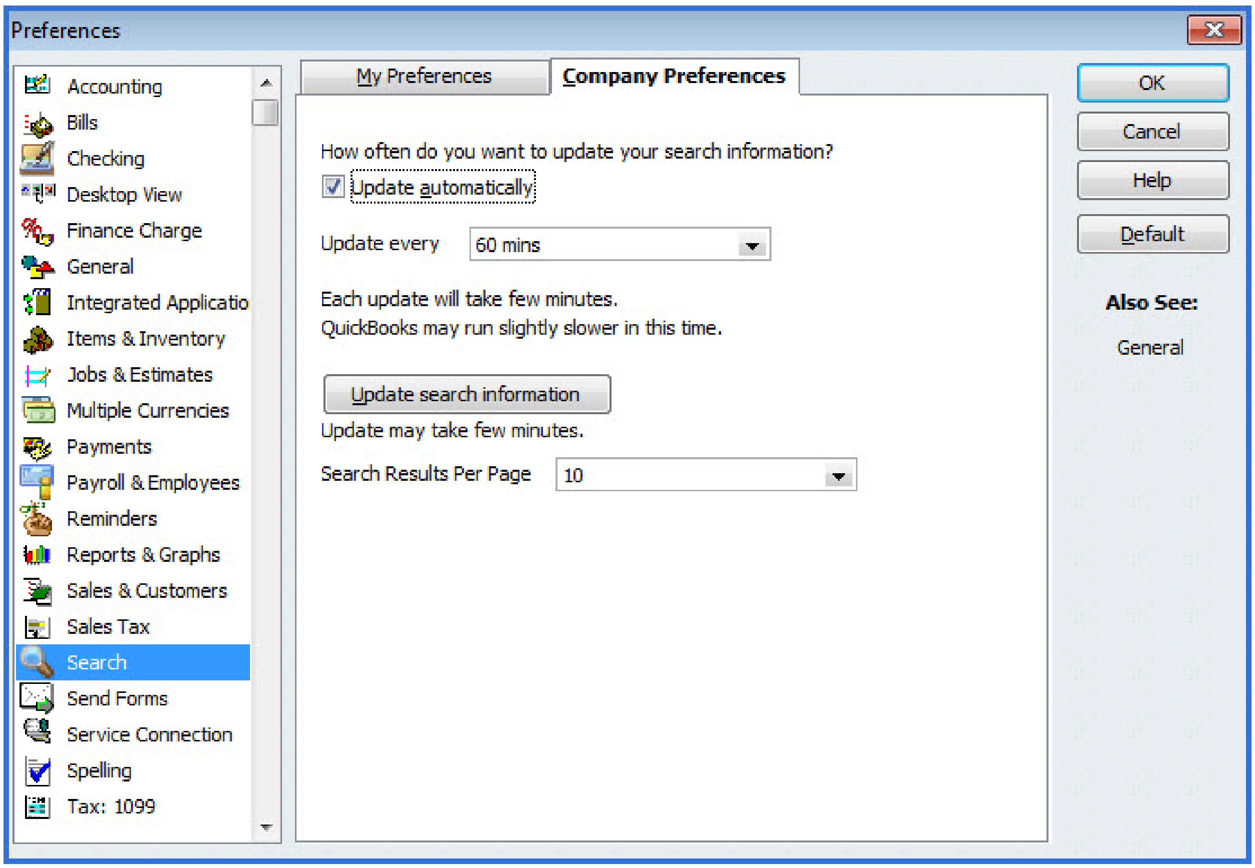


Figure 9: *From the Edit, Preferences menu, select the Search preference on the left side to enable automatic search updates and specific preference settings.*

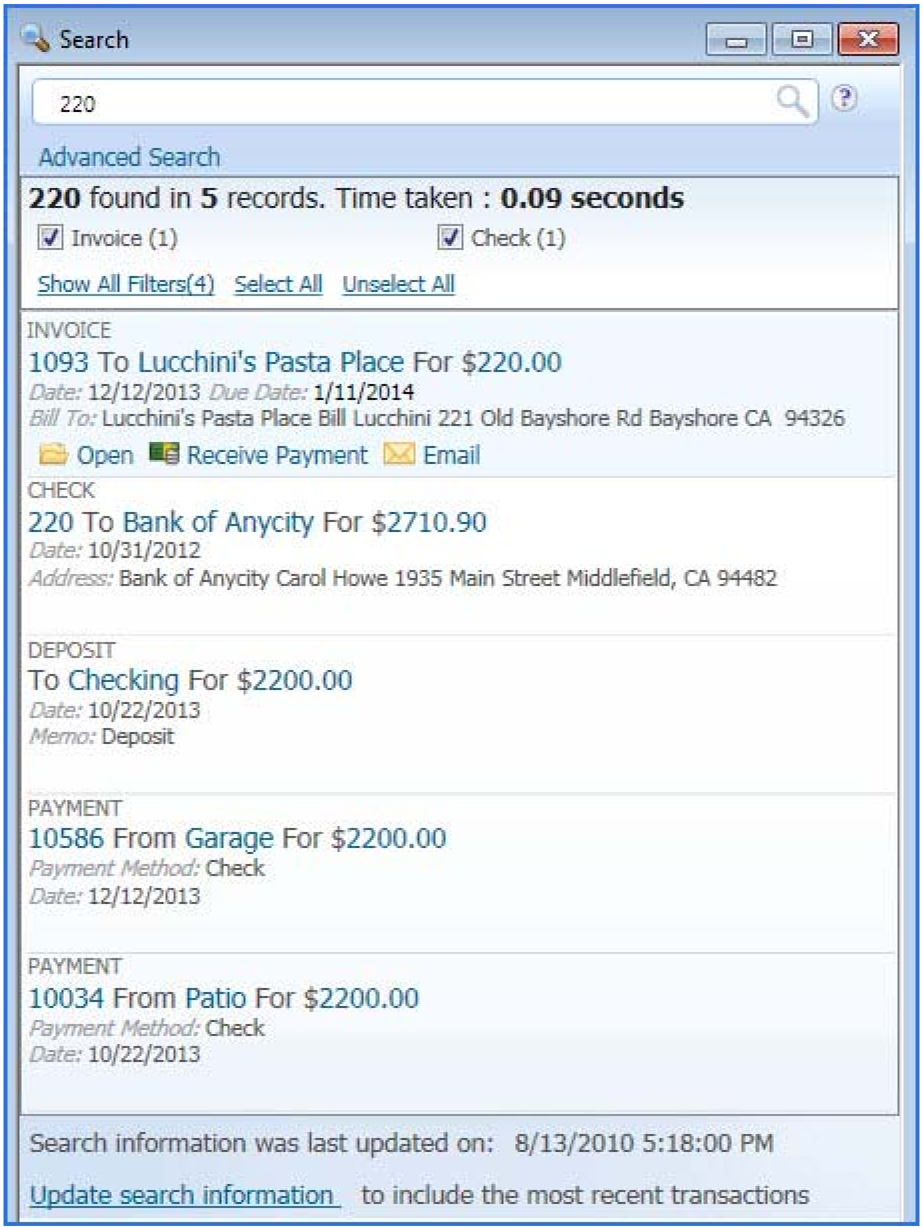


Figure 10: *Enter your specific search term. Click on Advanced Search or Show All Filters for more specific filtering of search results.*

After making a change 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.

Customer / Vendor History

Customer, vendor contact and transaction history is now accessible when creating new or editing transactions. Work more efficiently, by completing your transactions quickly and accessing useful information on the same window as the transaction, no need to switch back and forth between transactions and reports.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

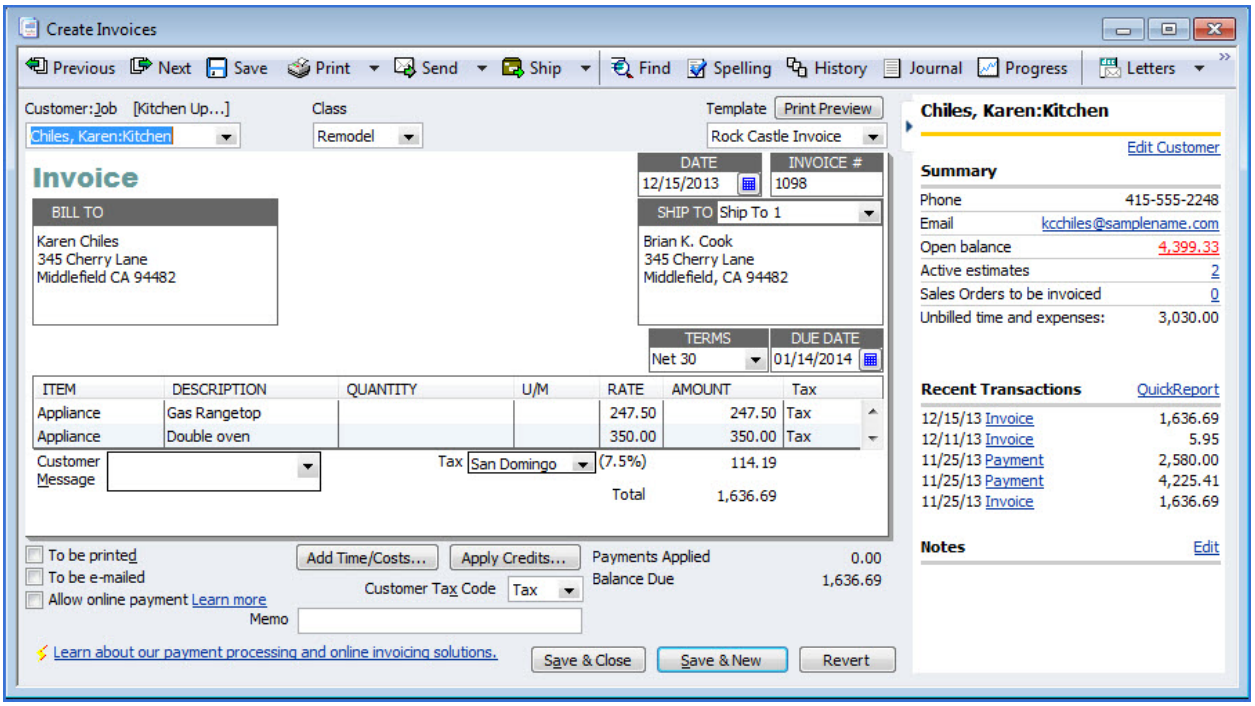


Figure 11: *From the icon bar, select Create Invoices and select a Customer or Customer:Job on the invoice, selected information and historical transaction links will be displayed to the right of the invoice details.*

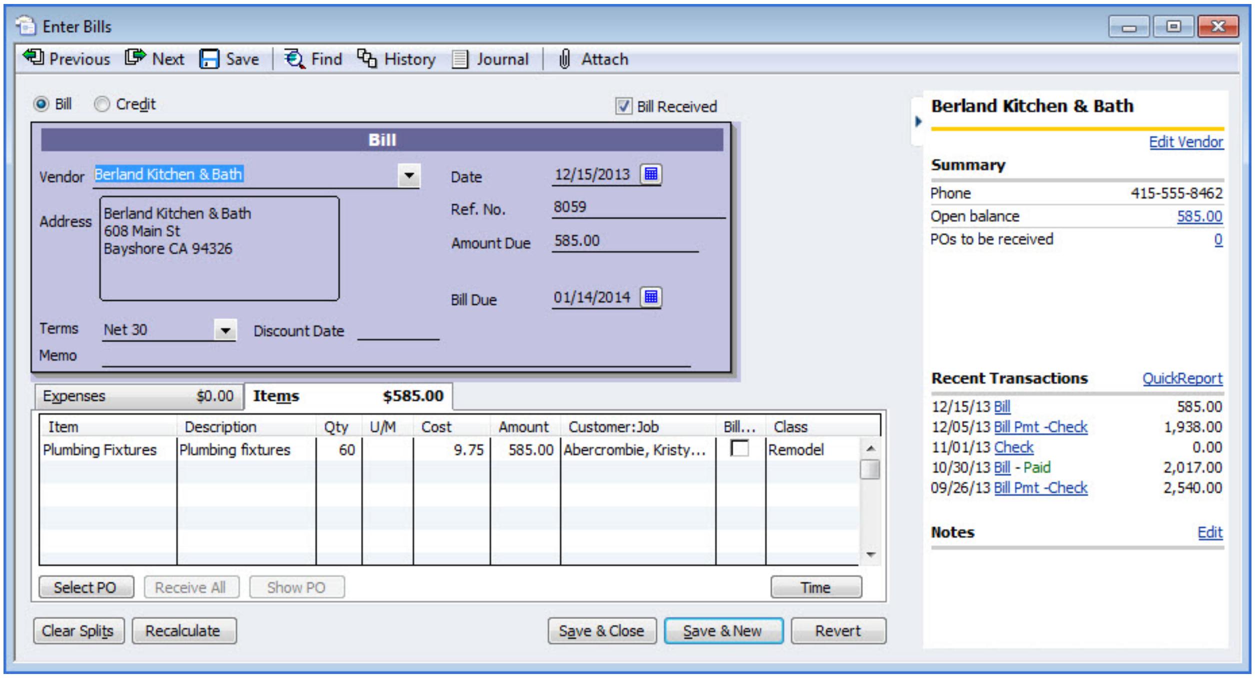


Figure 12: *From the icon bar, select Enter Bills and enter the vendor name on the bill, to the right of the bill selected details and transaction links will be displayed.*

Customer Snapshot

Prioritize customers with ease with the Customer Snapshot. Customer Snapshot gives you a consolidated view so you can assess at a glance your customer's purchase history, average days to pay, and outstanding balance and make timely decisions on customer requests. You can also identify your top customers by revenue and payment consistency, and prioritize them accordingly.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

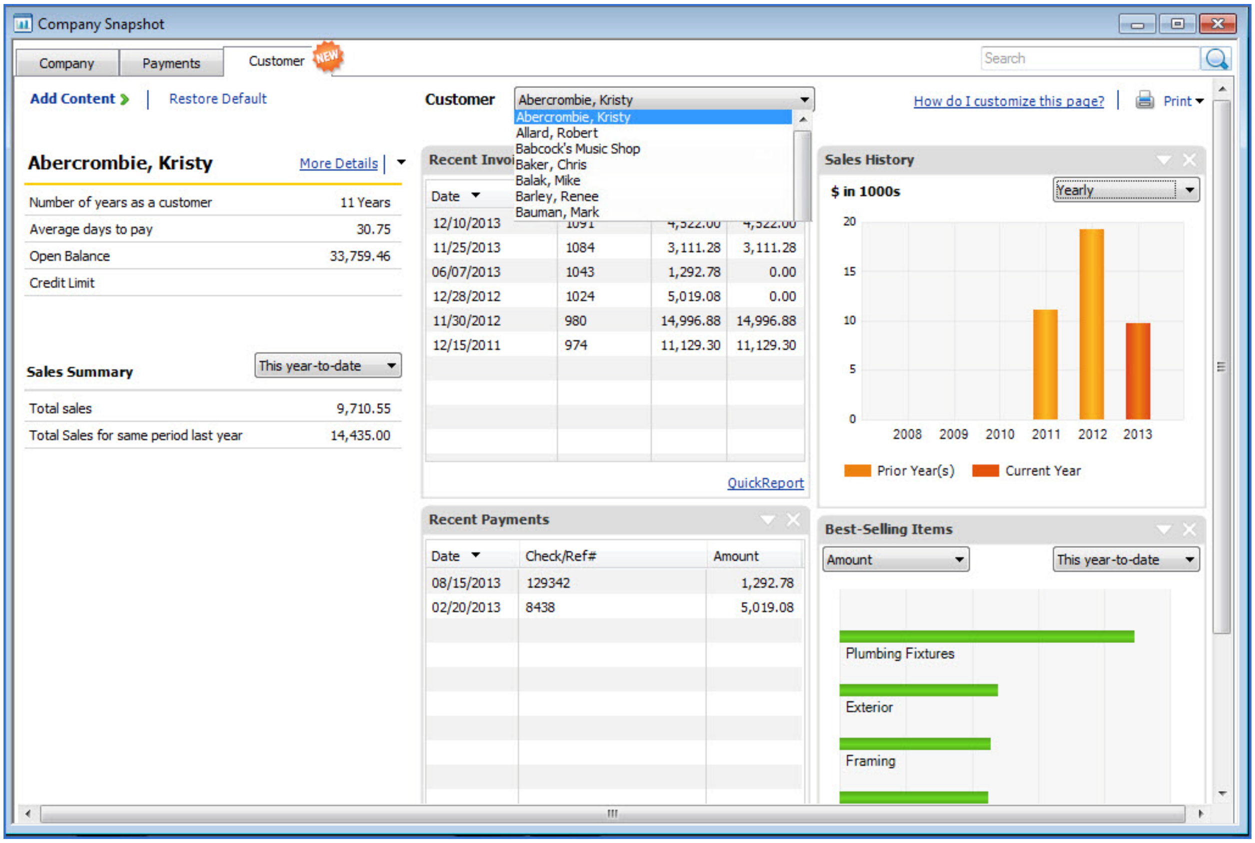


Figure 13: *Click on the Company Snapshot button at the top of the Home Page, and click on the Customer tab, select a customer from the drop-down menu.*

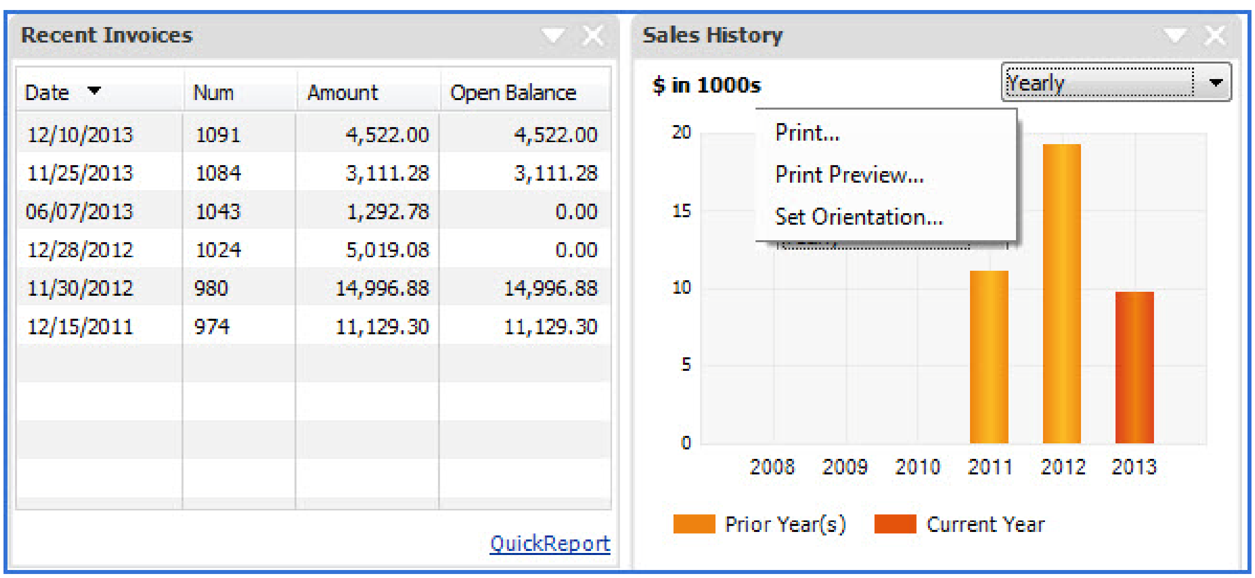


Figure 14: *Double-click on an invoice in the Recent Invoices widget to review invoice details. To print out contents of a widget, click the down arrow icon on the top right segment of the widget. You can preview content before printing.*

