QuickBooks 2013
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 2013, Professional Bookkeeper 2013, Accountant 2013, Premier 2013 and QuickBooks Enterprise Solutions 13.0

**While supplies last, contest ends 12/26/12*

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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 firm is an Intuit Premier Reseller, a charter Member of the Intuit Trainer/Writer Network, Advanced QuickBooks Certified, Enterprise and Point of Sale Certified and a former member of the Intuit Solution Provider Advisory Council. Laura is also a Sage Certified Consultant representing the Sage 100 Contractor product (formerly Master Builder).

Laura is the author of the 700+ page reference guide, QuickBooks 2012 In Depth, QuickBooks Solutions Guide, and QuickBooks Essentials DVD Training and co-author of QuickBooks on Demand all offered by QUE Publishing.

For more than 25 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 financial reporting functions using QuickBooks.

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. She earned her accounting degree from Florida Atlantic University.

More information can be found at her website: *http://www.quick-training.com/*

What's New and Improved In QuickBooks 2013

Please note that this document has been prepared with knowledge of what QuickBooks desktop version (Pro, Premier, Professional Bookkeeper, Accountant or Enterprise) that the feature is currently available in and what QuickBooks menu(s) include access to the feature. This information is subject to change and a new version of this document will be made available for download. Follow these instructions:

Leave your "virtual" business card at the bottom of this site:

(www.quick-training.com/free-quickbooks-2013/

Click Submit on the site and you will be provided a link to download the document

If you have any troubles: Email Request (news@quick-training.com)

New Contest Each Week, *Return* to Leave Your "Virtual" Business Card!

This is a quick read document about What's New in QuickBooks each year.

The features are presented with the following notations:

Available: <listing the version of QuickBooks Desktop software>

Where: <access instructions from the Menu Bar>

Details are provided about the benefit of the feature and a few images are included for each feature where needed.

This document is *not* a troubleshooting document, nor does the document provide step-by-step instructions.

For this type of information, the QuickBooks 2013 In Depth reference guide with an estimated 750+ pages will be available early December, 2012. Click here for information about the QuickBooks 2012 In Depth reference guide, available now.

http://www.quick-training.com/quickbooks-2012-in-depth/

Maintenance Release 4 Improvements

Intuit continues to improve their product through the release of Maintenance Patches. The original release of a maintenance patch is available by download only from the www.quickbooks.com/support website. After a short time the patch is available as an automatic download. R4 was made available as an automatic update on December 12, 2012.

With the R4 release there were several improvements to the overall user interface in QuickBooks 2013. The most notable ones are displayed or mentioned here. For the most complete list of what is included in a Maintenance Release visit: http://support.quickbooks.intuit.com/support/Articles/INF21754

Alternate Top Icon Bar

After installing R4 you can choose to revert back to the top icon bar with colored icons and light color background as shown in **Figure 1** when you first install QuickBooks 2013 the Top Icon Bar will be as shown in **Figure 2**.

Figure 1: New Alternate Top Icon Bar available after updating to R4.

Figure 2: Default Top Icon Bar with darker background.

After updating your file to R4, follow these steps to turn on the alternate Top Icon Bar:

1. From the menu bar select, **Edit**, **Preferences**, **Desktop View**, **My Preferences** tab.

2. In the Desktop section, place a checkmark in the **Switch To Colored Icons/Light Background On the Top Icon Bar**.

3. Click OK, to close the preferences dialog. The Top Icon Bar now displays in color!

File Differentiation – Colored Flags

Many QuickBooks users manage multiple QuickBooks files and in previous versions of QuickBooks you could change the overall color scheme of the data file. Now, in Maintenance Release 4 you can choose to assign a unique Company Flag Color to the title bar of each QuickBooks file, see **Figure 3**.

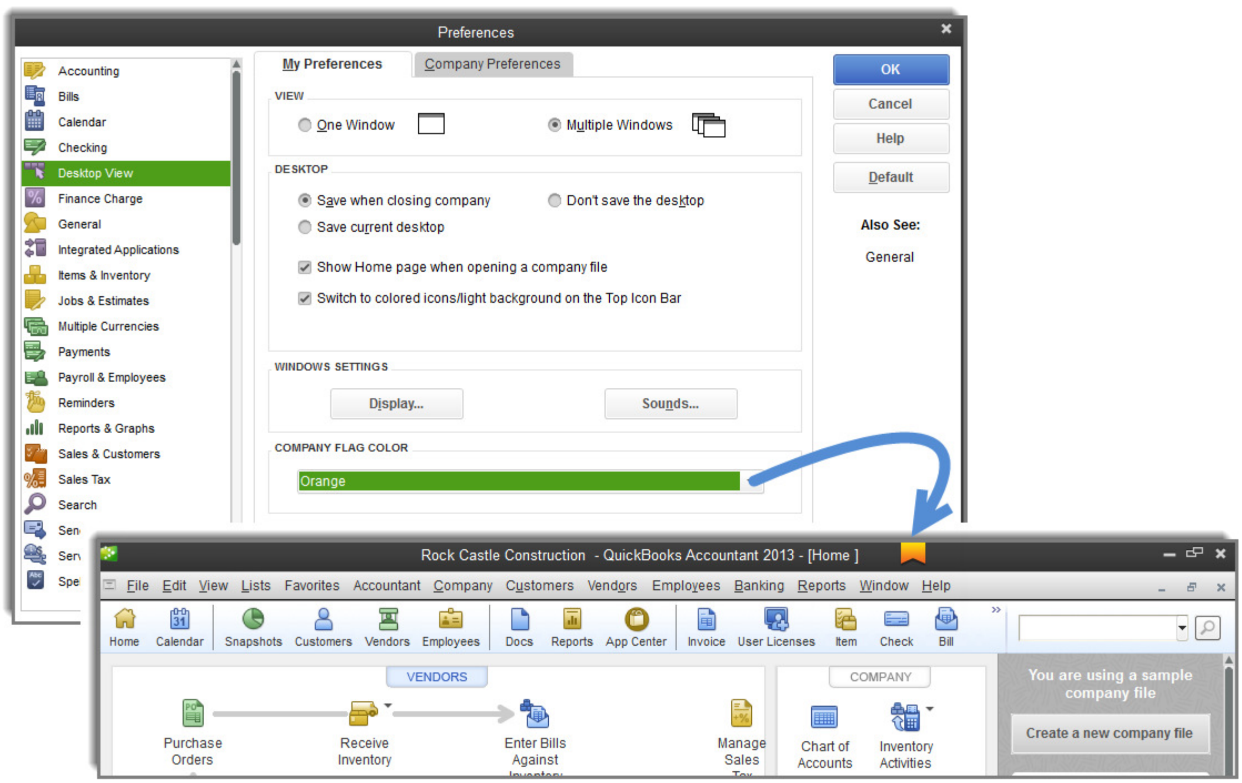


Figure 3: New preference to assign a unique colored flag to a company file.

After updating your file to R4, follow these steps to assign a Company Flag Color:

1. From the menu bar select, **Edit**, **Preferences**, **Desktop View**, **My Preferences** tab.

2. In the Company Flag Color section, from the drop-down list select a preferred color for the flag.

3. Click OK to close the preferences dialog. The selected data file now has a flag displayed in the title bar.

Improved Readability

Intuit listened closely to users request to improve the readability of the new design. Included in R4 are these additional improvements:

- Sharpen & darken edges of input fields, icons
- Darken field labels
- Improvements to the Ribbon tool bar labels, icon sizes, hover and gradient styling
- Pay bills background changed from white to gray
- Total field data in transaction forms now display by default in upper case (ALL CAPS)
- Color differentiation in vendor bill and write check transactions
- Dynamic resizing of grey bar (transaction forms)

QuickBooks Software Updates

The changes discussed in this article require that you update your QuickBooks data file to maintenance release 4.