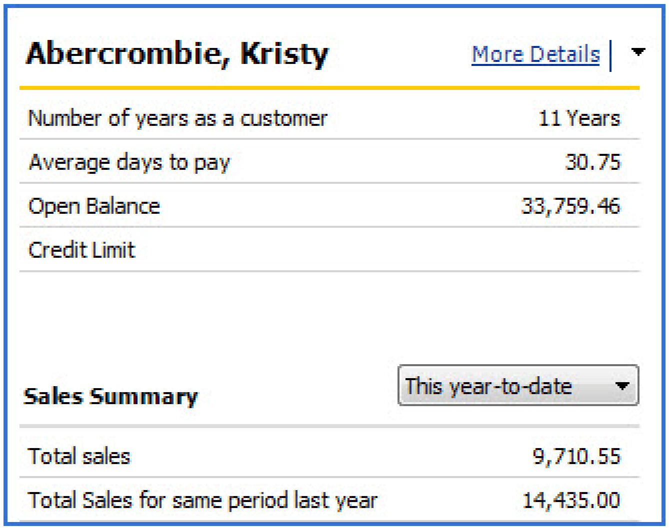


Figure 15: *In the Overview Widget click on the More Details link to open the Customer Center.*

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 the business owner needs to spend identifying customers who are overdue on their payments, and contacting them for collections.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

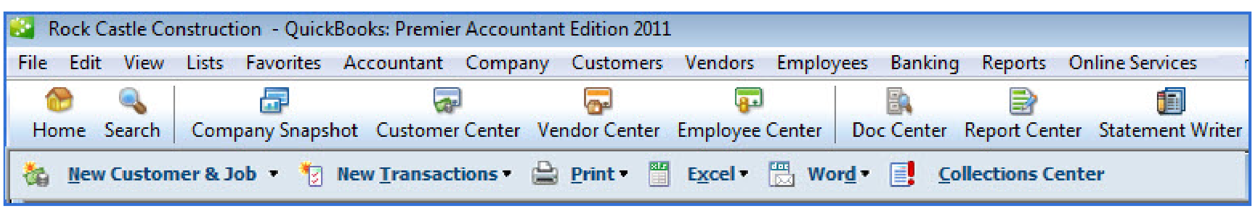


Figure 16: *From the icon bar select the Customer Center (or click on the Customer Center button on the top left side of the Home page). Click on the Collections Center icon.*

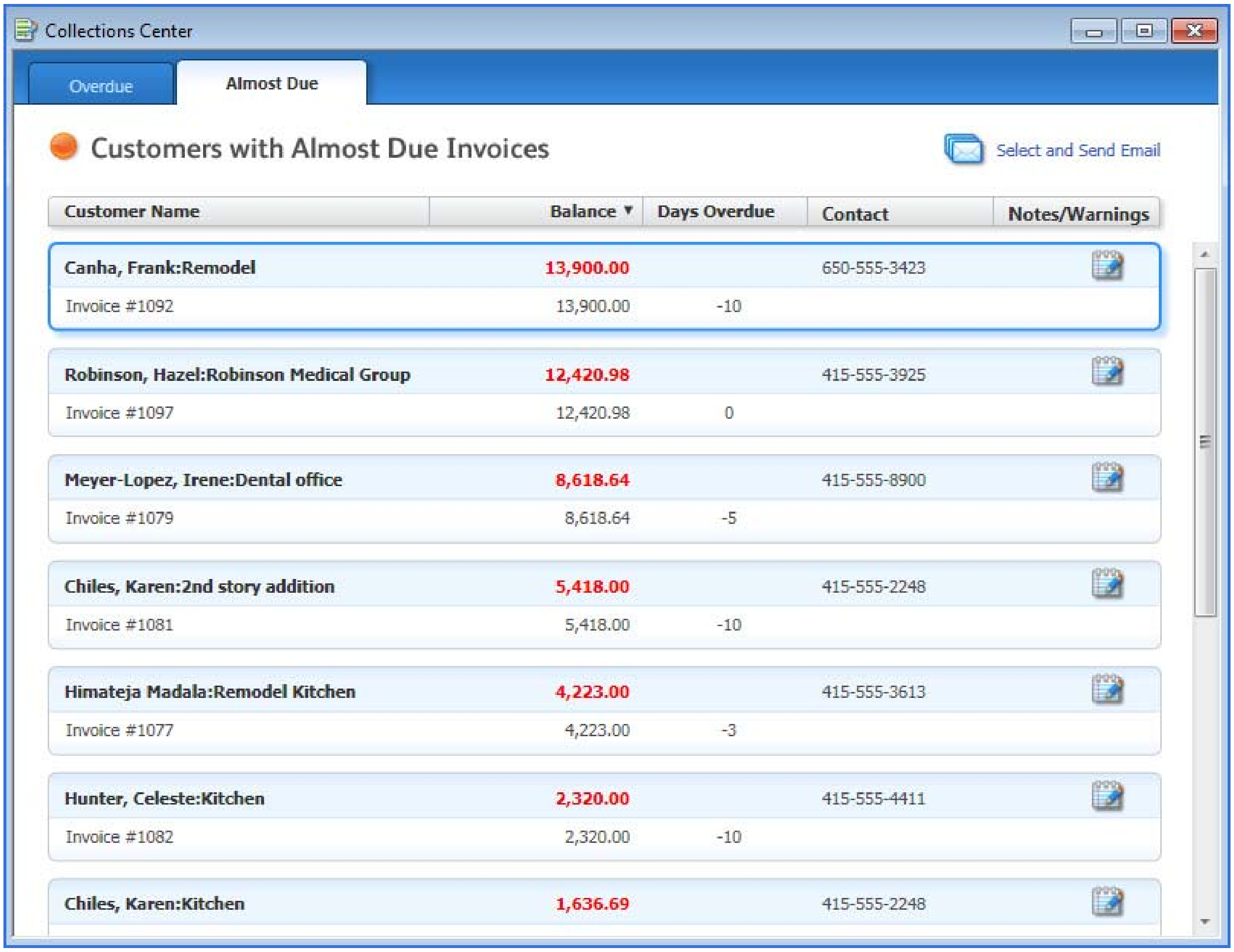


Figure 17: Click on the Almost Due tab to show a list of customers with almost due *invoices.*

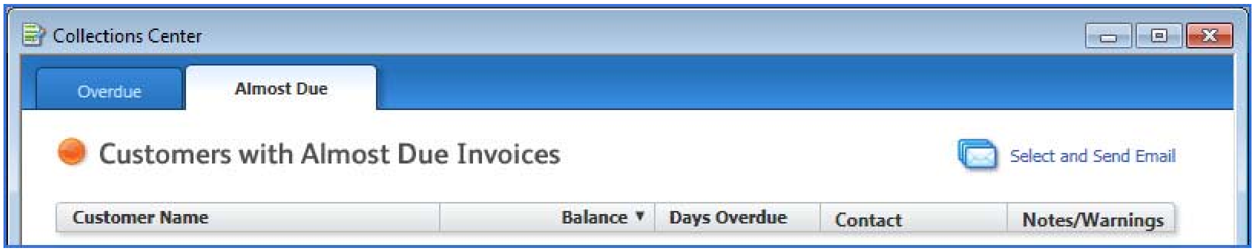


Figure 18: *Click on the Select and Send Email icon.*

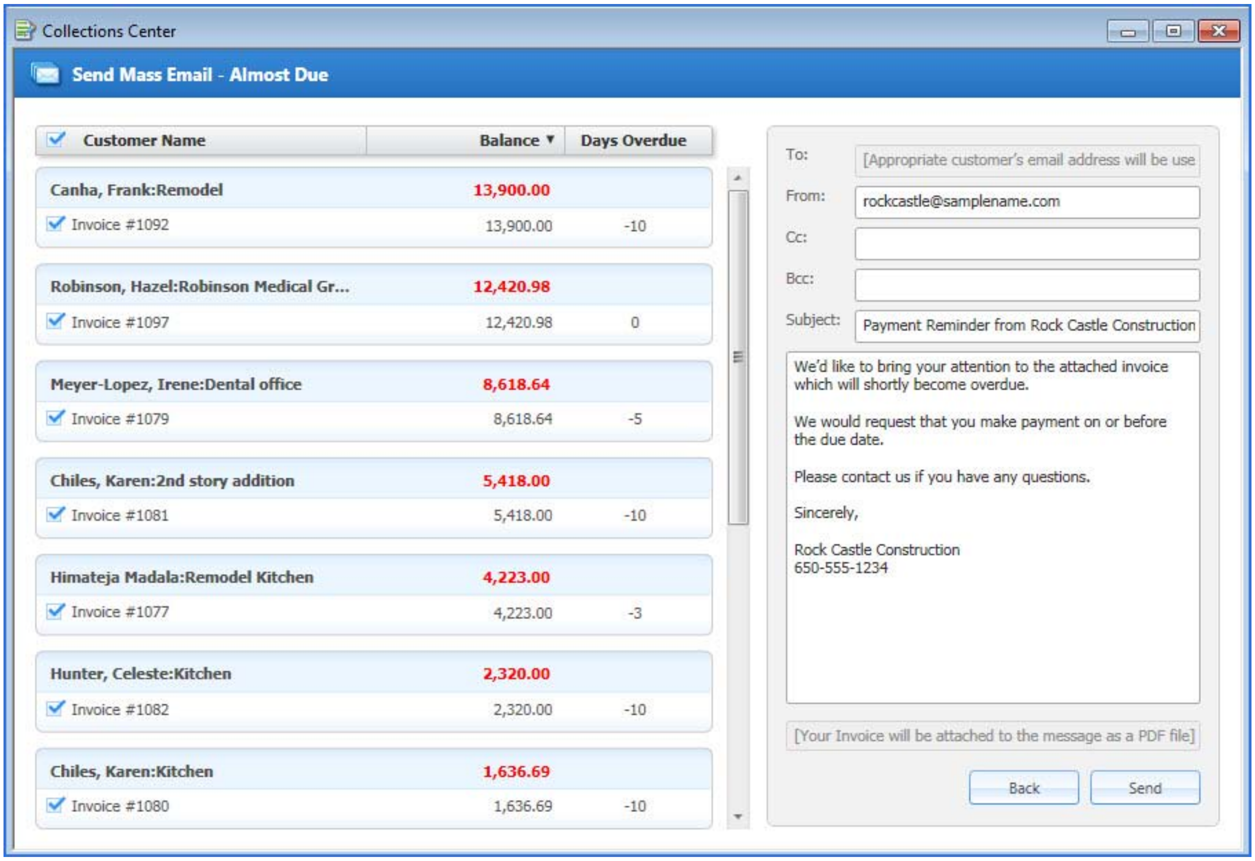


Figure 19: *Click on the checkboxes in the Customer Name column to select customers to email. Edit the text of the email message. Click the Back button to cancel out of email send.*

Batch Invoicing

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

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

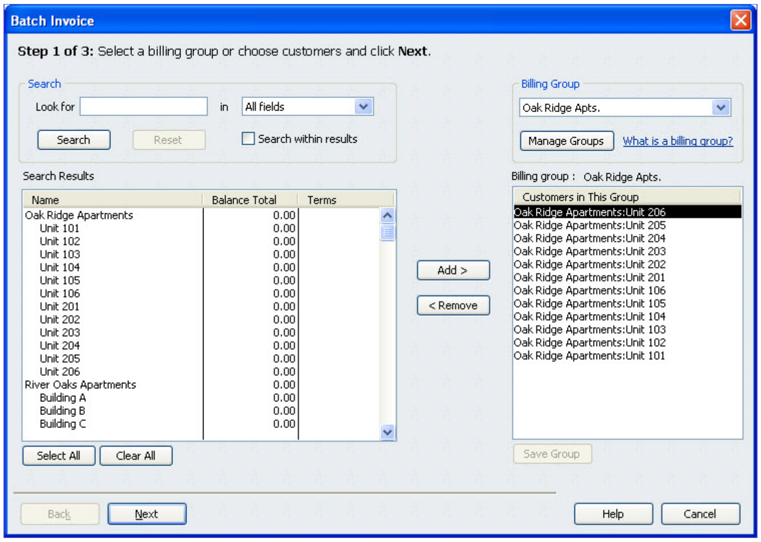


Figure 20: *From the Customers menu, select Create Batch Invoices or Search on specific customer data fields. Select the Customer or Job in the Search Results frame and click the Add button to include the selected name(s) in the Billing Group.*

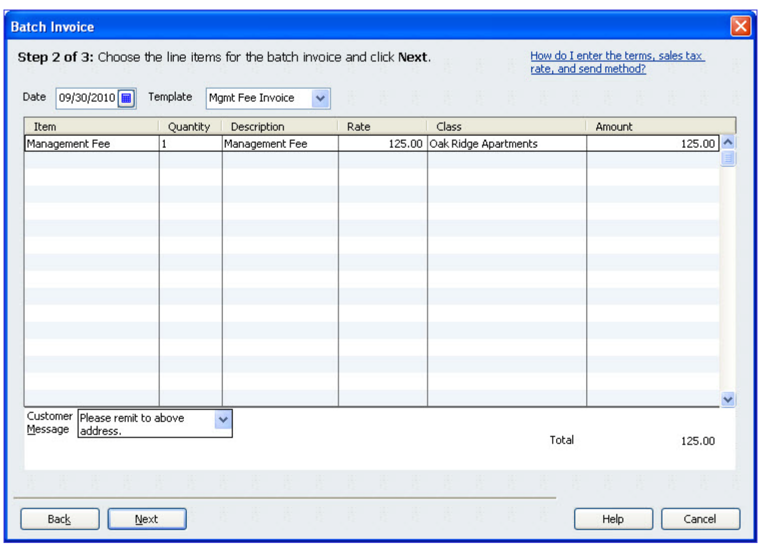


Figure 21: *Select the appropriate service item(s) to be included on the invoice for each of the Customers or Jobs included in the selected Billing group. Complete the additional columns of detail, or accept the default values.*

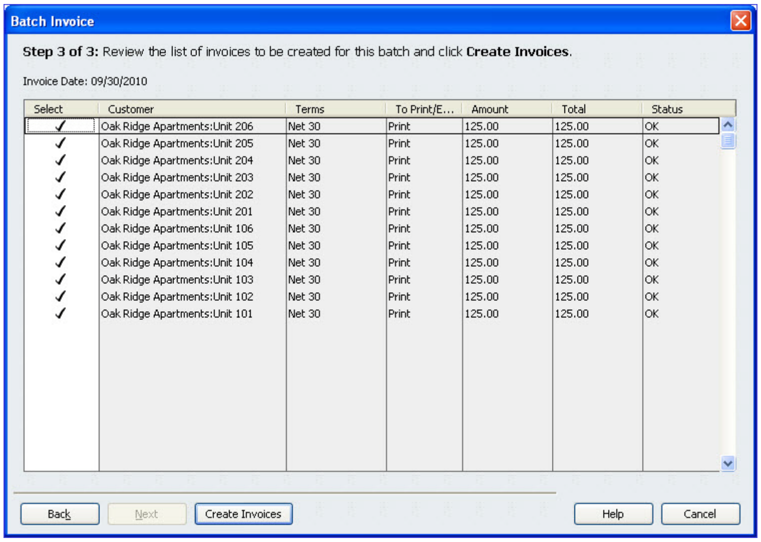


Figure 22: *You can Select or de-select the invoices to be created here. Click the Create Invoices button.*

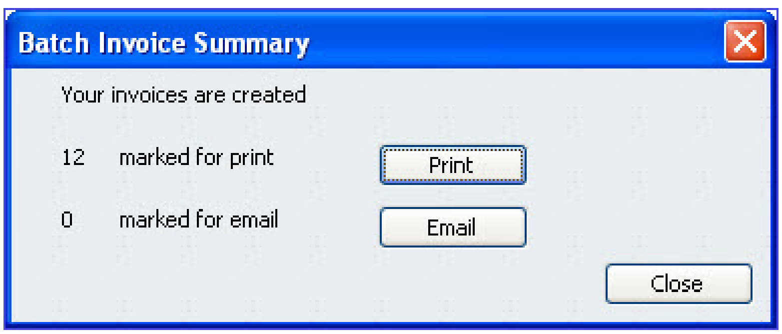


Figure 23: *Click the Print or Email buttons to complete those activities.*

Paid Stamp with Date

QuickBooks 2011 automatically includes in the Paid Stamp on customer transactions, the date the payment was made.