After a version is released, changes, improvements, and fixes are provided in the form of a maintenance release. Often, Intuit offers the release as a manual download before offering it as an automatic update. This is in part to additional testing of the update so you may want to wait until it is an automatic update.

To choose how QuickBooks detects whether a maintenance release exists, follow these steps:

1. From the menu bar, select **Help**, **Update QuickBooks**.
2. The Overview tab displays on the Update QuickBooks dialog box. Read the provided information. Optionally, click Update Now if you want to complete the task.
3. Click the Options tab and select from the following:

   Automatic Update - If you select Yes, QuickBooks automatically downloads the update and provides a dialog box for you to install the update the next time you launch QuickBooks.

   Shared Download - If you work with multiusers accessing QuickBooks, you should select Yes to share the download with the others. This will save time and ensure that other users can access the newly updated file.

4. You can then choose which updates to install:
    - Payroll, Federal, Forms Engine
    - Employee Organizer
    - Maintenance Releases
    - Help and Other Updates
5. Click Save when you have made your changes, Revert to return to the original settings, or Close if you have not made any changes. Optionally, click Help for more guidance.
6. Click the Update Now tab. From this tab, you can choose which updates to install, learn when they were last checked, and view the status.
7. Optionally, select the **Reset Update** to reinstall the entire update or select Get Updates. A progress message displays. Click Close when finished.

To confirm that the newest maintenance release installed, you may need to close QuickBooks and relaunch the software. You can also check the product information window from an open QuickBooks file by selecting F2 or pressing Ctrl+1 on your keyboard; then you can read the Product line at the top.

Keep the feedback coming! Intuit is listening and improving the product for us. From the menu bar in QuickBooks select, **Help**, **Send Feedback Online** and choose from **Product Suggestions**, **Bug Report**, or **Help System Suggestion**.

New! What's New Overlay Tips

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: When You First Open QuickBooks, or Help, What's New

See at a glance new feature tips in QuickBooks 2013.

For new and upgrader QuickBooks users, tips on the new features will display as shown in **Figure 4**. Click to minimize the tips, click to close the tips, or return the tips to the screen by selecting Help, What's New from the icon bar.

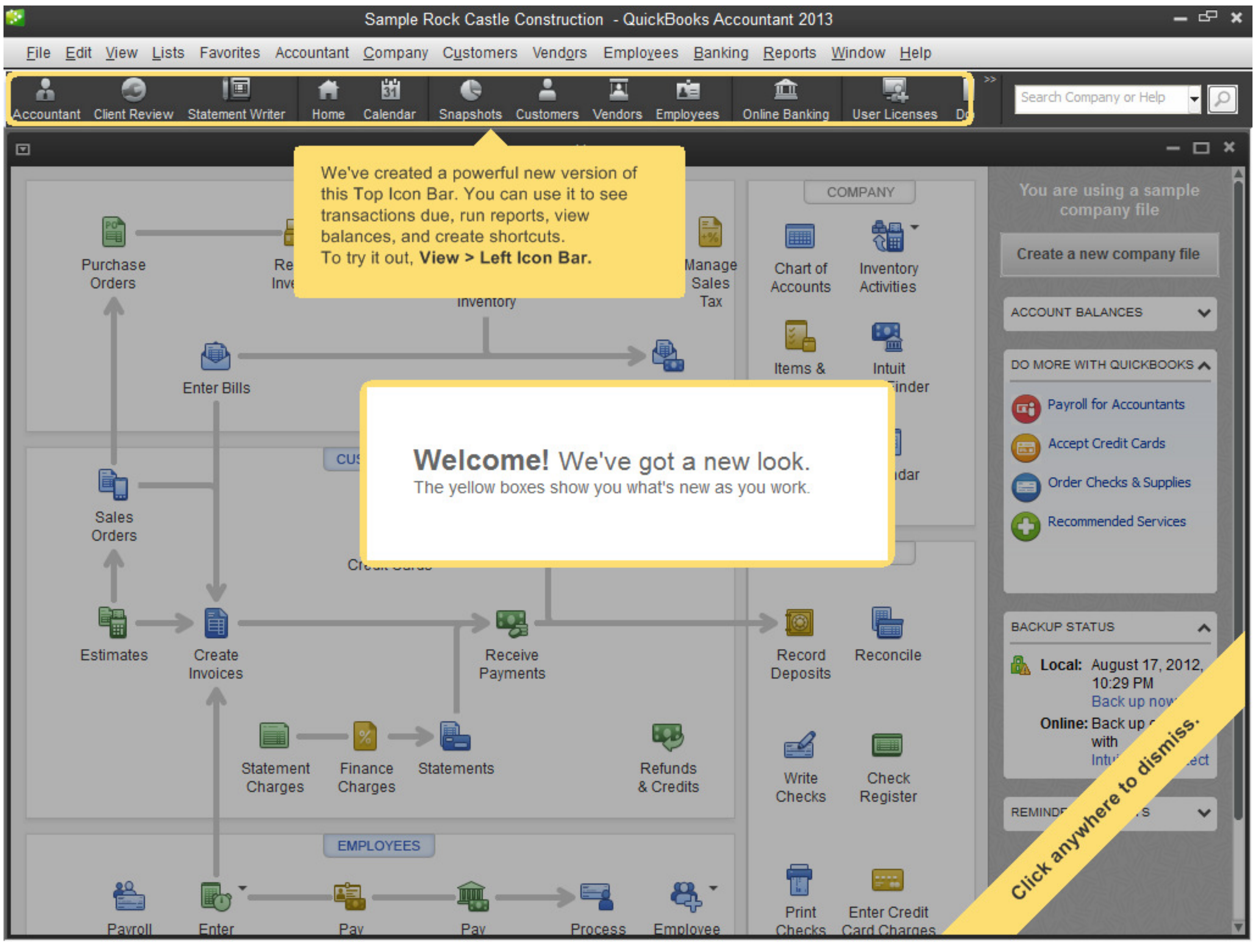


Figure 4: Overlay tips provides quick visual reference to new features

More Readable Forms and Registers

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: All desktop versions of QuickBooks

QuickBooks has increased the size of the fonts, the size of the rows, and shaded the rows to make it easier to read information on computer screens. The Invoice shown below in **Figure 5** is an example of this change.

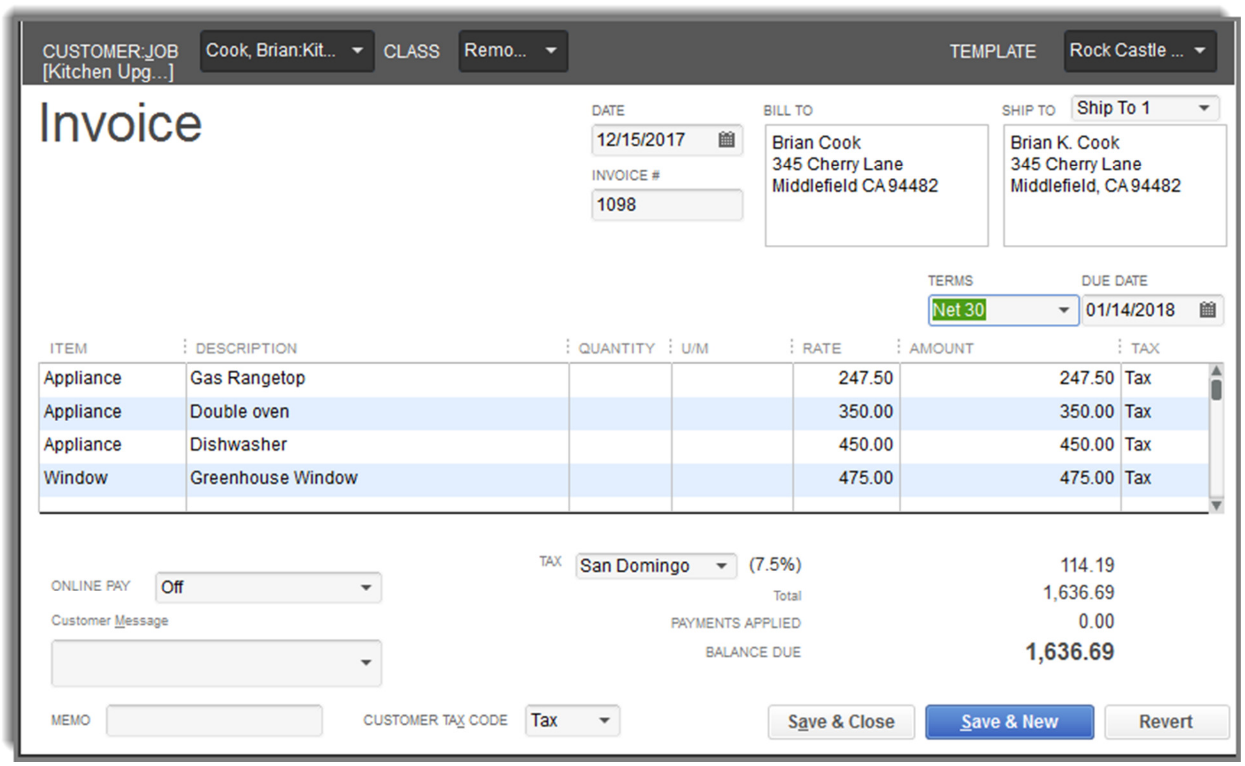


Figure 5: Larger fonts, capitalized letters, and row shading makes it easier to work.

Improved Home Page Design

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: Company, Home Page and Edit, Preferences, Desktop View

Simplified and modernized design, (see **Figure 6**) provides more intuitive navigation to features and tasks in QuickBooks. The new, refreshed and updated look includes new icons, larger fonts and rows for improved readability.

Keep your attention focused on the active window, with other areas taking on a black and white tone.

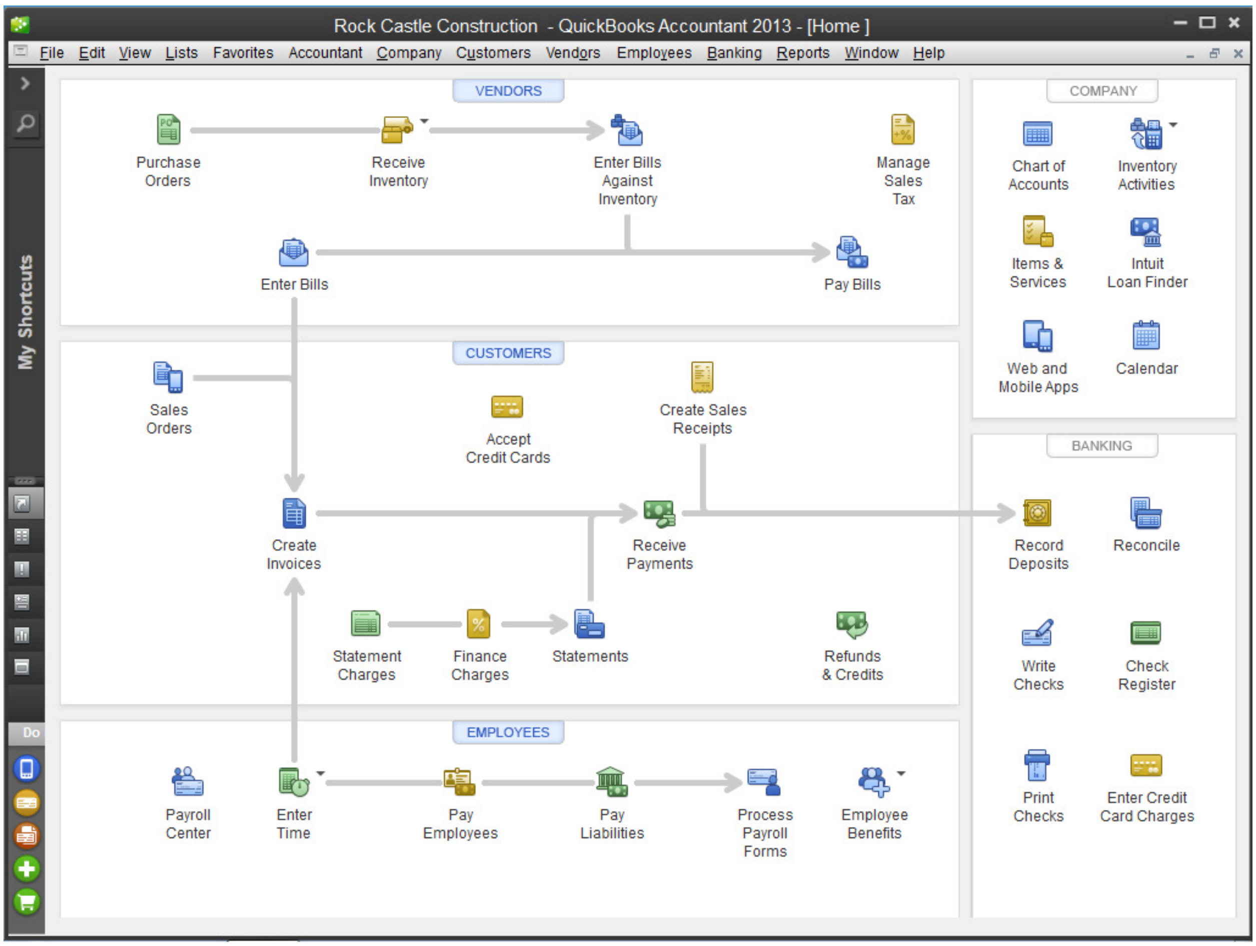


Figure 6: New icons provide a fresh new look to the Home page.

New! Left Icon Bar

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: View, Left Icon Bar

The new left tool bar (see **Figure 7**) is designed to maximize the amount of information displayed on wide-screen monitors. It's your choice to use the new Left Icon Bar or continue using the original Top Icon Bar!

You will not lose your previously customized top icon bar, all icons will display in the top My Shortcuts panel. Power users will find many tasks are now just a click away. For example, click on the View Balances and when you click on any listed account the register opens. In fact, each register has been assigned a different color!

The new icon bar consolidates the features of the top icon bar, the open windows list, and the home page panels from previous year's software. Minimize or maximize the icon bar as needed. Go ahead, give it a try.