Save time by finding date information about the customer's payments without returning to the customer center or reviewing lengthy payment history reports.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

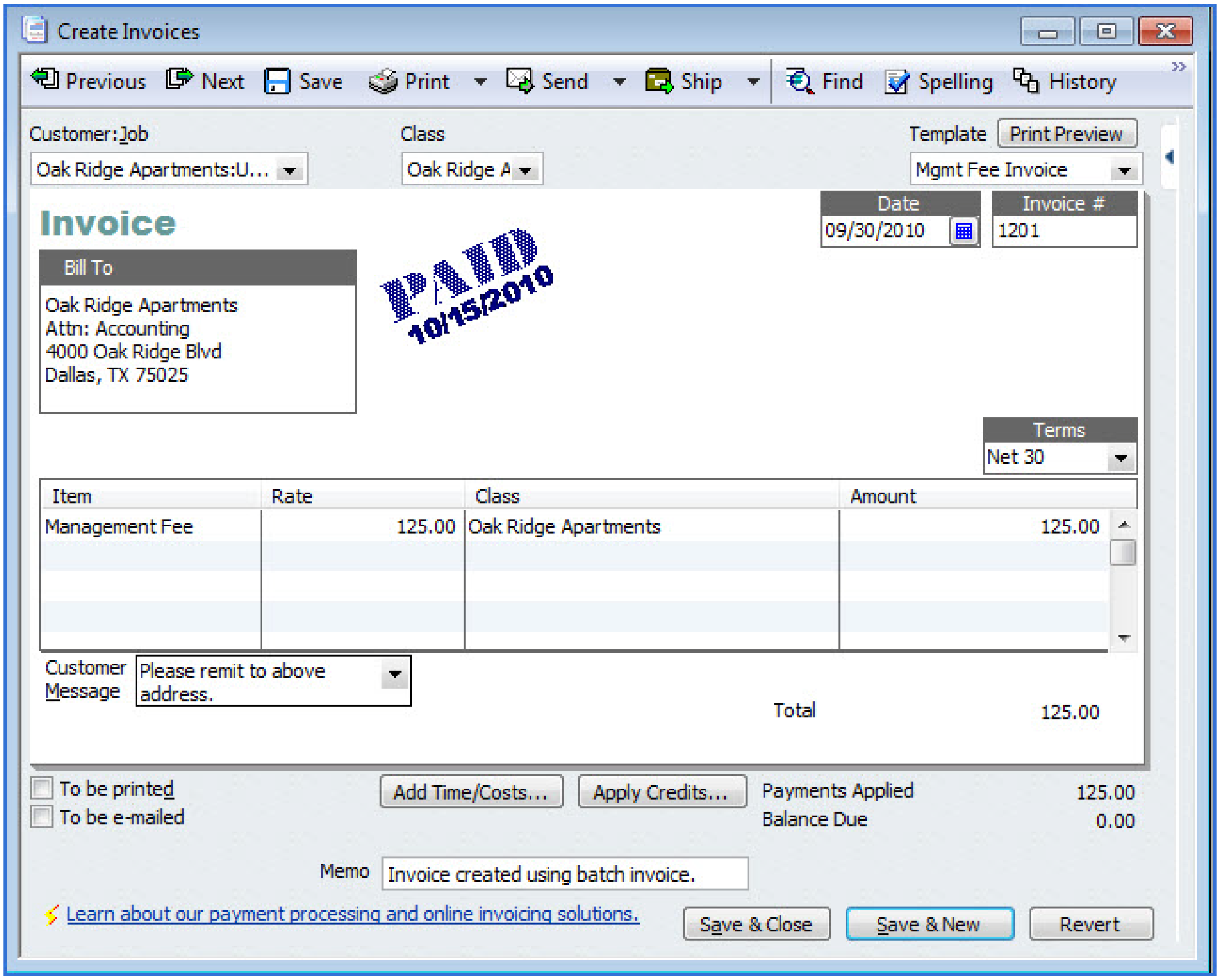


Figure 24: *Complete a Customer, Receive Payment form. Open to view the invoice that was paid, and the Paid Stamp now includes the date entered on the Receive Payment form.*

Web Email Integration

Send invoices and estimates right from your business Yahoo, Gmail or Hotmail account[1]. The new Webmail integration allows you to email right from within QuickBooks[2] without going through the steps of setting up Microsoft Outlook. Once configured, documents will be automatically sent, using the selected default web email account.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

[1] Works with Outlook 2003 and 2007; Yahoo, Gmail and Hotmail require internet connection
[2] QuickBooks Pro 2011 and all QuickBooks Premier 2011 versions

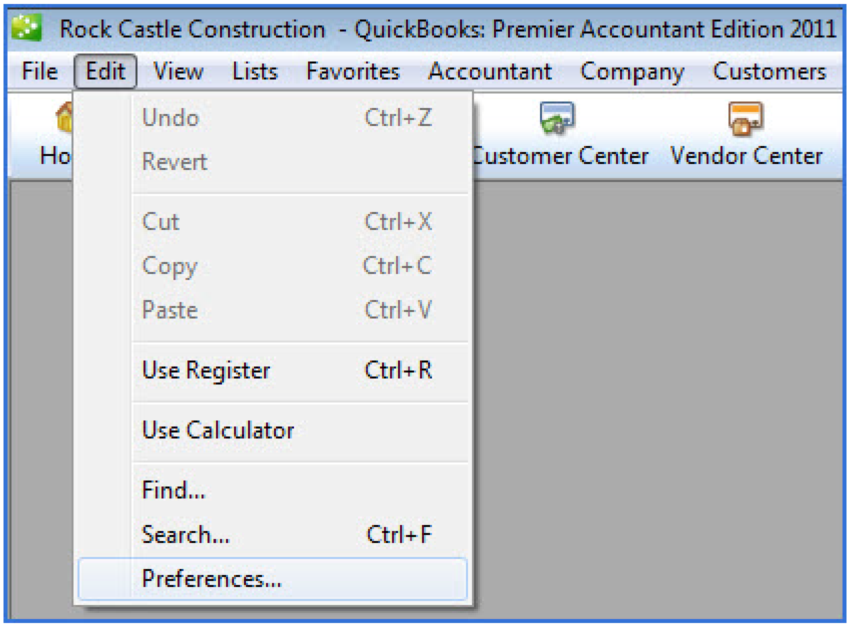


Figure 25: *From the top menu bar, click on Edit, Preferences.*

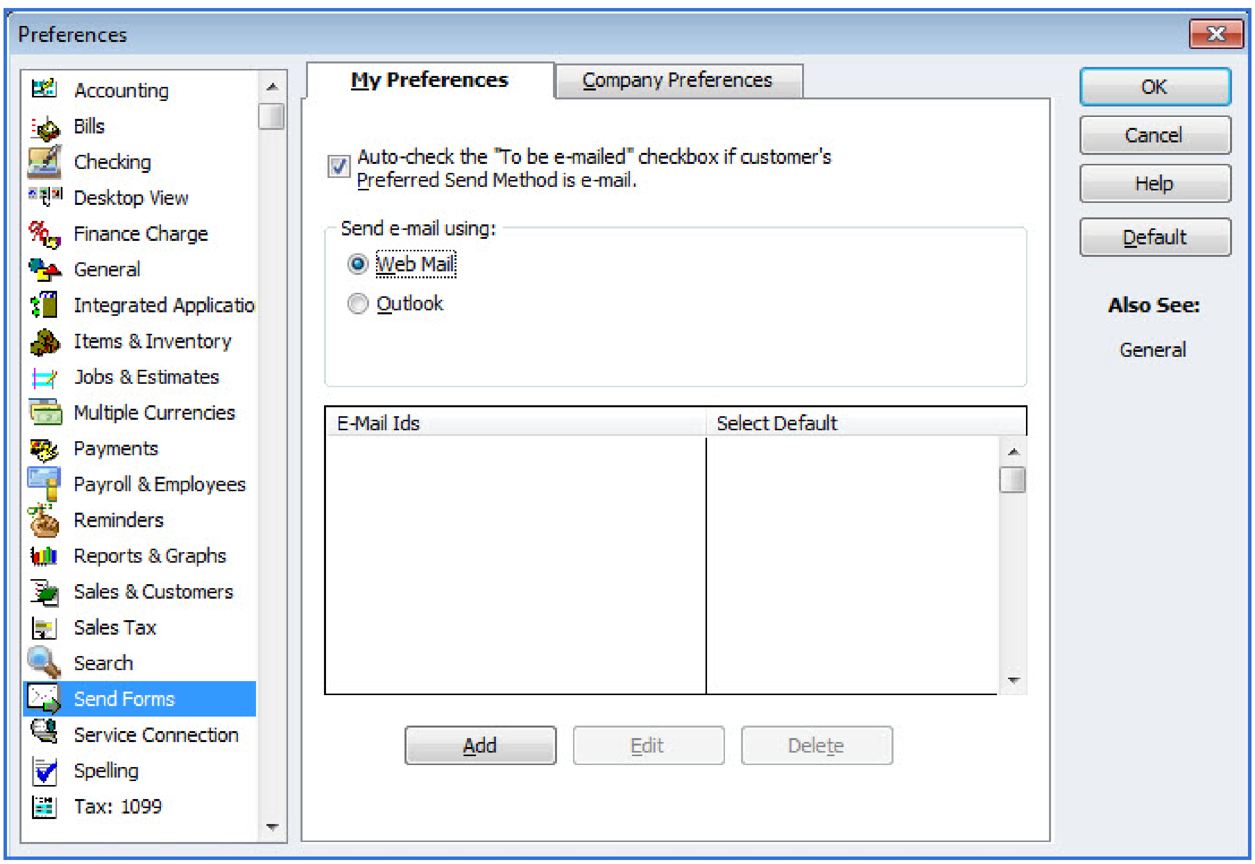


Figure 26: *In the Preferences dialog box, select Send Forms, and click on the My Preferences tab.*

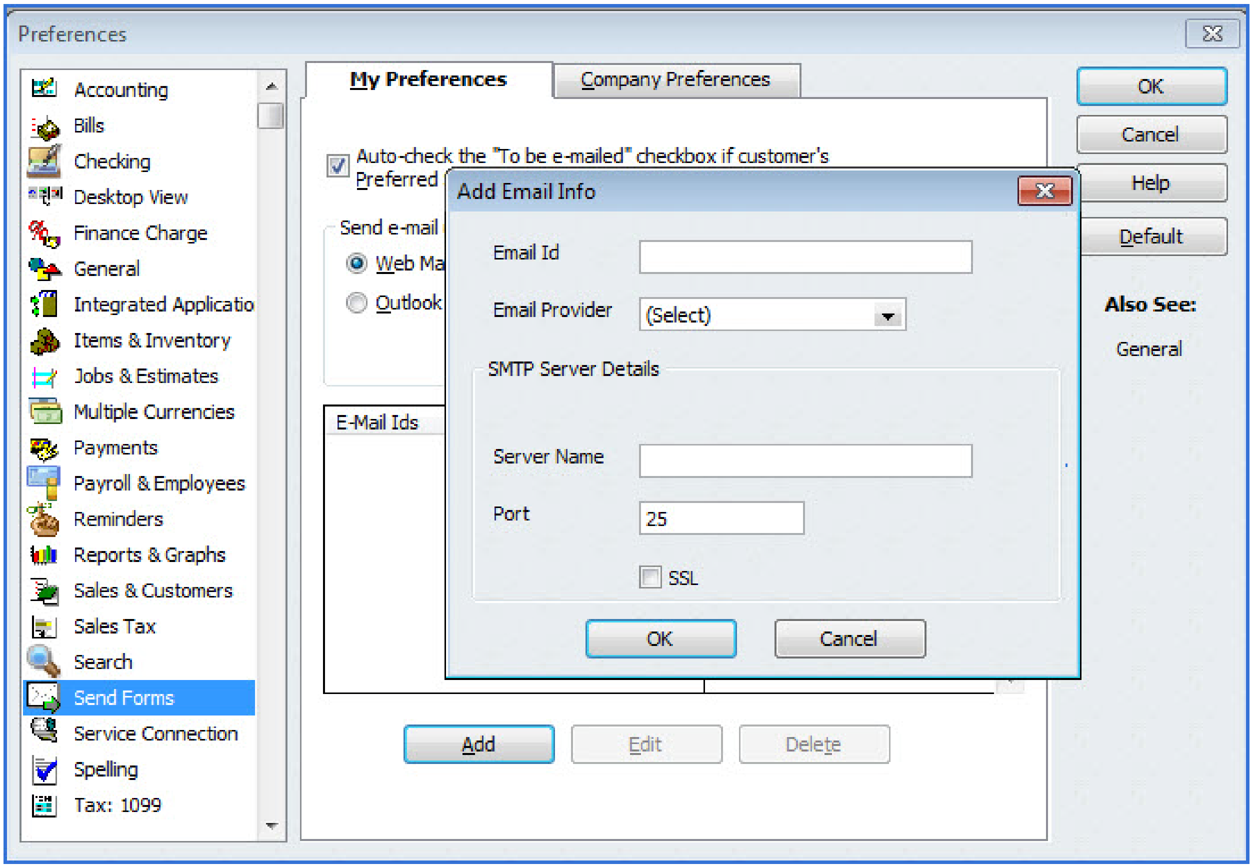


Figure 27: *Select Webmail from the list under Send e-mail using. Click the Add button, and select your e-mail provider (Gmail, Yahoo, and Hotmail). Complete the add Email Info details.*

Class-Based Balance Sheet

Businesses in many industries have used QuickBooks to track profitability by Class (i.e. profit center or department) in their QuickBooks files. Now, with QuickBooks 2011, users can also create a Balance Sheet by Class report.

The QuickBooks Balance Sheet by Class will organize your assets and liabilities by profit center. Previous versions of QuickBooks only provided a Profit & Loss by Class report. Save time without having to create additional balance sheet accounts or use complex spreadsheets to report on the details of your balance sheet accounts.

Available with: QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

To enable class tracking, select Edit, Preferences and choose the Accounting Preference on the left. On the Company Preferences tab, place a checkmark in the Use Class Tracking box.

To create your class list (profit centers) click Lists, and select Class List.

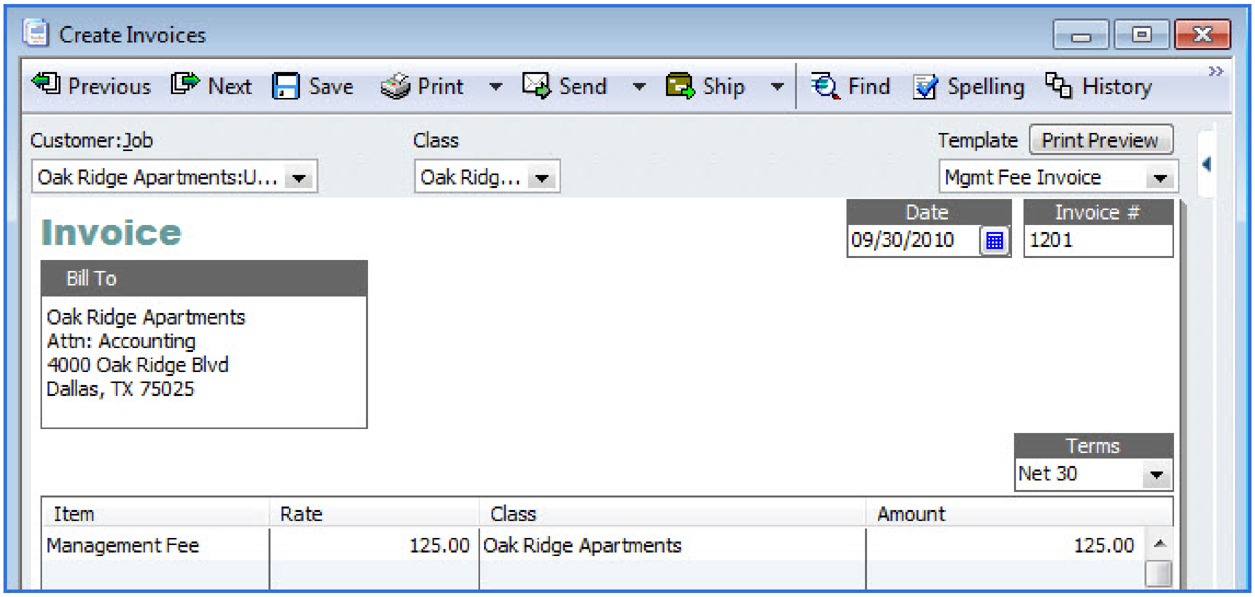
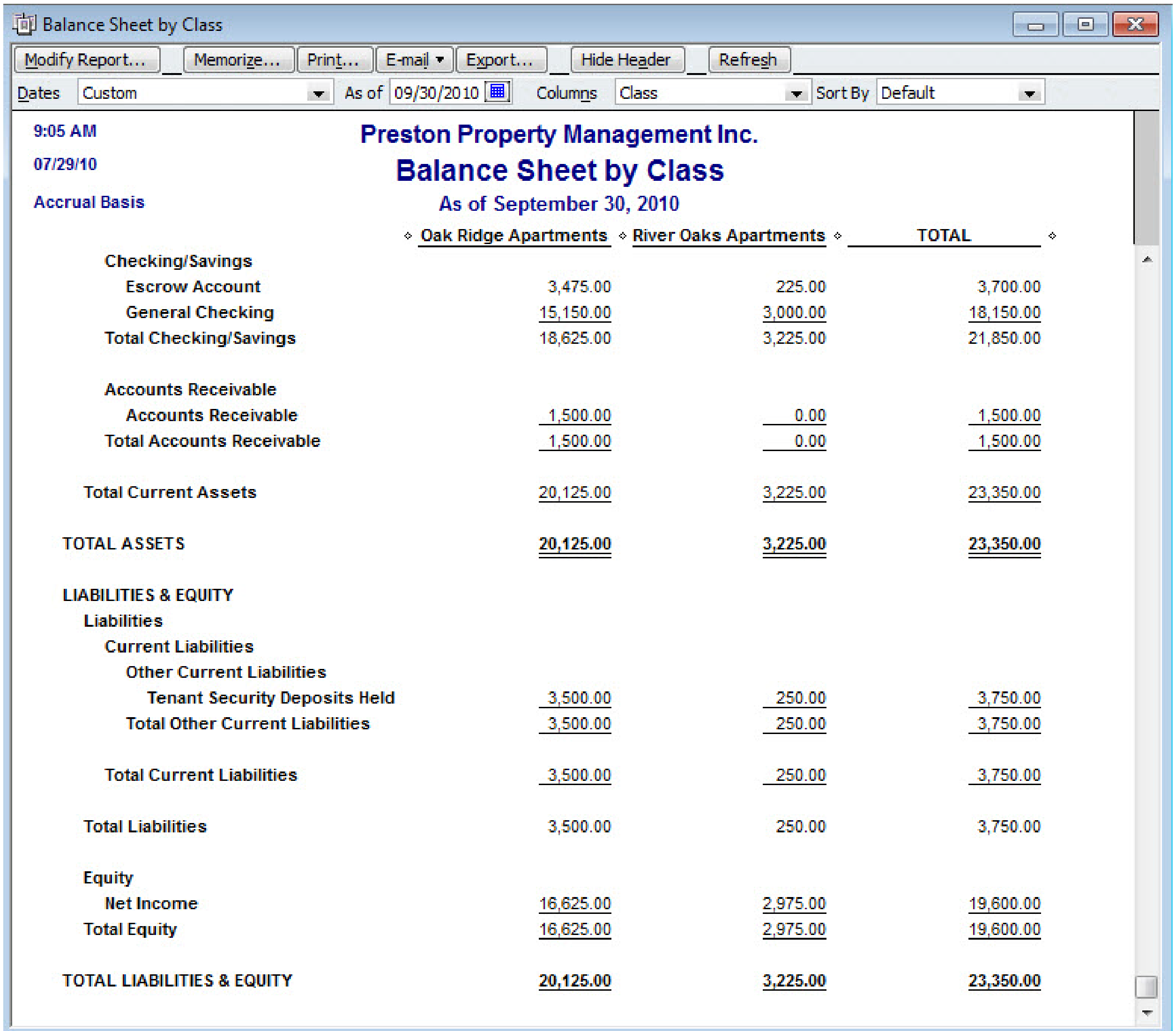


Figure 28: *Assign a class to each individual transaction.*



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07/29/10
Accrual Basis

Preston Property Management Inc.
Balance Sheet by Class
As of September 30, 2010

	Oak Ridge Apartments	River Oaks Apartments	TOTAL
Checking/Savings			
Escrow Account	3,475.00	225.00	3,700.00
General Checking	15,150.00	3,000.00	18,150.00
Total Checking/Savings	18,625.00	3,225.00	21,850.00
Accounts Receivable			
Accounts Receivable	1,500.00	0.00	1,500.00
Total Accounts Receivable	1,500.00	0.00	1,500.00
Total Current Assets	20,125.00	3,225.00	23,350.00
TOTAL ASSETS	20,125.00	3,225.00	23,350.00
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Tenant Security Deposits Held	3,500.00	250.00	3,750.00
Total Other Current Liabilities	3,500.00	250.00	3,750.00
Total Current Liabilities	3,500.00	250.00	3,750.00
Total Liabilities	3,500.00	250.00	3,750.00
Equity			
Net Income	16,625.00	2,975.00	19,600.00
Total Equity	16,625.00	2,975.00	19,600.00
TOTAL LIABILITIES & EQUITY	20,125.00	3,225.00	23,350.00

Figure 29: *From Reports, Company & Financial, select Balance Sheet by Class.*

Advanced Inventory

With QuickBooks Enterprise 11.0, your inventory tracking is much more advanced. Accurately track the quantity and value of inventory in multiple locations right within QuickBooks using new QuickBooks Enterprise Solutions Advanced Inventory.[3]

You can keep track of how much inventory (number of units and related dollar value) stored in each specific inventory site. Set site-specific reorder points so you know when to replenish inventory at each site location.