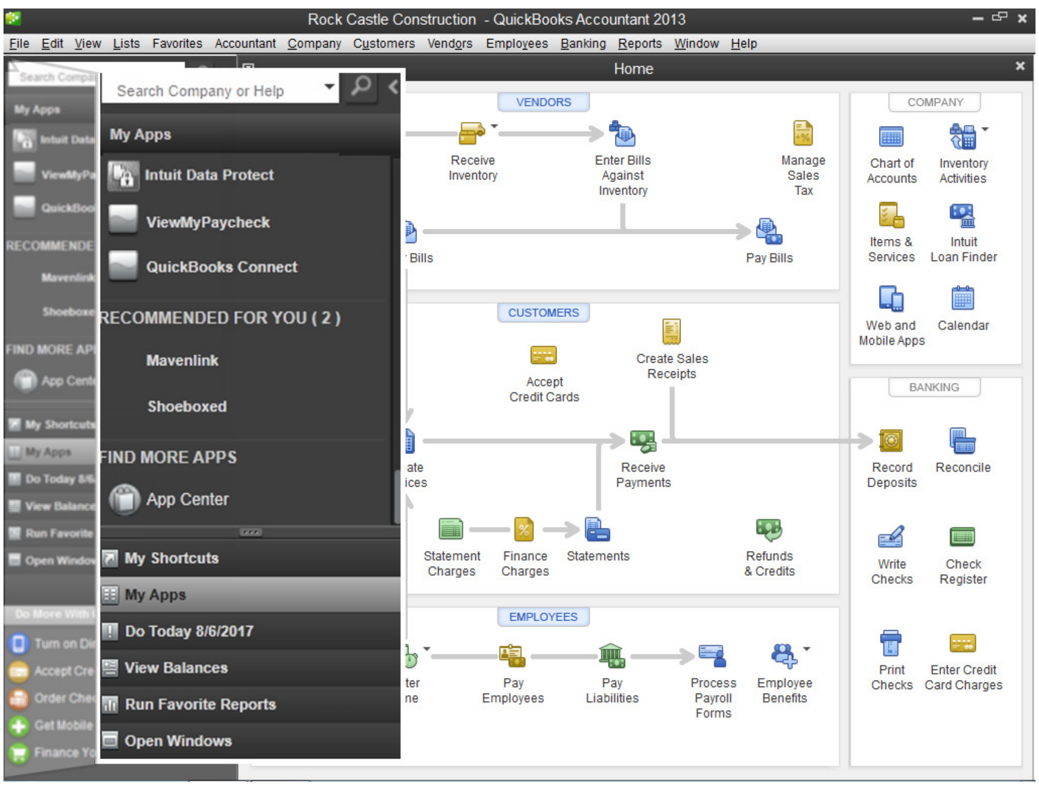


Figure 7: New Left Icon Bar, combines the functionality of top icon bar, open windows and so much more!

Note, as of the date of this document the Left Icon Bar does not have the same option to revert to color as does the Top Icon Bar.

New! Easy Access to Intuit Partner Platform and Data Sync

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: Left Icon Bar, My Shortcuts, My Apps

Extend the power of QuickBooks with easy access to additional apps and services to take your business to the next level*. Find everything from time tracking and eBilling to customer management and business performance tools. Take a test drive of apps for free and see how much time you can save, see **Figure 8**. Check out what's available at appcenter.intuit.com **additional purchase may be required*

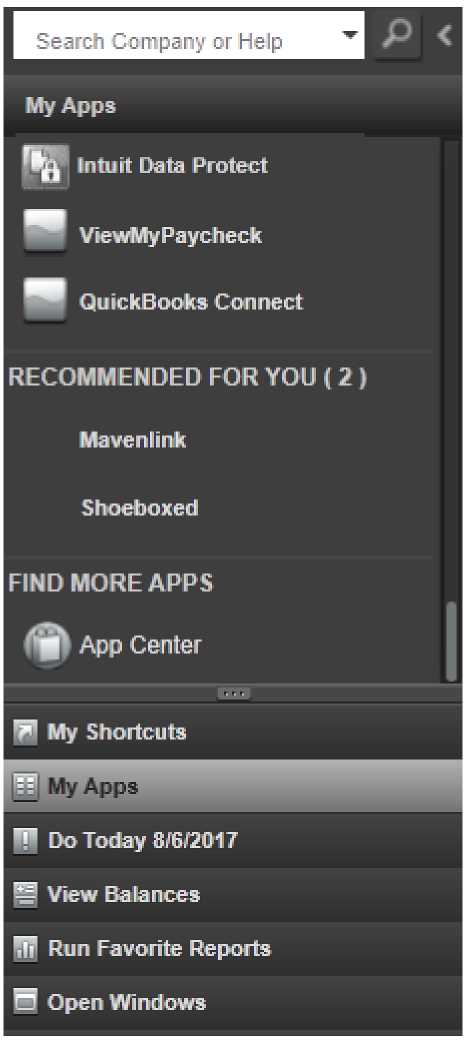


Figure 8: New, power-user left icon bar, provides one click access to connected applications

Improved Centers

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: Customer Center, Vendor Center, Payroll Center

New tab functionality in **Figure 9** enables you to view transactions, multiple contacts, to dos and notes with one click in the newly improved Centers.

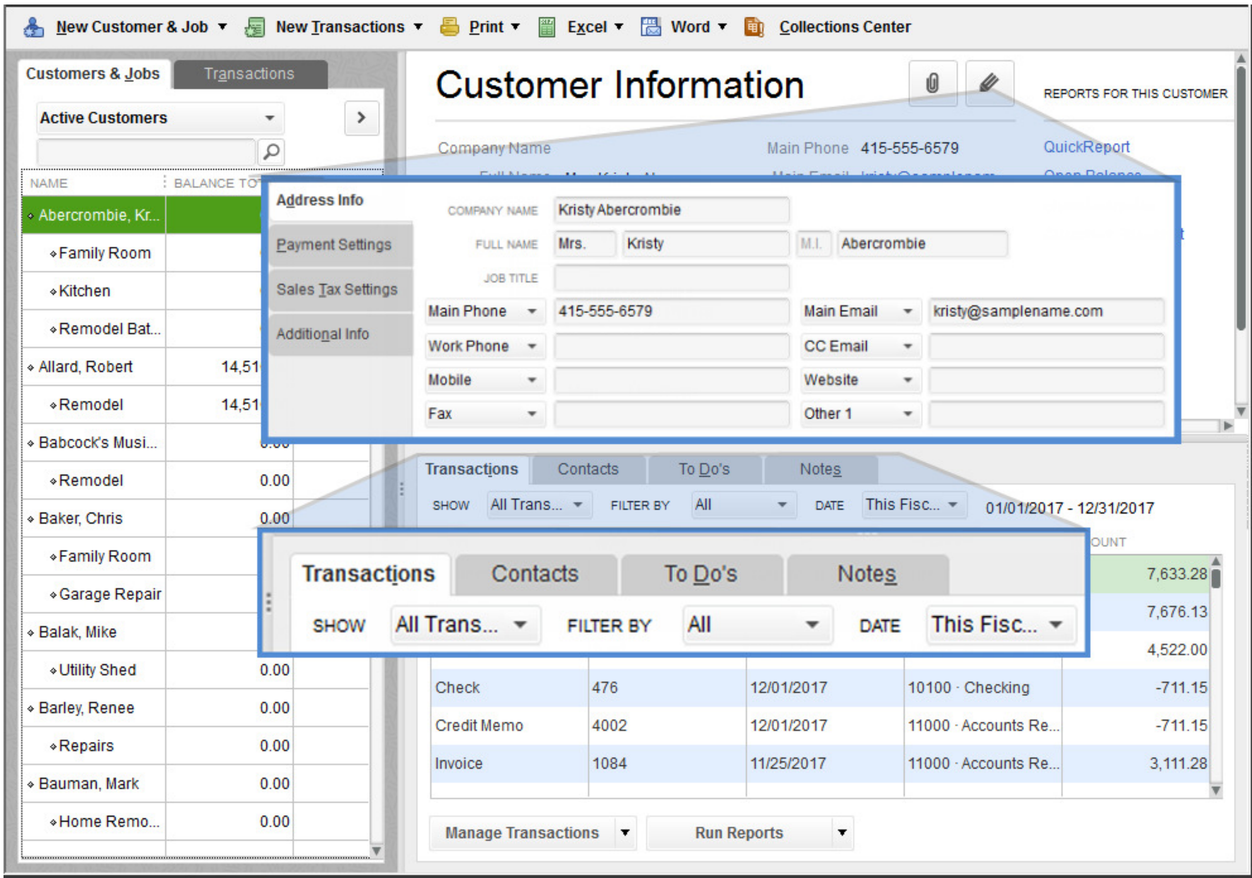


Figure 9: Access related information with just a click from the Centers.

Expanded contact information fields in the Employee, Customer and Vendor Centers are now more customizable (see **Figure 10**), allowing up to 8 contact fields and multiple notes per contact.

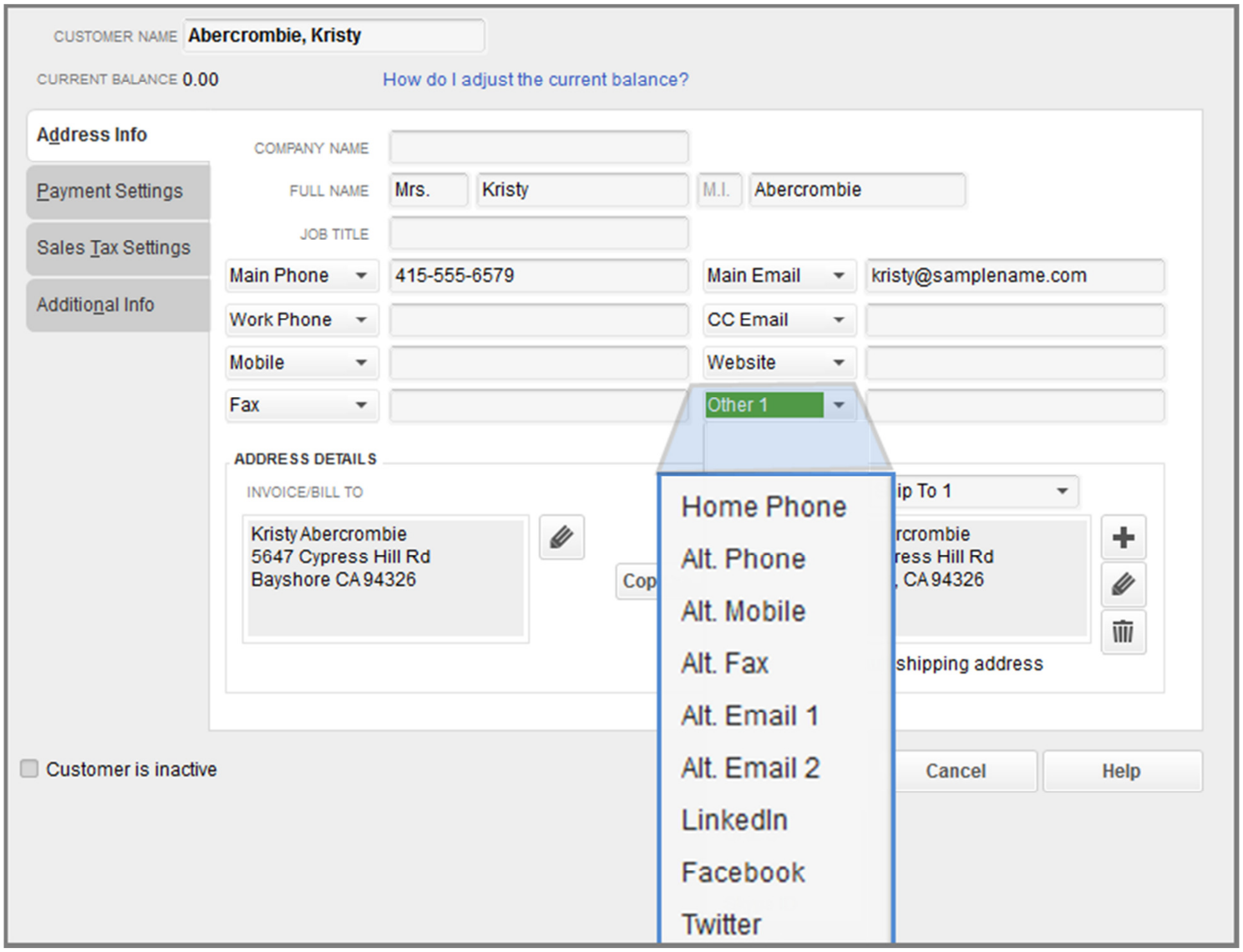


Figure 10: Customizable contact fields, so you can track everything you need.

New! Transaction Ribbon Toolbar

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: Top of Most Transactions

Formerly hidden and important features are easily accessible from the new ribbon toolbar at the top of each transaction. On each tab of the ribbon toolbar, are functions, reports or add-on services related to the currently displayed transaction type.

With the new design, when working on a transaction (invoice, purchase order, bill, etc.) the work area is highlighted (see **Figure 11**) helping to keep the user focused on the task at hand. This means fewer pop-up messages about new features that were previously dismissed.

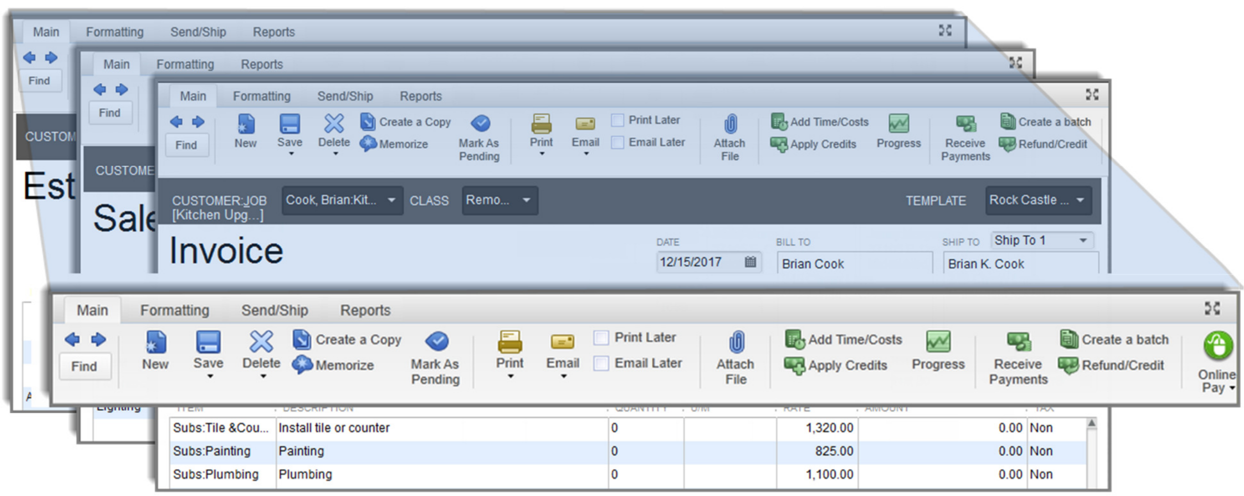


Figure 11: Transaction Ribbon Toolbar provides easy access to form related actions.

Click the top right of the ribbon toolbar to view the transaction full screen or to minimize the tool bar. Like other programs, click a tab on the ribbon toolbar to minimize and click again to maximize the ribbon toolbar.

Improved "Maximize" Forms

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: All transactions

For power users that need to work quickly through multiple same-type transactions now they can easily maximize the transaction, removing any other background tasks, before the transaction is maximized it would look like **Figure 12**. And after it is maximized the dialog box looks like what is shown in **Figure 13**.