[3] Additional fees apply for the Advanced Inventory add-on subscription. Users must be on QuickBooks Enterprise Solutions 11.0 and have an active Full Service Plan.

Optionally 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.

Available with: QuickBooks Enterprise 11.0 (all editions).

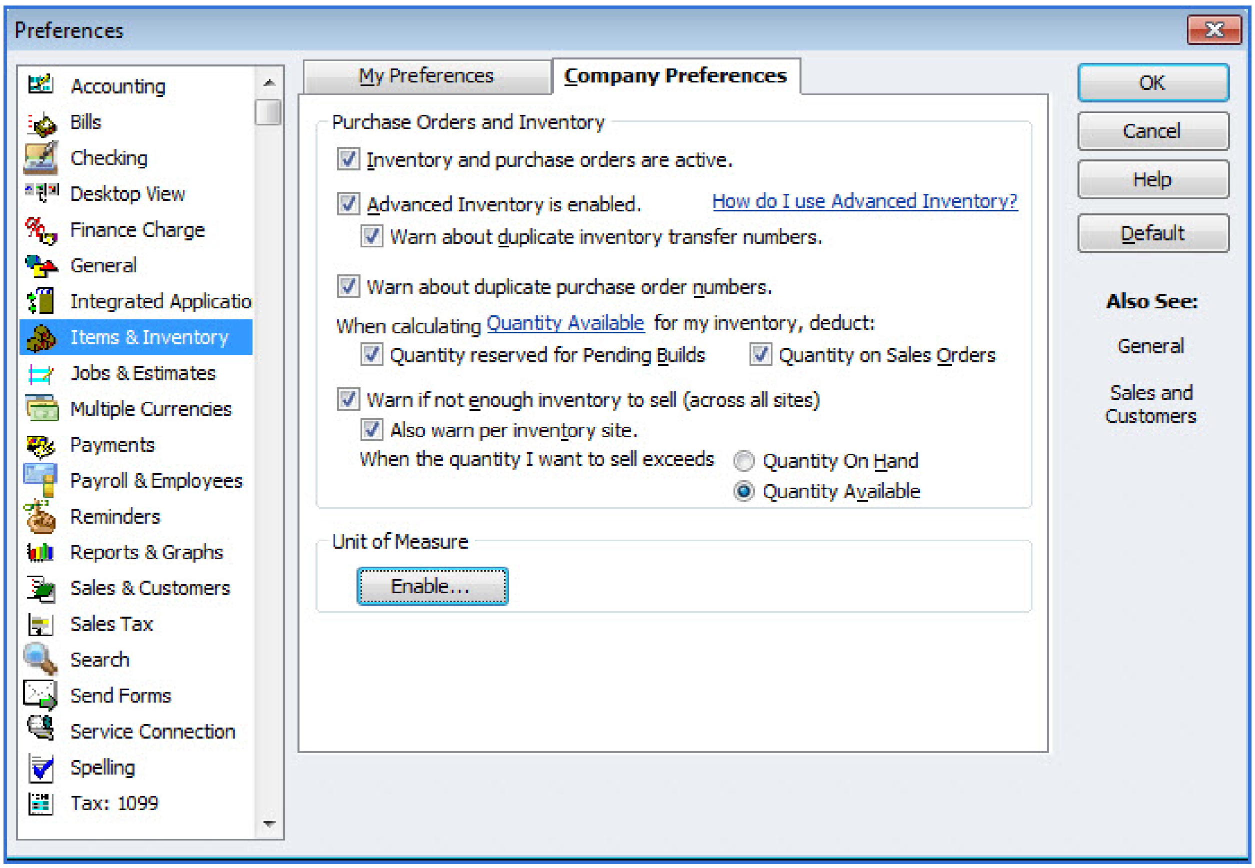

Figure 30: *From Edit, Preferences, Items and Inventory, Company tab. Place a check mark in the Enable Advanced Inventory.*

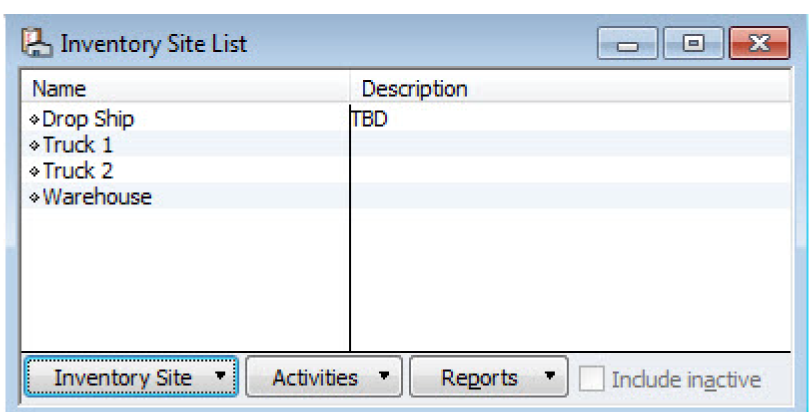

Figure 31: *From Lists, Inventory Site List, create your inventory locations.*

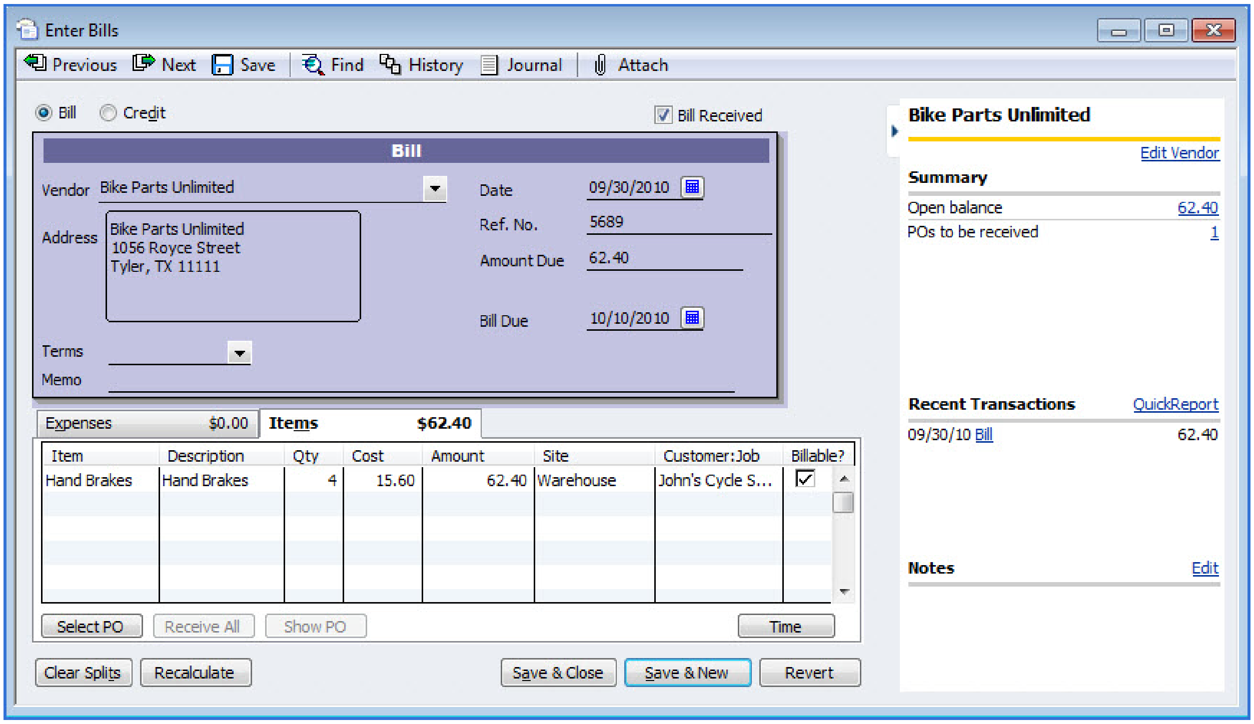

Figure 32: *When purchasing or receiving inventory, assign the inventory location.*

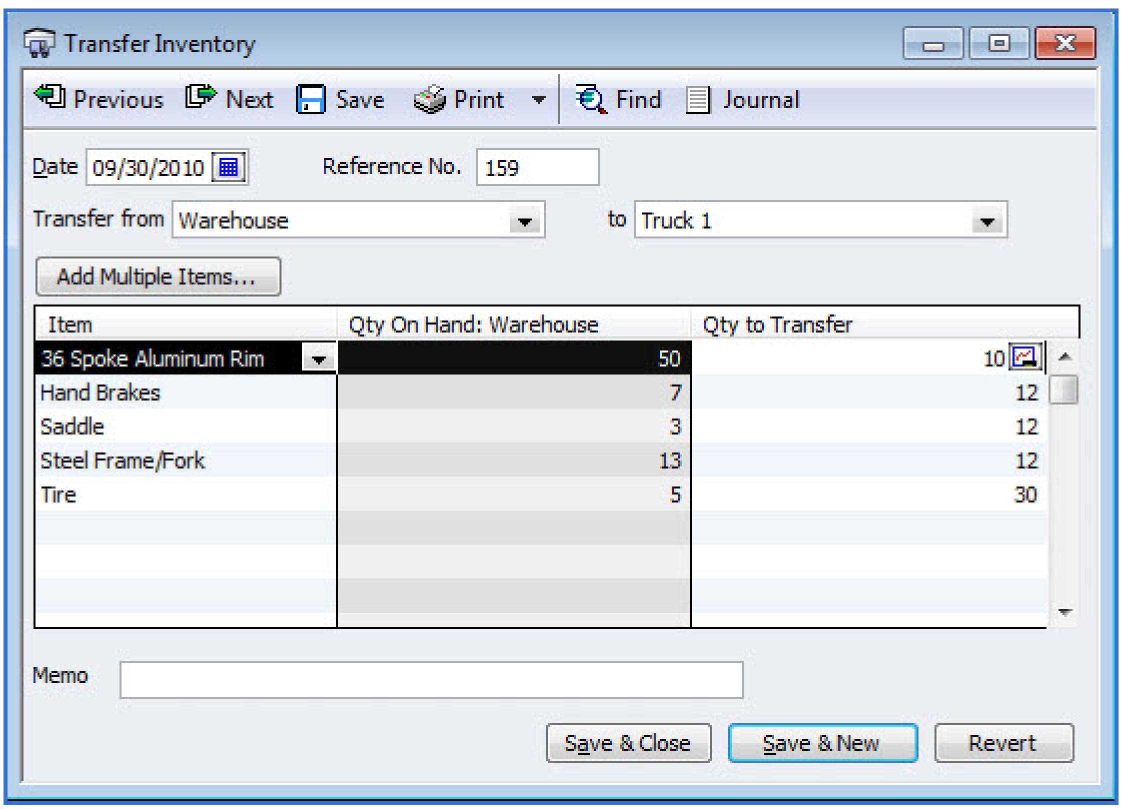

Figure 33: *From Vendors, Inventory Activities, select Transfer Quantity to move quantity from one inventory location to another.*

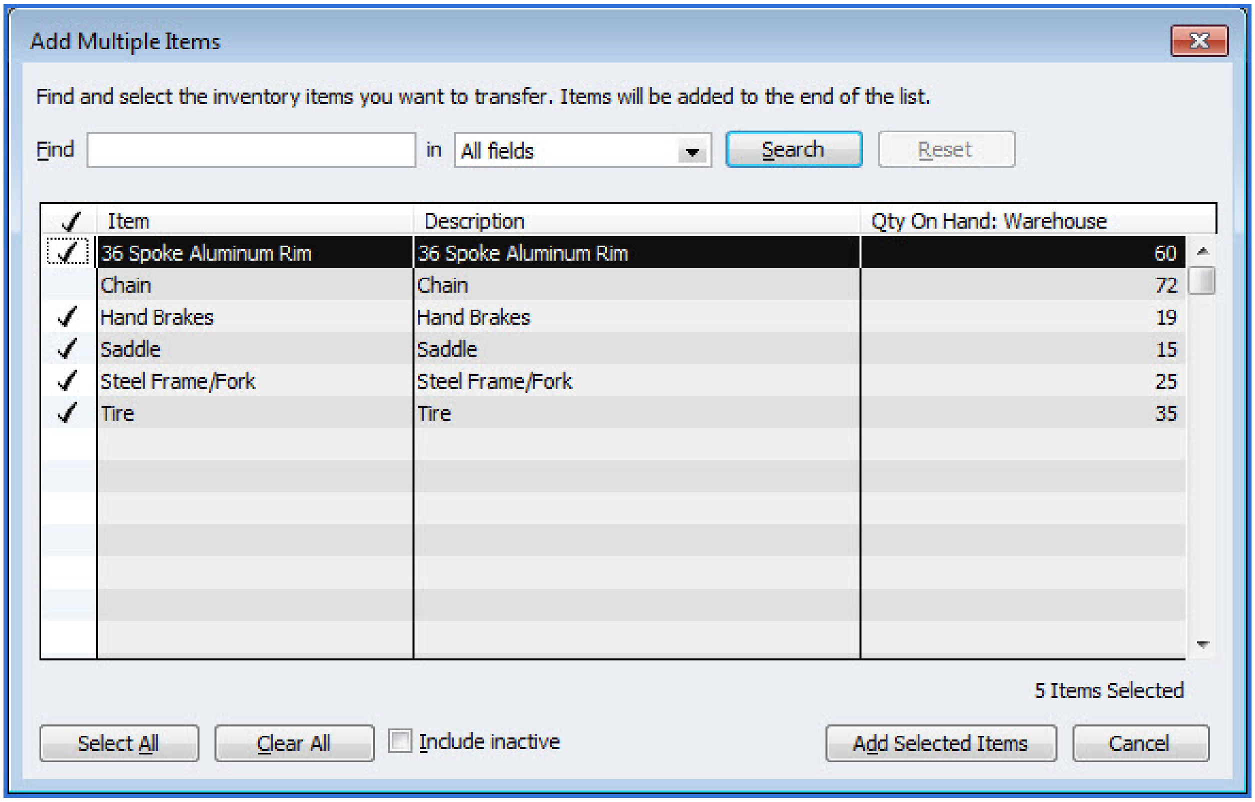

Figure 34: *Optionally, click the button Add Multiple Items to select multiple items to transfer at one time.*

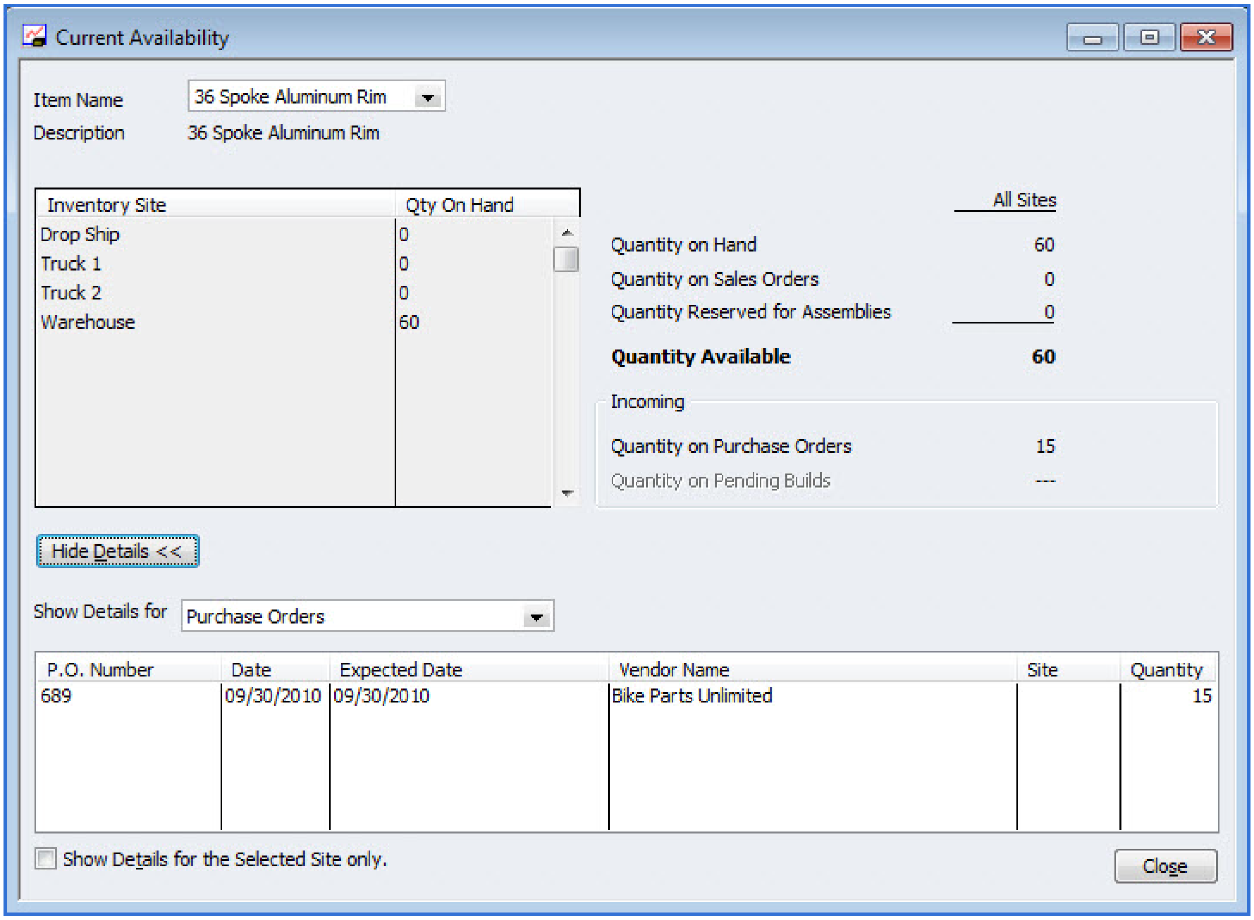

Figure 35: *To display the Current Availability for a specific item, in the transfer inventory dialog click on the icon in the quantity to transfer for a particular item.*