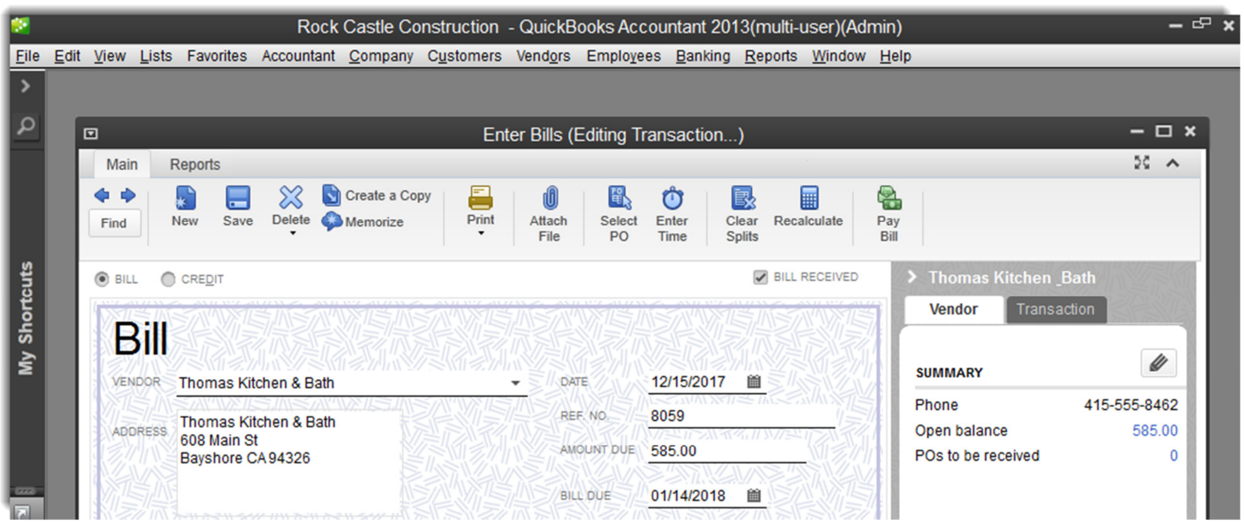


Figure 12: Before maximizing a transaction dialog box

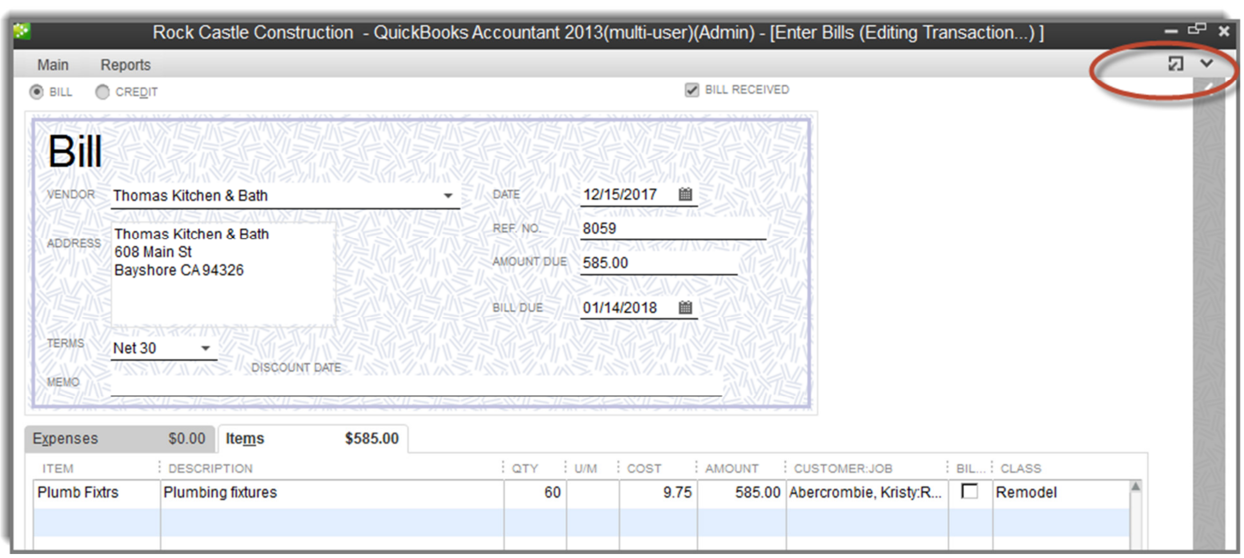


Figure 13: Maximize a transaction helps to concentrate on the task as hand.

Time & Expenses Preference for Billable Expenses

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: Edit, Preferences, Time & Expenses, Company Preferences

Over the years I can't even keep track how often I have had to explain the Billable checkbox on each transaction line. With QuickBooks 2013 users can set a preference to have a time or expense always marked billable or not as shown in **Figure 14**.