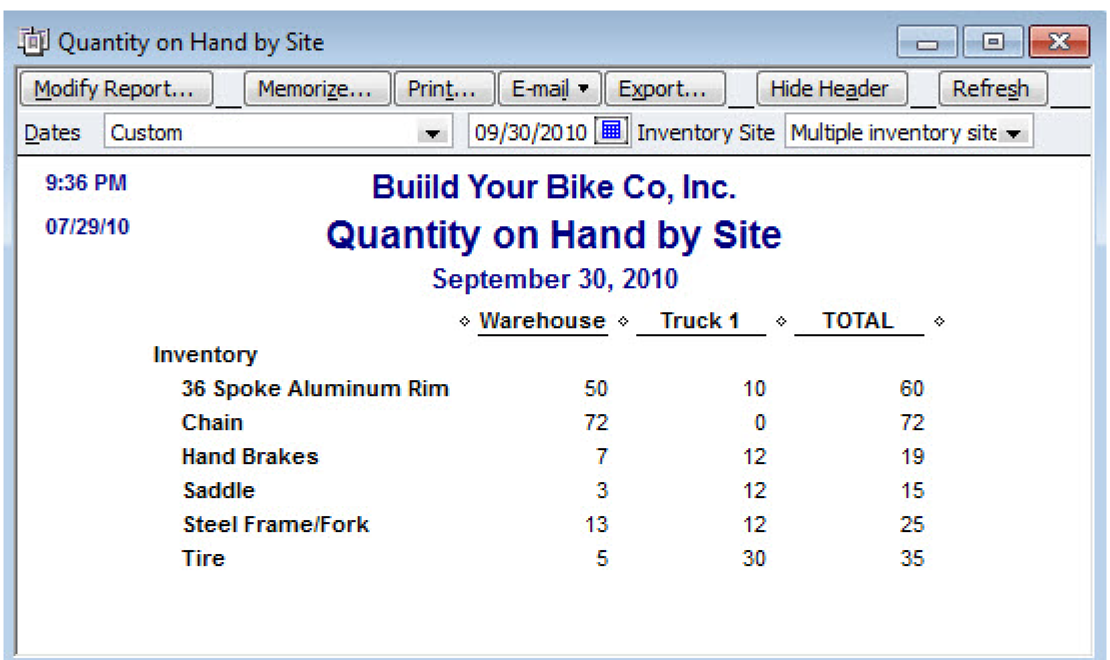

Figure 36: *From Reports, Inventory, Quantity on Hand by Site, or select other useful reports that provide critical inventory location detail.*

Multi-Instance QuickBooks

Work in two same year QuickBooks 2011 company files at one time.[4] Save time spent switching between QuickBooks files when you work in two instances of QuickBooks Premier Accountant 2011 or QuickBooks Enterprise Solutions 11.0 at the same time.

This feature is particularly useful for the accountant who works on multiple client data files or the business owner who wants to have more than one QuickBooks data file open at the same time.

The first file opened is considered the Primary instance (most functionality enabled) with the next file considered the Secondary instance (with restrictions on some functionality, see the footnote below).

Available with: QuickBooks Premier Accountant 2011, QuickBooks Enterprise 11.0 (all editions).

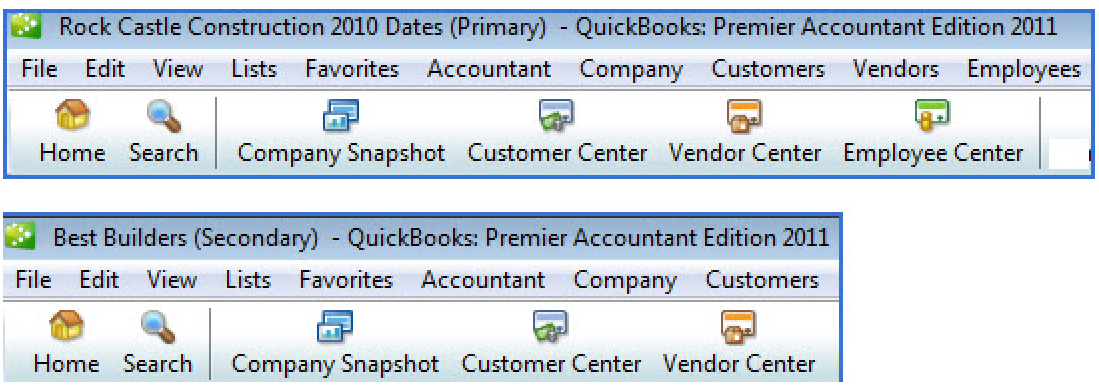

Figure 37: *File title bar shows either Primary or Secondary file in the name.*

[4] Some functionality may be limited when running two instances. See www.accountant.intuit.com/mi for more information.

File Manager

The new QuickBooks File Manager 2011 is a tool that will streamline an accountant's workflow by managing multiple client QuickBooks files.

With File Manager, accountants will save time searching for the right version year of QuickBooks and using a batch process to upgrade multiple client files to the current QuickBooks version.

QuickBooks File Manager 2011 is also included exclusively with QuickBooks Accountant and Enterprise Solutions Accountant 11.0 that offers the following:

- Organizes QuickBooks files by type, location, version year, or last date modified
- Automatically open client's files with correct version of QuickBooks
- Built-in password vault stores QuickBooks file user names and passwords
- Easily Upgrade multiple files to latest version in new batch process

Create custom client groups, for example by service type, or tax year, etc.

Available with: QuickBooks Premier Accountant 2011, QuickBooks Enterprise Accountant 11.0.

Figure 38: *This standalone application is accessed from an icon on your desktop, or via the Accountant menu.*

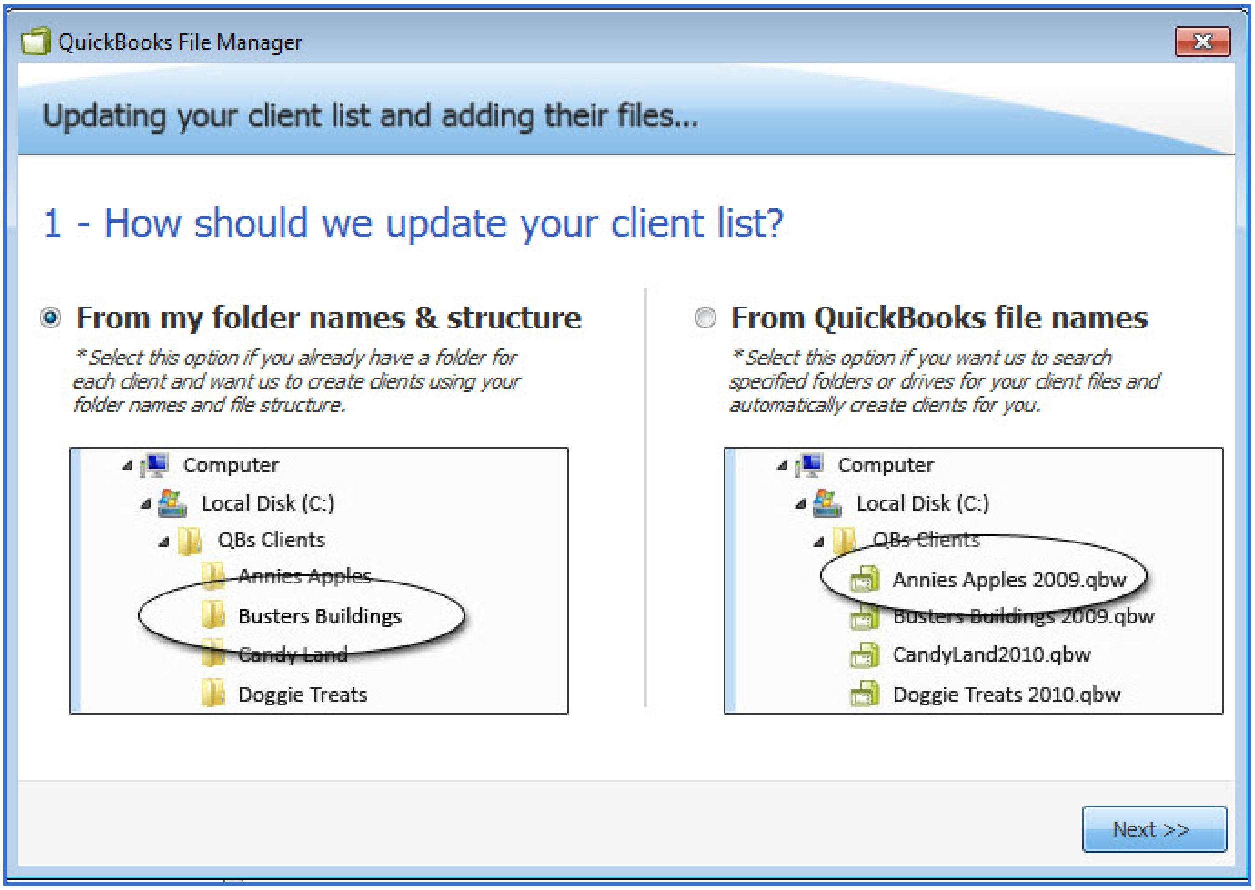

Figure 39: *Create your File Manager client list with two easy options.*

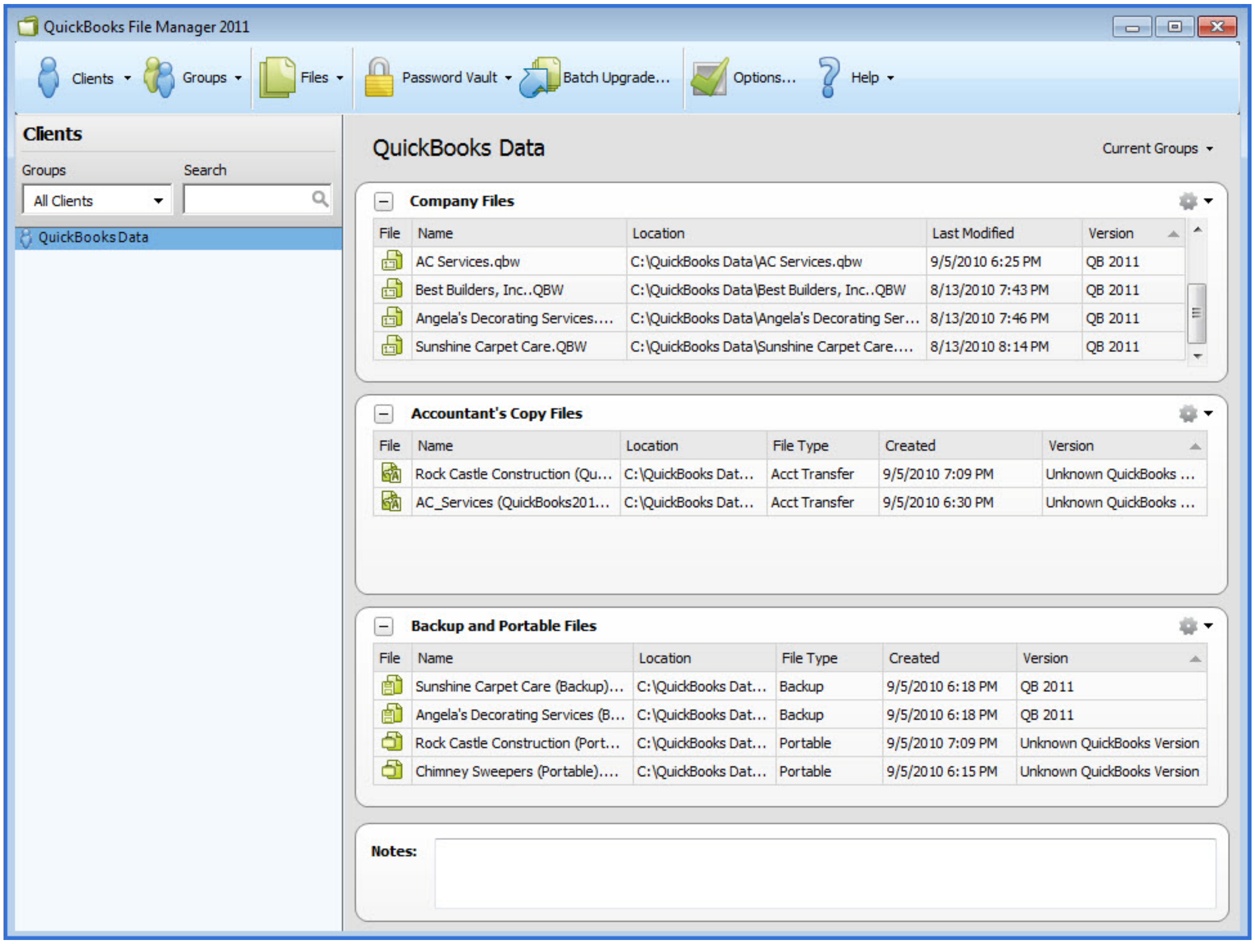

Figure 40: *The File Manager desktop makes handling multiple QuickBooks files efficient.*

What's Improved for QuickBooks 2011

New Consolidated Reports

QuickBooks Enterprise has offered for years the ability to combine multiple Enterprise data into a single consolidated financials using Microsoft Excel.

With QuickBooks Enterprise Solutions 11.0, two new reports have been added to those that can be consolidated:

- *NEW* Profit & Loss by Class (consolidated)
- *NEW* Sales by Customer Summary (consolidated)

Use the consolidated reporting feature in QuickBooks Enterprise for these additional reports:

- Balance Sheet Standard
- Balance Sheet Summary

- Profit & Loss Standard
- Statement of Cash Flows
- Trial Balance

Available with: QuickBooks Enterprise 11.0 (all editions).

Enhanced Built-In Reports

Business owners can drive further efficiency in their business with enhancements to several critical QuickBooks reports.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

Enhanced reports include:

New Average Days To Pay - provides information on the average number of days it takes your customers to pay from invoice date.

New Sales By Ship To Address - report shows details on the items (quantities and dollar value) based on the Ship To address.

Open Purchase Orders - reflects the Open Balance dollar value.

Open Sales Orders – provides open balance dollar value and additional details providing insight into items remaining to fulfill.

Sales By Item Summary & Sales By Item Detail – Report provides a total for the QTY column detail.

New Open Purchase Order Detail - report provides additional details on pending items.

Improved Connected Services

Intuit Payment Network

Intuit PaymentNetwork[5] (IPN) helps users be paid fast[6] by giving their customers the option to pay their invoices instantly. Invoices created in QuickBooks 2011 offer

[5] 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

customers the option to pay their invoices via Intuit PaymentNetwork by clicking on a link on the invoice.

Payments received through the Intuit PaymentNetwork can automatically (via Intuit Sync Manager) or manually be downloaded into the users' QuickBooks file.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

[6] 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

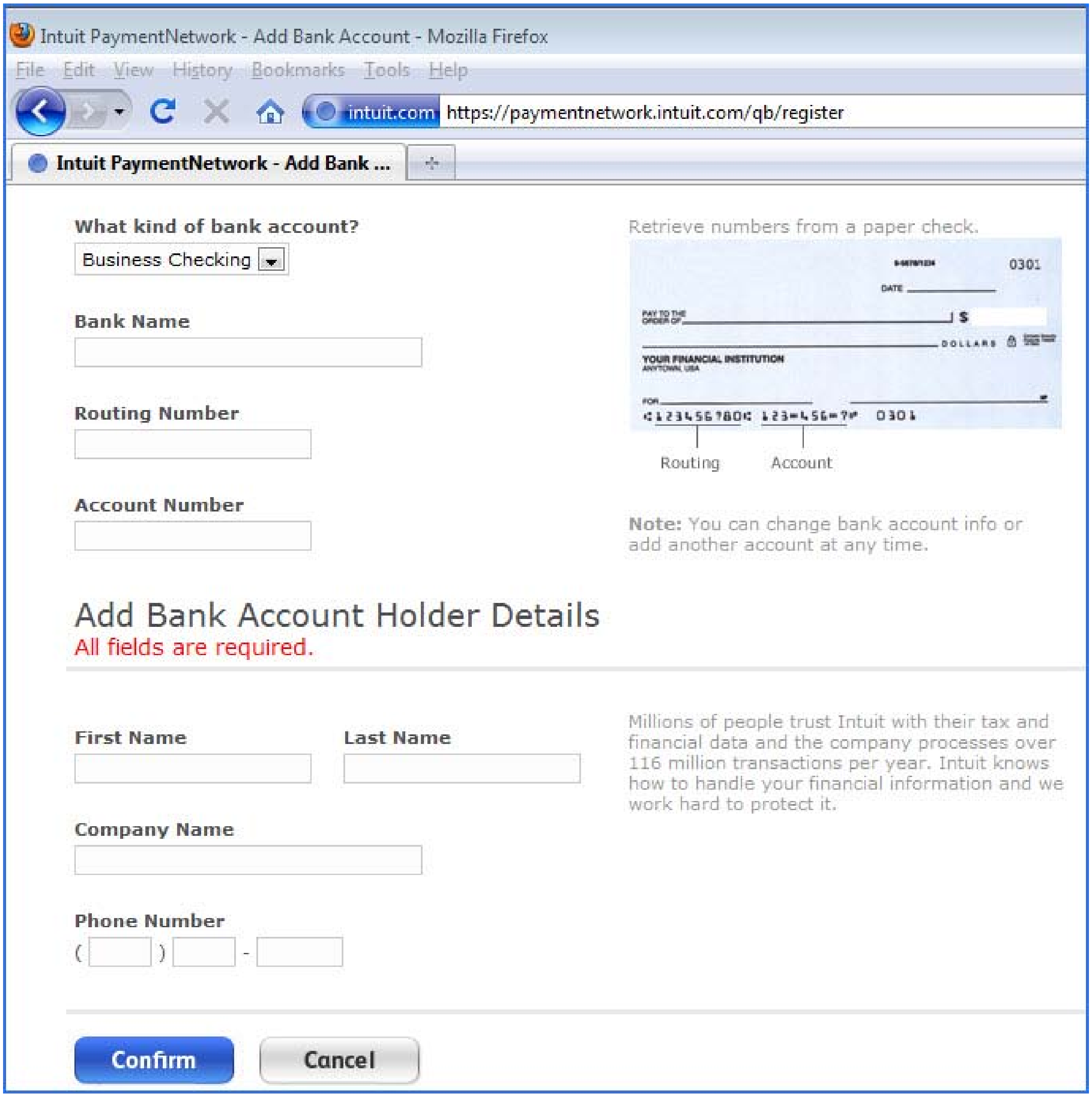

Figure 41: *From https://paymentnetwork.intuit.com/ sign up your Intuit PaymentNetwork account.*

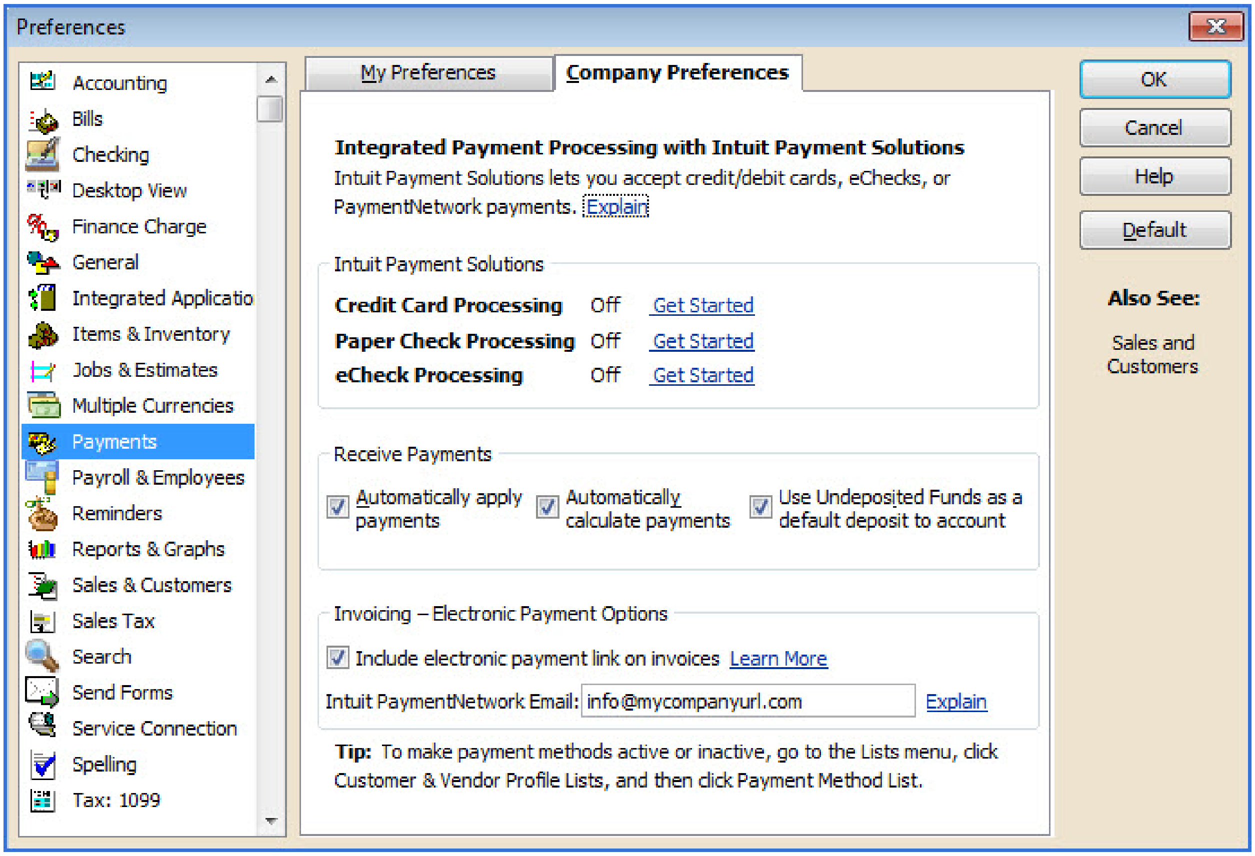

Figure 42: *From the Edit, Preferences menu, select Payments on the left to enable Intuit PaymentNetwork for your invoicing.*

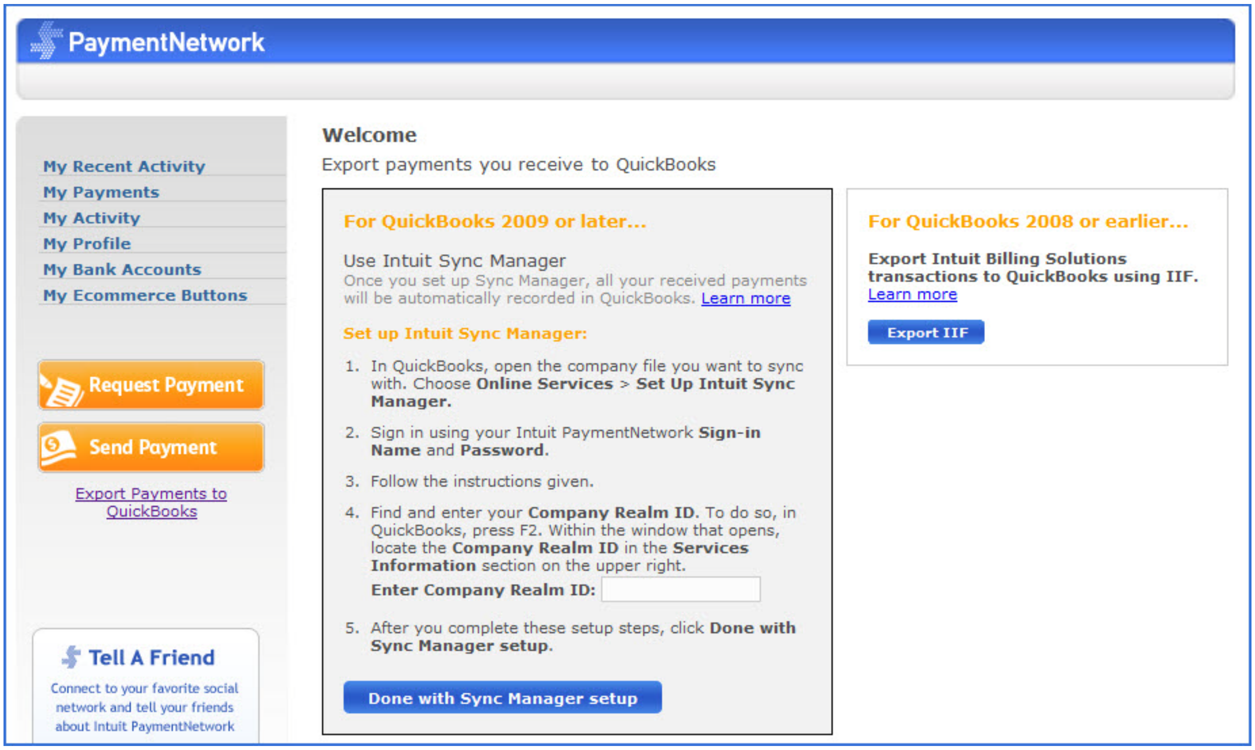

Figure 43: *From your IPN account, click on Export Payments to QuickBooks to setup the automatic sync of customer payments to your QuickBooks data.*

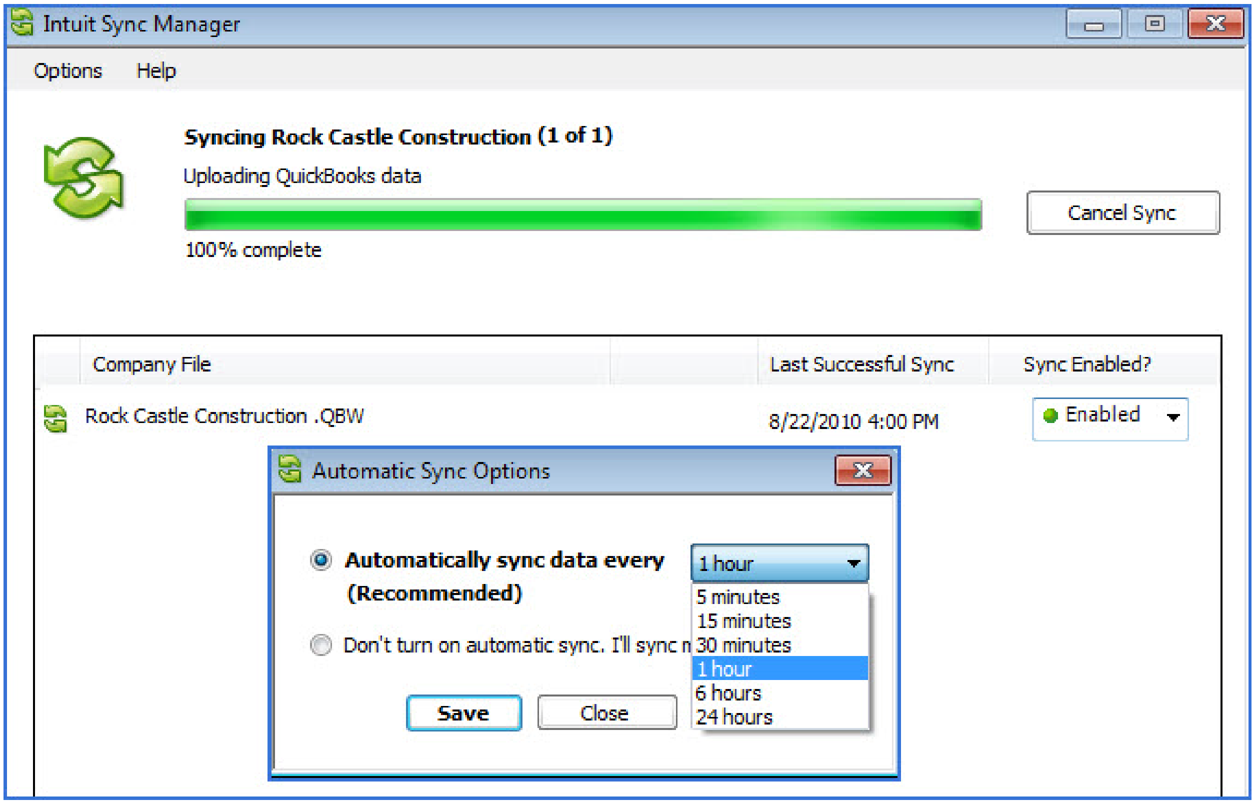

Figure 44: *Follow the steps as directed in the QuickBooks Online Services menu to enable Intuit Sync Manager.*

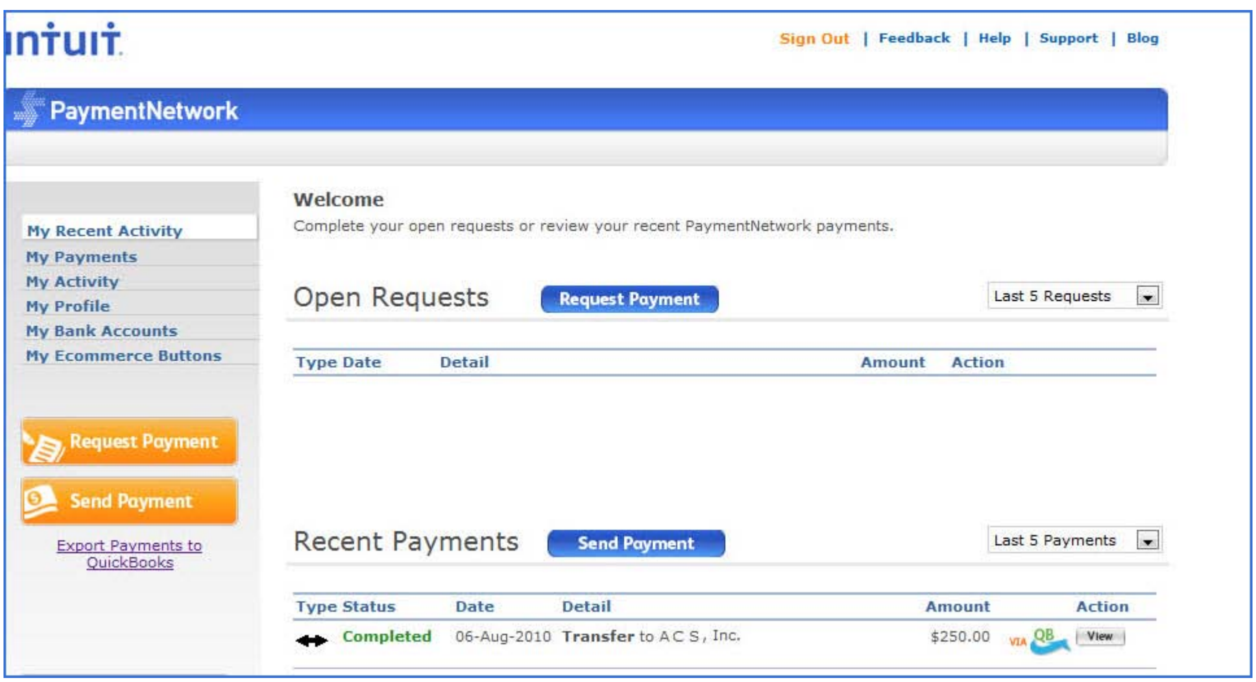

Figure 45: *Login to your IPN account to monitor payments requested and received.*

After signing up for Intuit Payment Network, create your customer invoice as usual and select "Allow Payment Online" option at the bottom of the invoice. 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.

QuickBooks Attached Documents

Organize all your business documents in one place with QuickBooks Attached Documents[7] (replaces QuickBooks Document Manager). Whether its vendor bills, signed estimates or approved purchase orders, you can now securely link documents to your QuickBooks transactions.

Stay organized by attaching PDFs, scanned receipts and other documents to your QuickBooks entries. Documents can be stored online and later attached to specific QuickBooks lists or transactions. Access these stored documents from within QuickBooks.

Save time looking for files with one central location for your business documents. Share them online with anyone you choose, or optionally choose to link to documents stored locally on your own computer.

Available with: QuickBooks Pro 2011, QuickBooks Premier 2011 (all editions), QuickBooks Enterprise 11.0 (all editions).

[7] Requires QuickBooks Accountant 2011, Pro 2011, Premier 2011, or Enterprise 11.0 (each sold separately). Not available to QuickBooks for Mac or QuickBooks Online users. Only TWAIN compliant and Fujitsu ScanSnap S300 scanners are supported; sold separately. Maximum 100 MB per attached file if the file is stored online. You can cancel at any time by calling 1-800-450-8475. Terms, conditions, features, availability, pricing, fees, service and support options subject to change without notice.