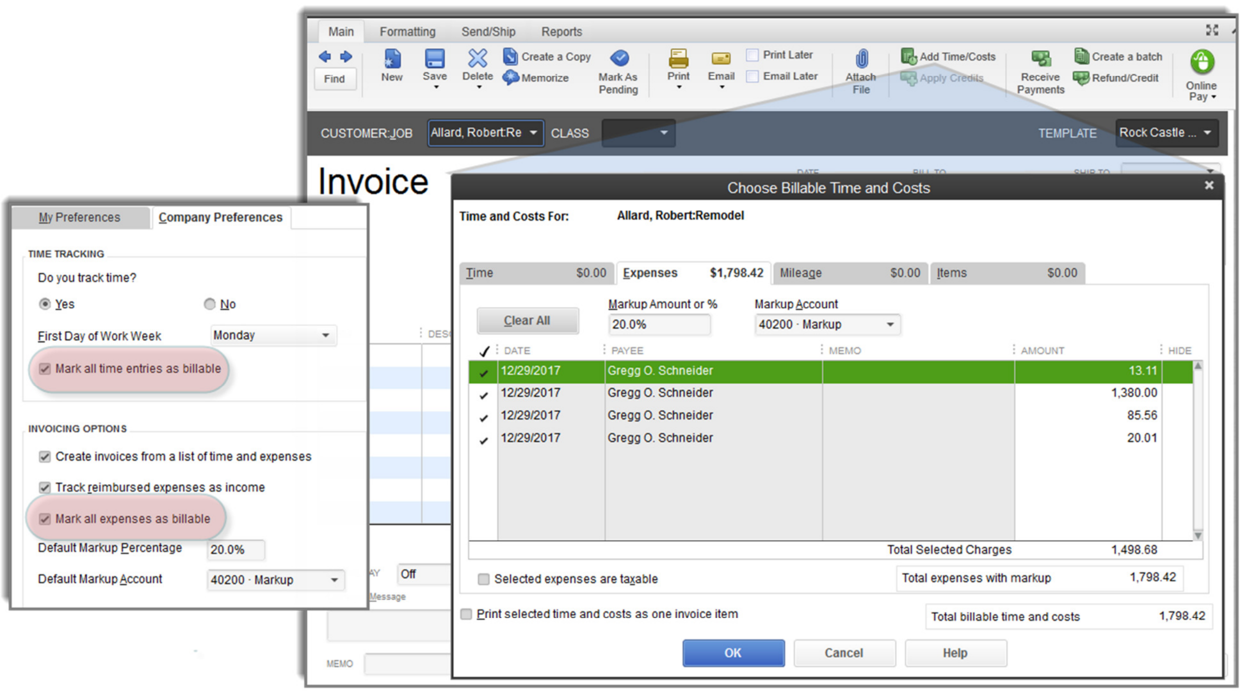


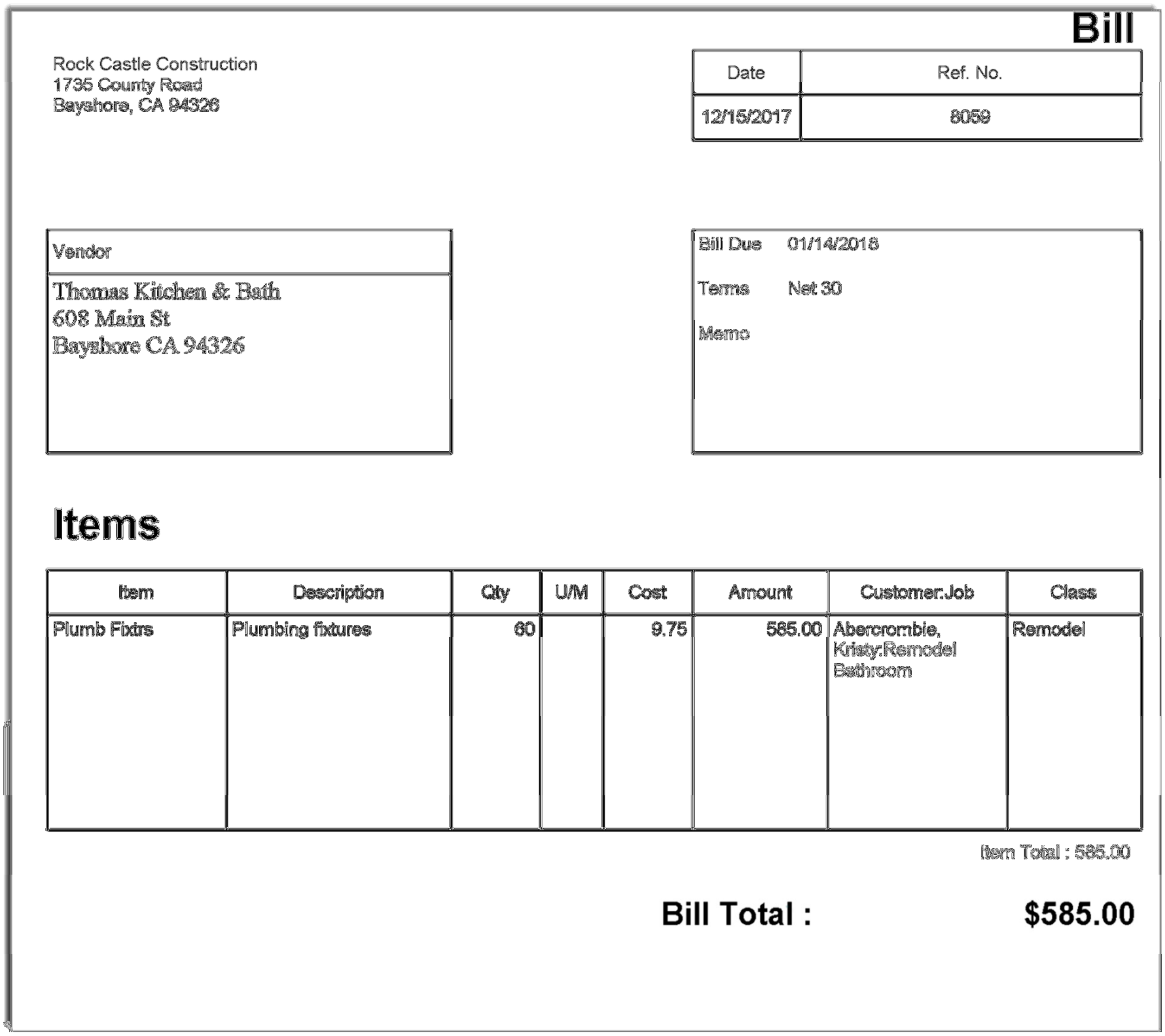
Figure 14: New preference in Time & Expenses.

New! Print Vendor Bill

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: Enter Bills, Print Found On The Main Tab of the Transaction Ribbon

This feature has been requested for years and often for the purpose of routing a bill entry for approval, a file for record keeping or even to provide a jointly owned company for proper intercompany expense recording. Note, when both an expense account and an items tab have information on the same bill, only details from the items tab will print. **Figure 15** shows a sample of a printed bill.



Bill

Rock Castle Construction
1735 County Road
Bayshore, CA 94326

Date	Ref. No.
12/15/2017	8059

Vendor
Thomas Kitchen & Bath
608 Main St
Bayshore CA 94326

Bill Due 01/14/2018
Terms Net 30
Memo

Items

Item	Description	Qty	U/M	Cost	Amount	Customer:Job	Class
Plumb Fixtrs	Plumbing fixtures	60		9.75	585.00	Abercrombie, Kristy:Remodel Bathroom	Remodel

Item Total : 585.00

Bill Total : $585.00

Figure 15: QuickBooks 2013, Print a Bill for recording keeping.

New! Assign Default Online Method of Payment for a Customer

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: Edit, Preferences, Payments and Customers, Customer Center, Edit

With the new Invoice Payment preference (see **Figure 16**) QuickBooks users can default the type of payment link included on their customer's invoices. Defaults include accepting only e-Check or both e-Check and credit card. This default setting can be overridden for specific customers.

Benefit is, QuickBooks users can decide what method of payment to accept online without leaving it up to the choice of their paying customer.

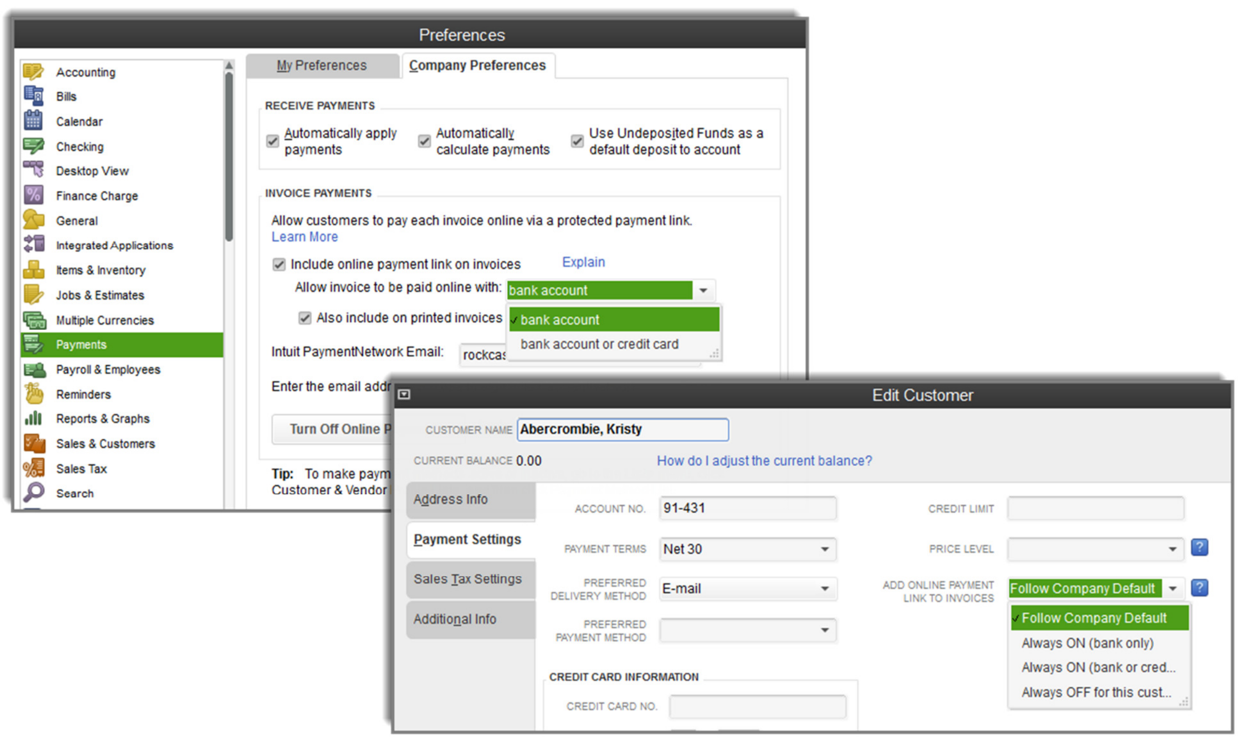


Figure 16: Company preferences, and per customer defaults for payment method links on invoices.