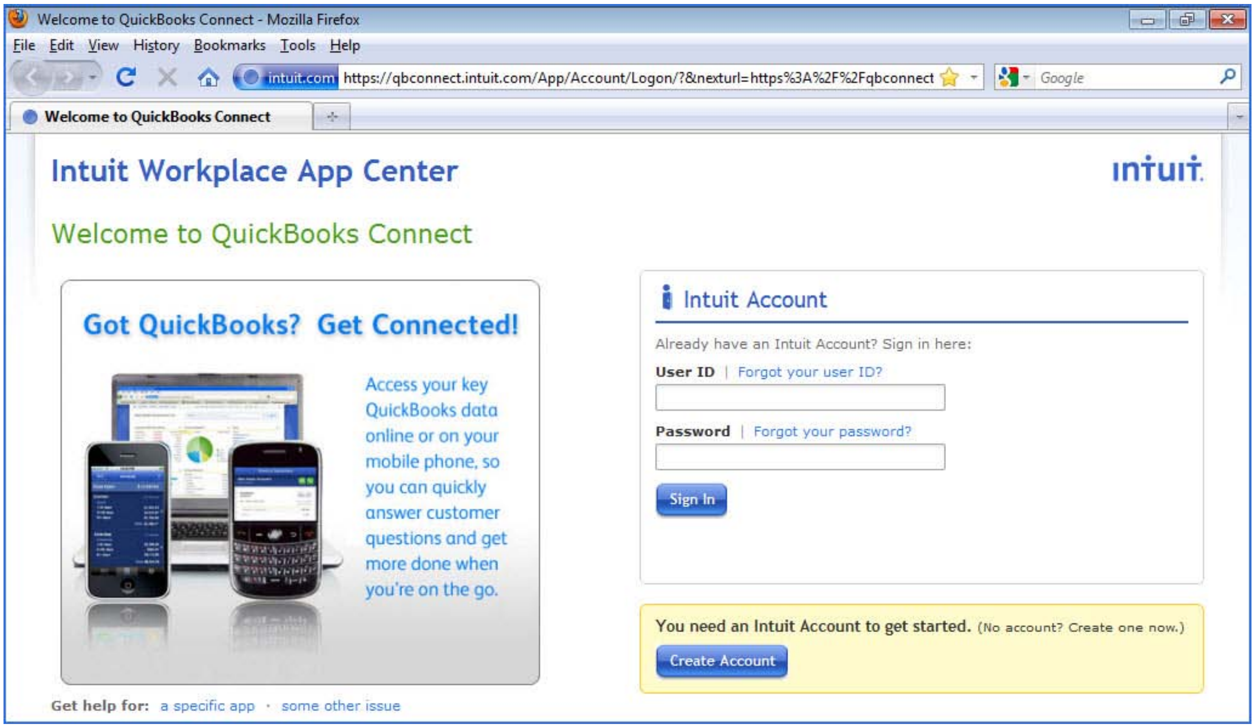

Figure 46: *From https://qbconnect.intuit.com sign into your Intuit Account. If you are new to the Intuit Workplace App Center, click Create Account.*

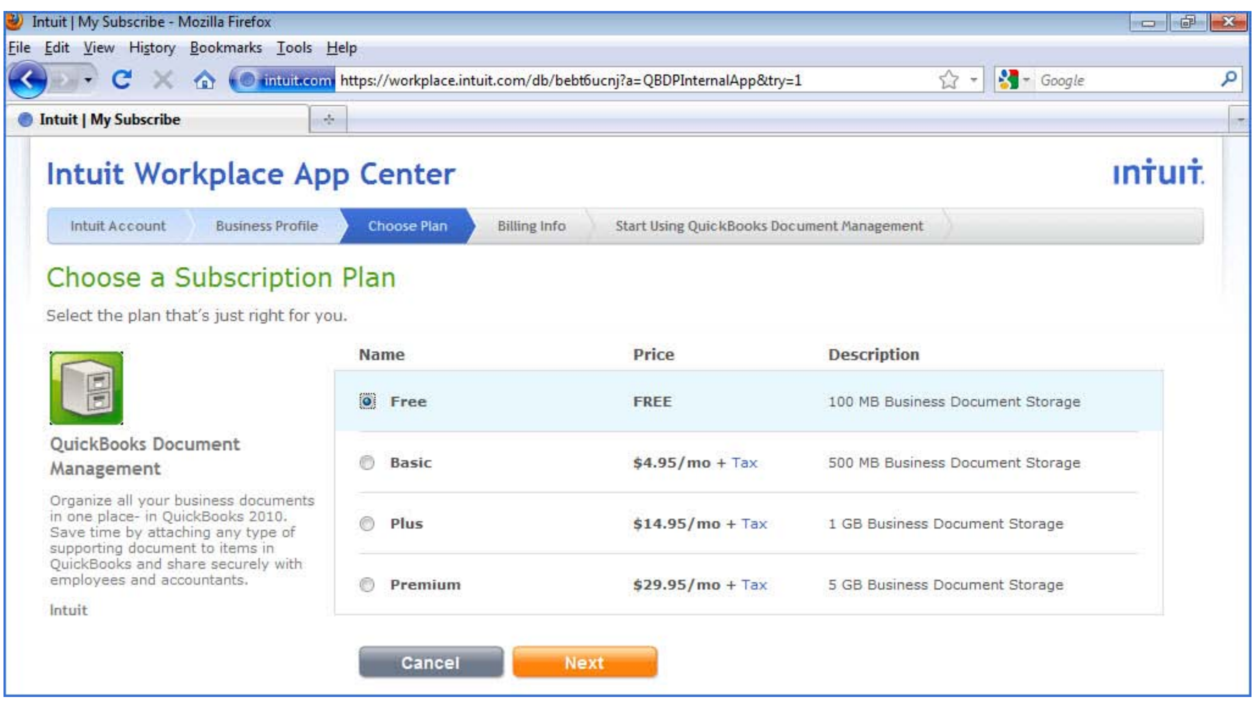

Figure 47: *Choose a subscription plan.*

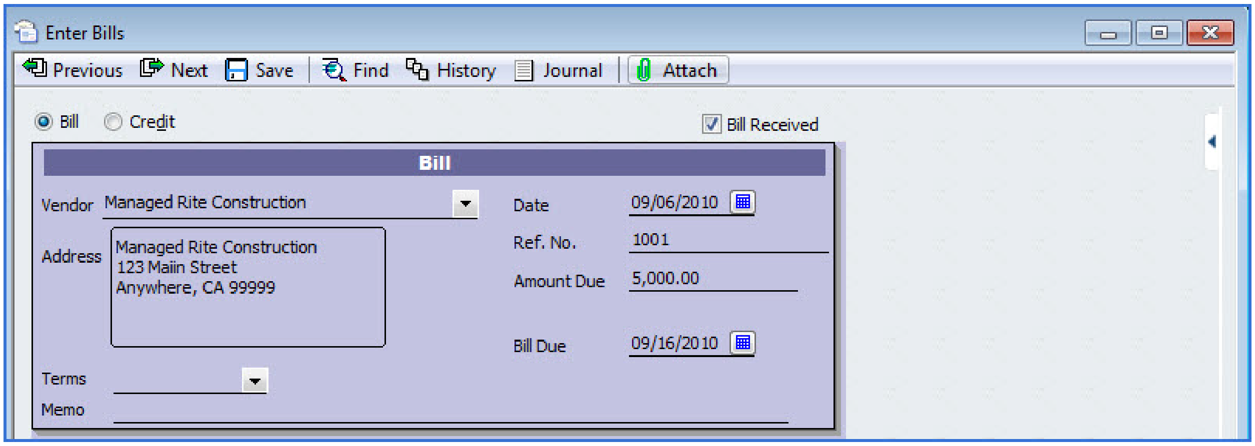

Figure 48: *From any transaction click on the paperclip to attach a scanned document.*

Figure 49: *Enter your login information for your Attached Documents account.*

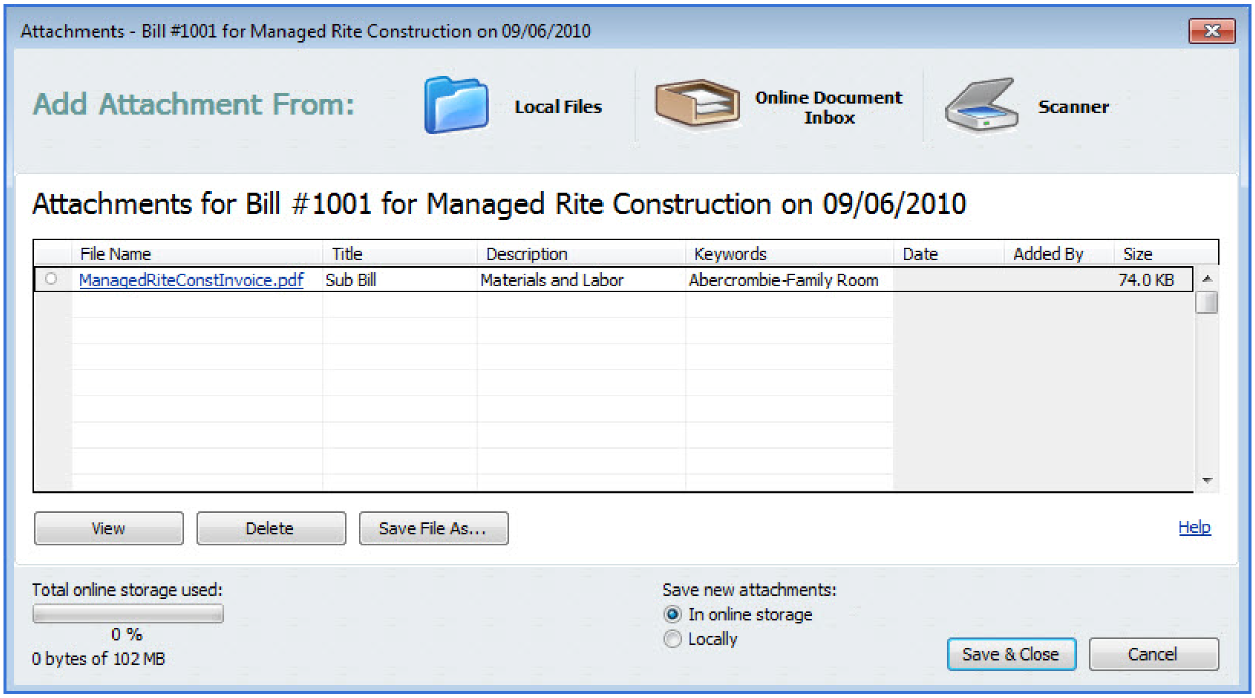

Figure 50: *Choose to attach locally stored documents, documents stored online, or scan and attach in one easy step.*

New Connected Services

QuickBooks Connect (Web and Mobile Solutions)

QuickBooks 2011 provides businesses' access to their essential QuickBooks desktop data on the go with QuickBooks Connect.

QuickBooks users on the go can easily access customer data and transact from the web or on their mobile devices with QuickBooks Connect[8]. New invoices, customer contacts, and sales receipts created away from the office sync with your QuickBooks desktop data file.

To use QuickBooks Connect complete the following:

- Create an Intuit Account or sign into your existing Intuit Account
- Create your Business Profile
- Enable Intuit Sync Manager in your QuickBooks desktop data file
- From a web browser or mobile device, log into QuickBooks Connect

[8] 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.

Creating an Intuit Account will manage your connected services with one login.

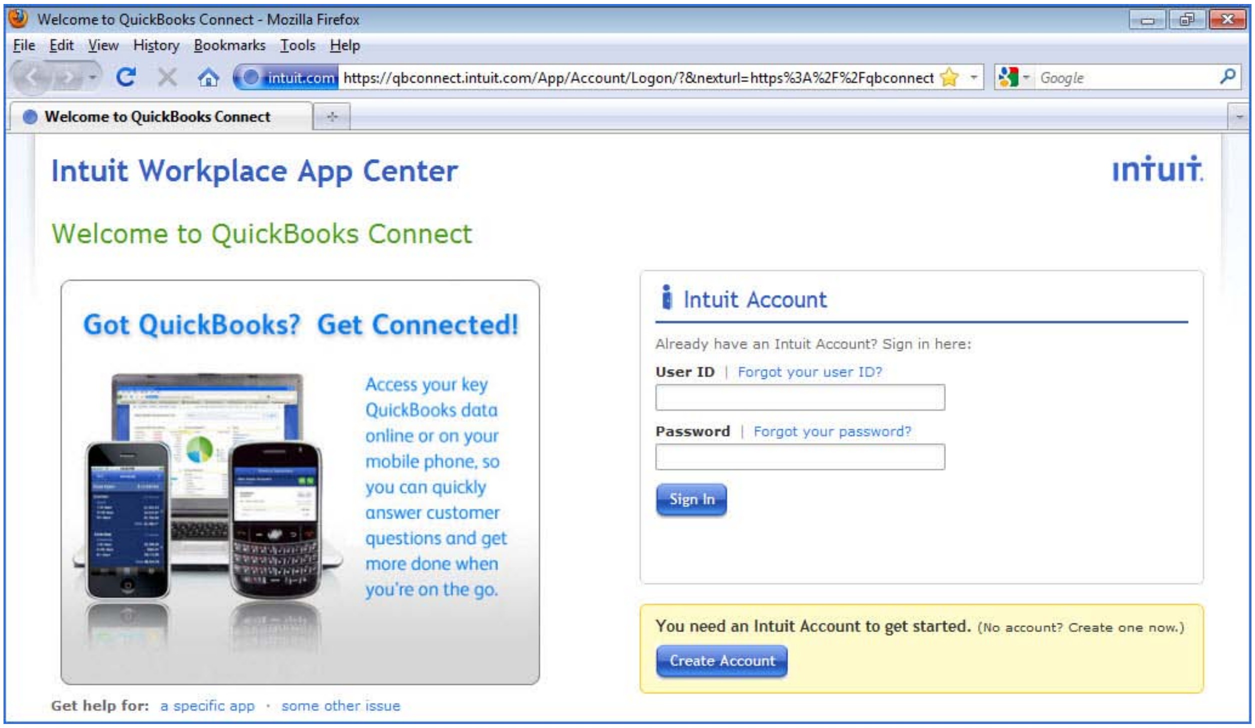

Figure 51: *From https://qbconnect.intuit.com sign into your Intuit Account. If you are new to the Intuit Workplace App Center, click Create Account.*

Creating a business profile manages identity information for your business use of Intuit online services.

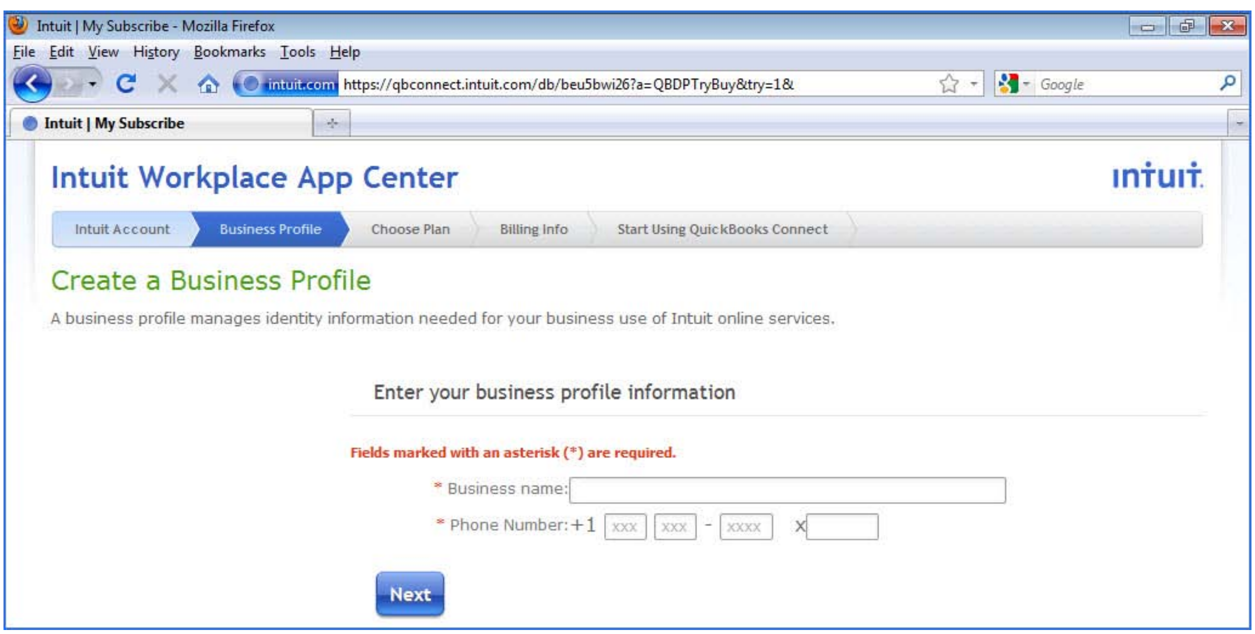

Figure 52: *Create Your Business Profile by listing your business name and phone number.*

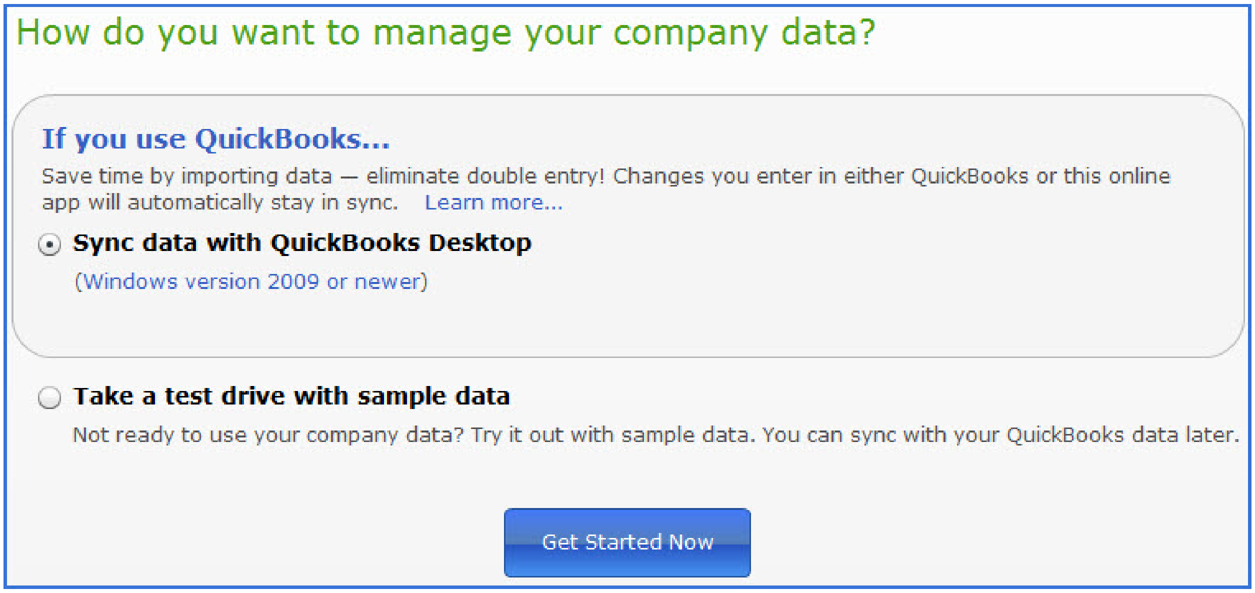

Figure 53: *Select Sync data with QuickBooks Desktop or Take a test drive with Sample Data. Click Get Started Now.*

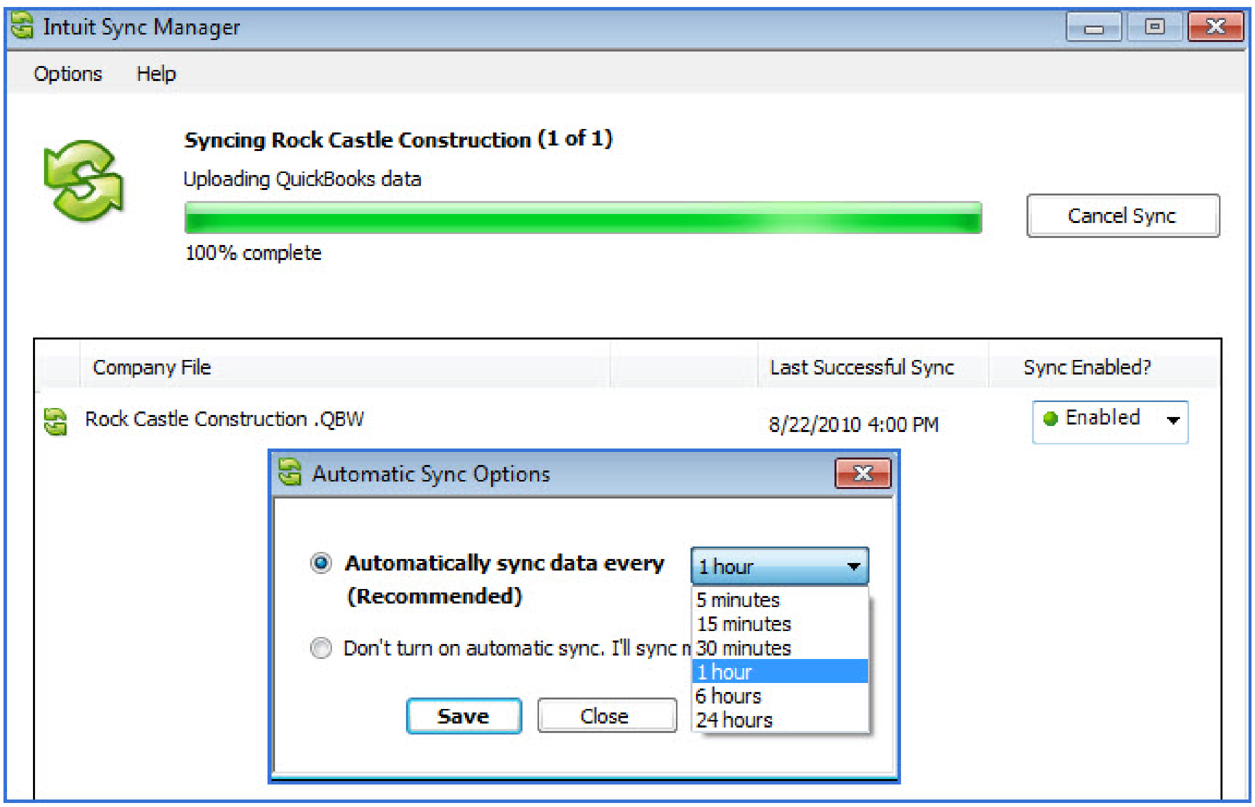

Figure 54: *To enable QuickBooks Connect to sync with your Quickbooks desktop file, from the Online Services menu in QuickBooks, select Set up Intuit Sync Manager.*

Log into QuickBooks Connect

Product Tour – Web Access

Once logged into QuickBooks Connect on your web browser, you will have access to essential customer data and transaction functions. *For web access, log into your QuickBooks Connect account at http://qbconnect.intuit.com in any popular web browser.*

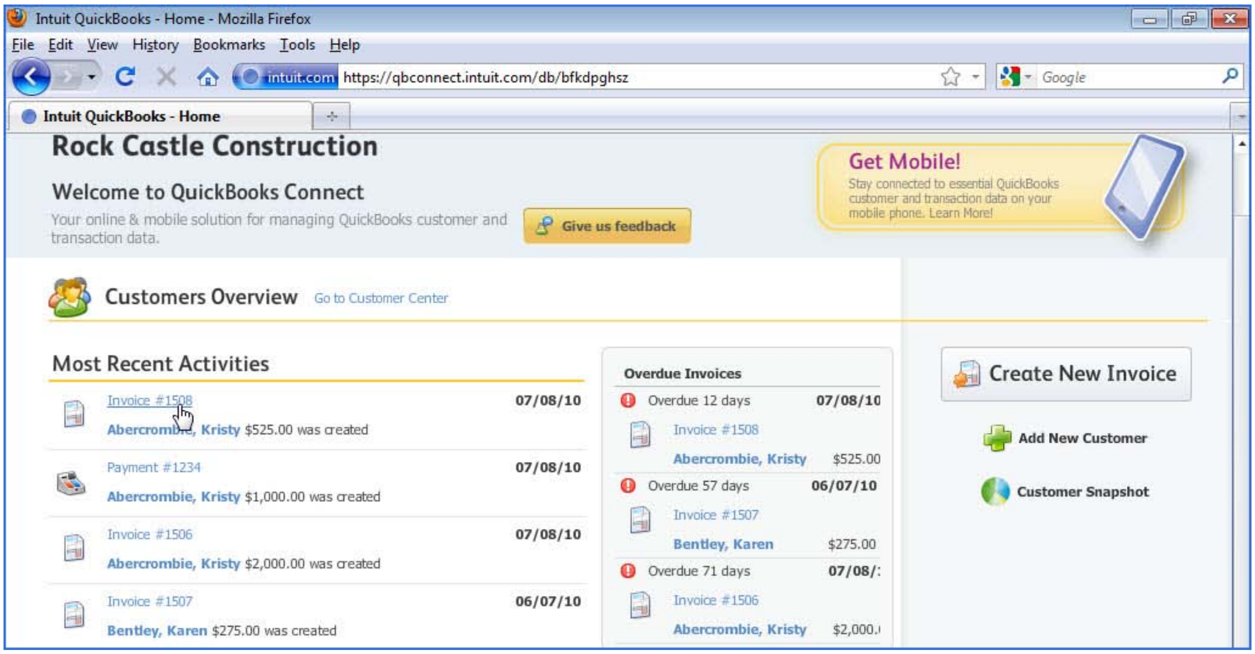

Figure 55: *On the left-hand side of the Welcome page, you will see your Most Recent Activities within the Customers Overview. Mouse over recent customer transactions and click to open the selected transactions.*

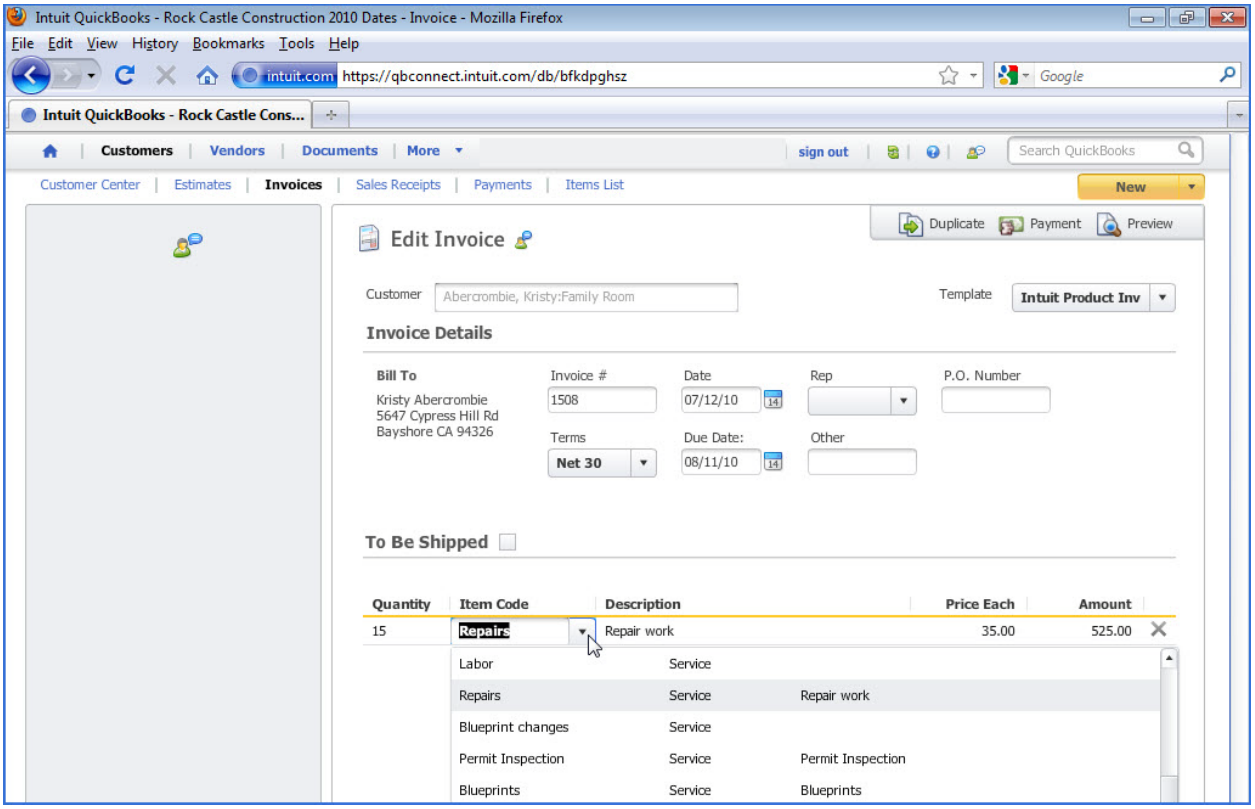

Figure 56: *Click on fields to modify the data or click New to access additional customer related activities.*

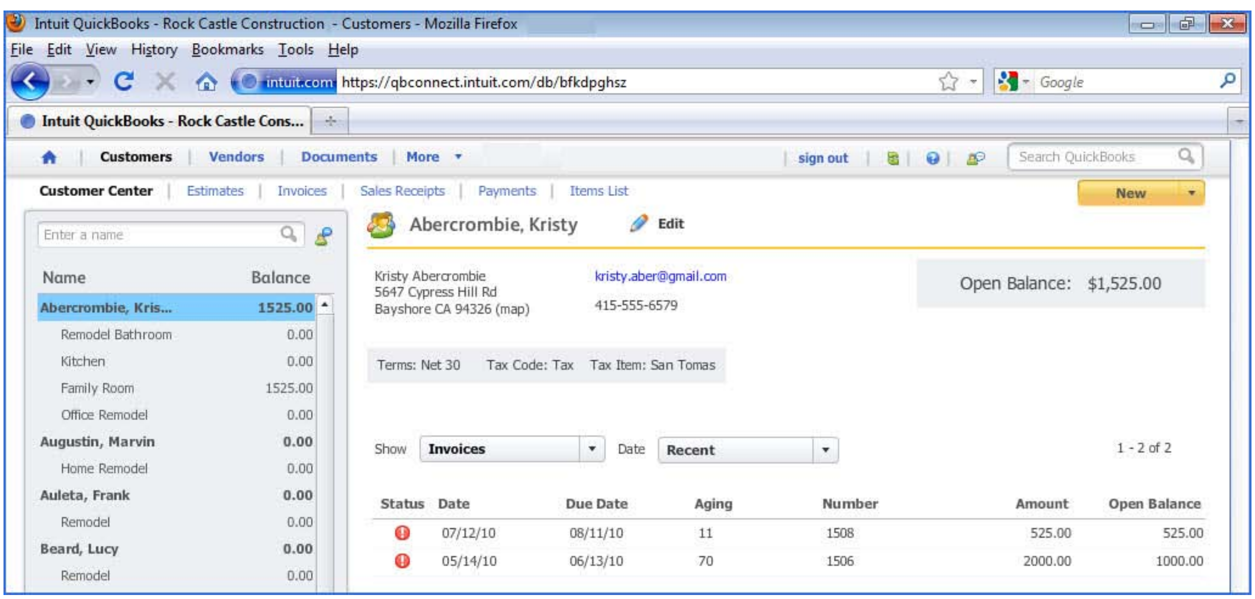

Figure 57: *Also on the Welcome page within the Customers Overview, you will see a section with Overdue Invoices. Click on individual invoices to view details, or click on the customer name for contact details to follow up on collection.*

On the right-hand side of the Welcome Page within the Customers Overview, you will see buttons to create new invoices, add new customer contacts, and view important customer information (e.g. an individual customer's purchase history, average days to pay, and outstanding balance) by clicking on Customer Snapshot.

To access your directory of customer records, click on Go to Customer Center from the Welcome page or on Customer Center within the Customers section of the top navigation bar on any other page. View individual customer records by clicking on the customer's name in the left-hand pane.

Vendor Activity

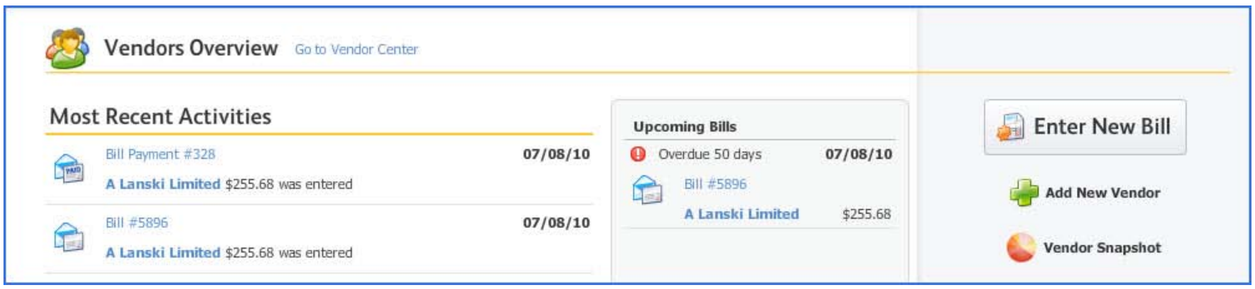

Figure 58: *View your recent vendor transactions in the Most Recent Activities pane within the Vendors Overview on the Welcome page. Also within this section, view Upcoming Bills, enter new bills, add new vendor contacts, and view important vendor information by clicking on Vendor Snapshot.*

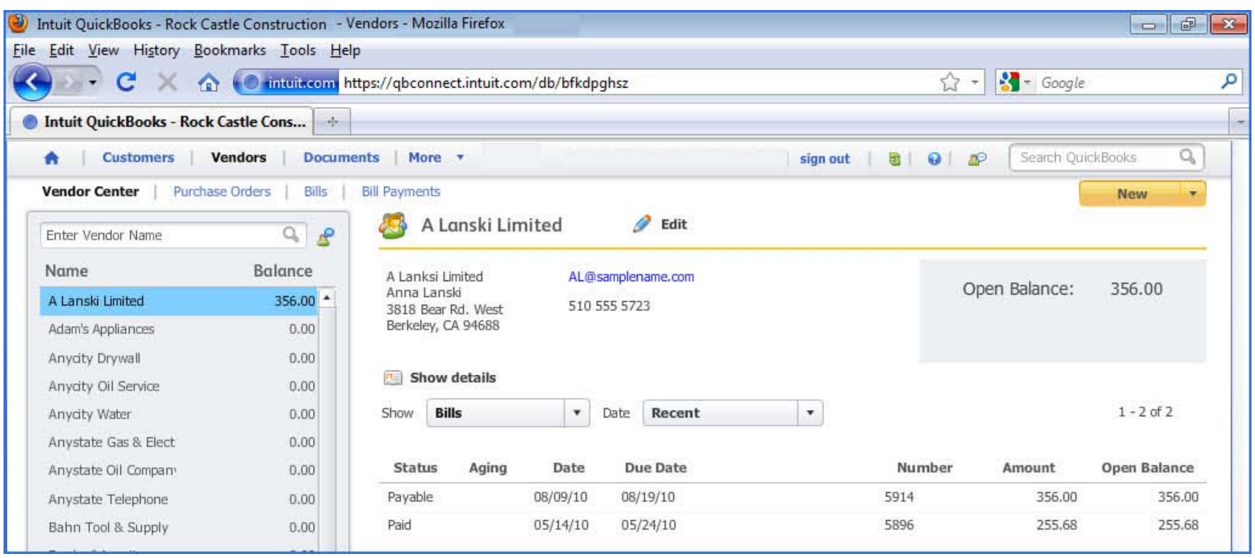

Figure 59: *To access your directory of vendor records, click on Go to Vendor Center from the Welcome page or click on Vendor Center within the Vendors section of the top navigation bar on any other page. View individual vendor records by clicking on the vendor's name listed in the left-hand pane.*

Log into QuickBooks Connect on the Mobile

<u>Product Tour – Mobile Access</u>

Figure 60: *For mobile access, download QuickBooks Connect Lite or QuickBooks Mobile from the Apple App Store on your iPhone. Once installed on your phone, log in using your QuickBooks Connect account details.*

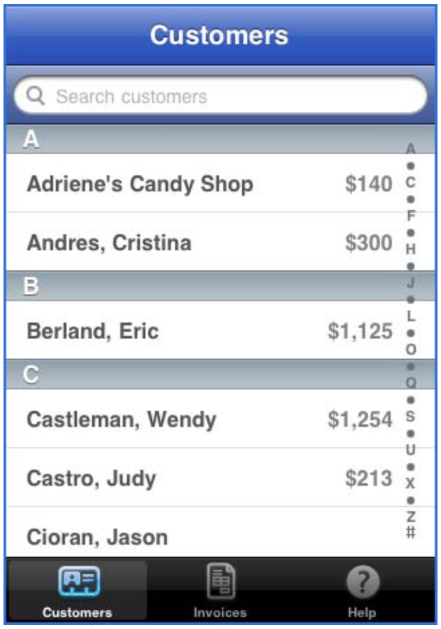

Figure 61: *QuickBooks Connect displays a list of your customers and their open balances. To select a specific customer, type a customer name in the search box at the top, or scroll through the list of customers.*

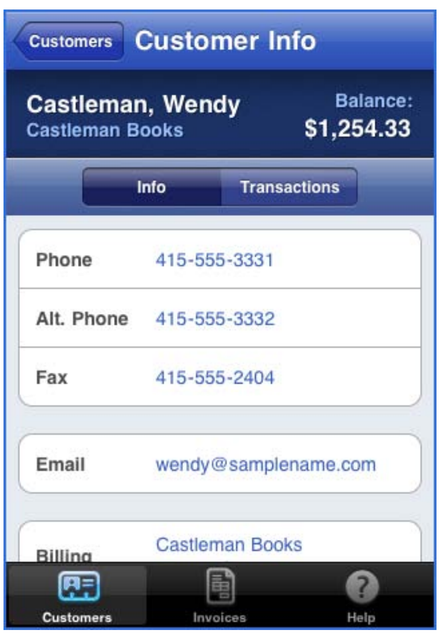

Figure 62: *Select a customer to display contact information. Click on a phone number to call or on the email address to complete these tasks directly from your mobile phone.*

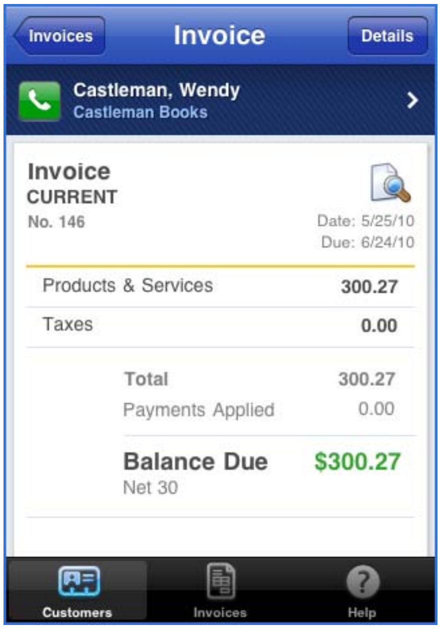

Figure 63: *Choose the Transactions button to view a list of current and overdue invoices for this customer.*

To display a summary of all the company's current and overdue invoices, select the Invoices icon center on the bottom toolbar.

Click on any listed transactions to see the details of a specific transaction. Select to view an invoice summary or individual line details.

Compare Your Version to QuickBooks 2011

To view a product comparison go to:

http://quickbooks.intuit.com/premier/whats-new/.