New! Reports Preferences for Item Based Reports

Available: QuickBooks Enterprise

Where: Edit, Preferences, Reports & Graphs, Company Preferences

New reporting preference for item: to show Name Only, Description Only, or both Name and Description on reports. See **Figure 17**.

In previous editions of the QuickBooks software, users would often use the Name field for a product code as is shown in **Figure 18**. When reports were printed, the product code may not have been easily identifiable.

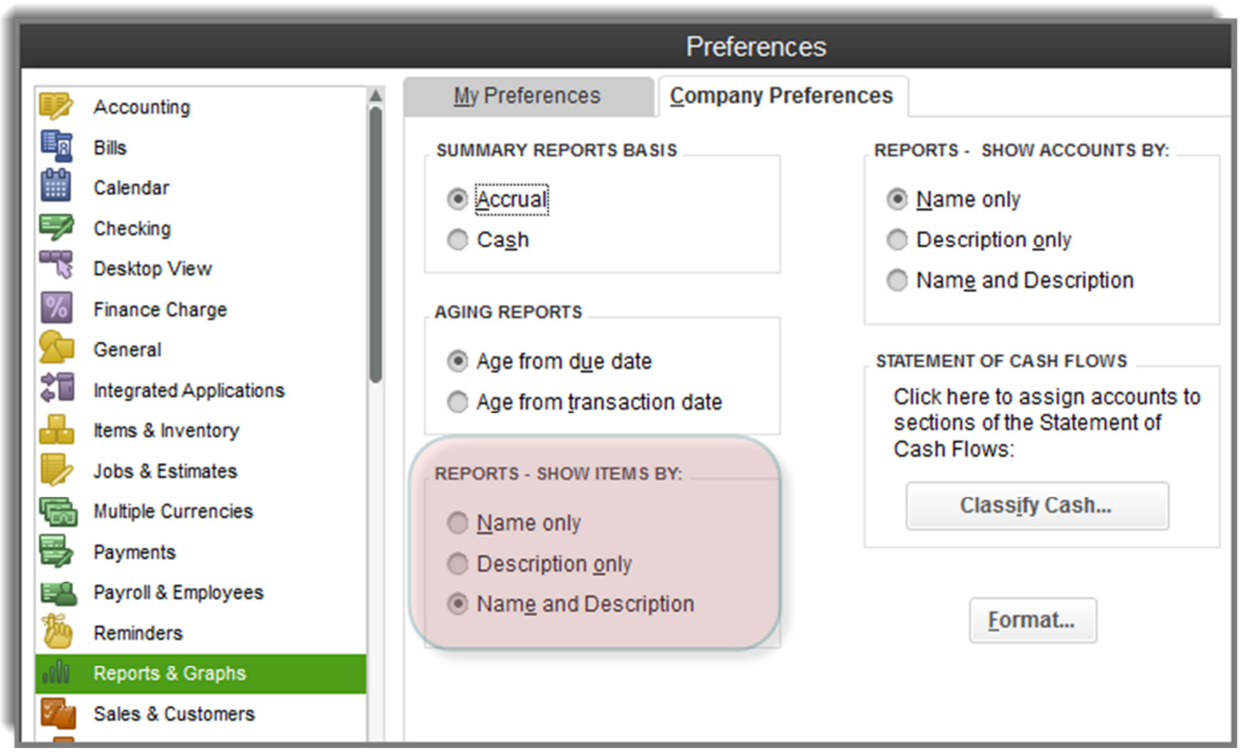


Figure 17: New QuickBooks Enterprise reporting preference when viewing item reports.

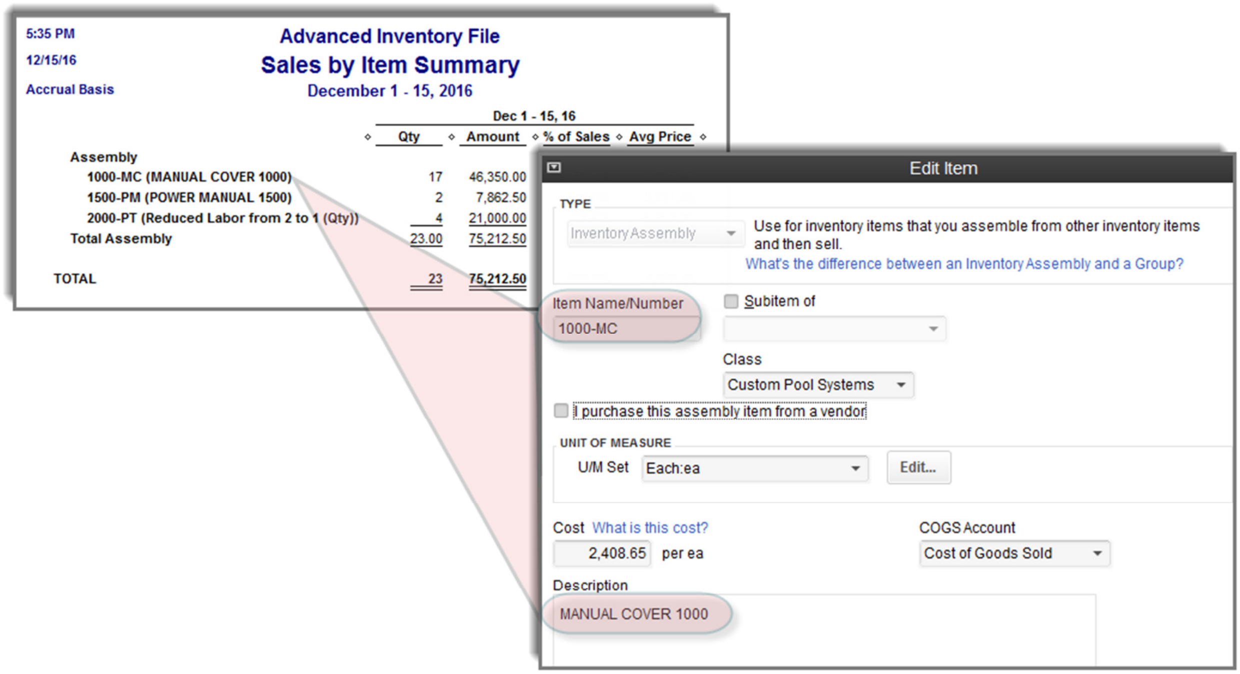


Figure 18: New report preference makes it easier to identify items included in reports.

Cut and Paste Into Search Field

Available: QuickBooks Pro, Premier, Professional Bookkeeper, Accountant and Enterprise

Where: Edit, Preferences, Payments and Customers, Customer Center, Edit

New for 2013, those times when you need to search help or your file for specifics, you can copy and paste the information directly into the search box as shown in **Figure 19**.

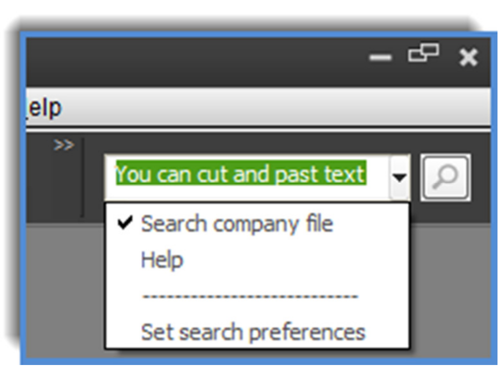


Figure 19: Copy and paste text into the search box.

Improved Upgrade Experience

Available: QuickBooks Pro Plus or Premier Plus

Where: Installing New Version of QuickBooks

Seamless upgrade: for those users with the Pro Plus, Premier Plus subscription. Software automatically downloads the latest version with the latest maintenance release. Scheduled side-by-side installs. No license/product key entry required as shown in **Figure 20**.

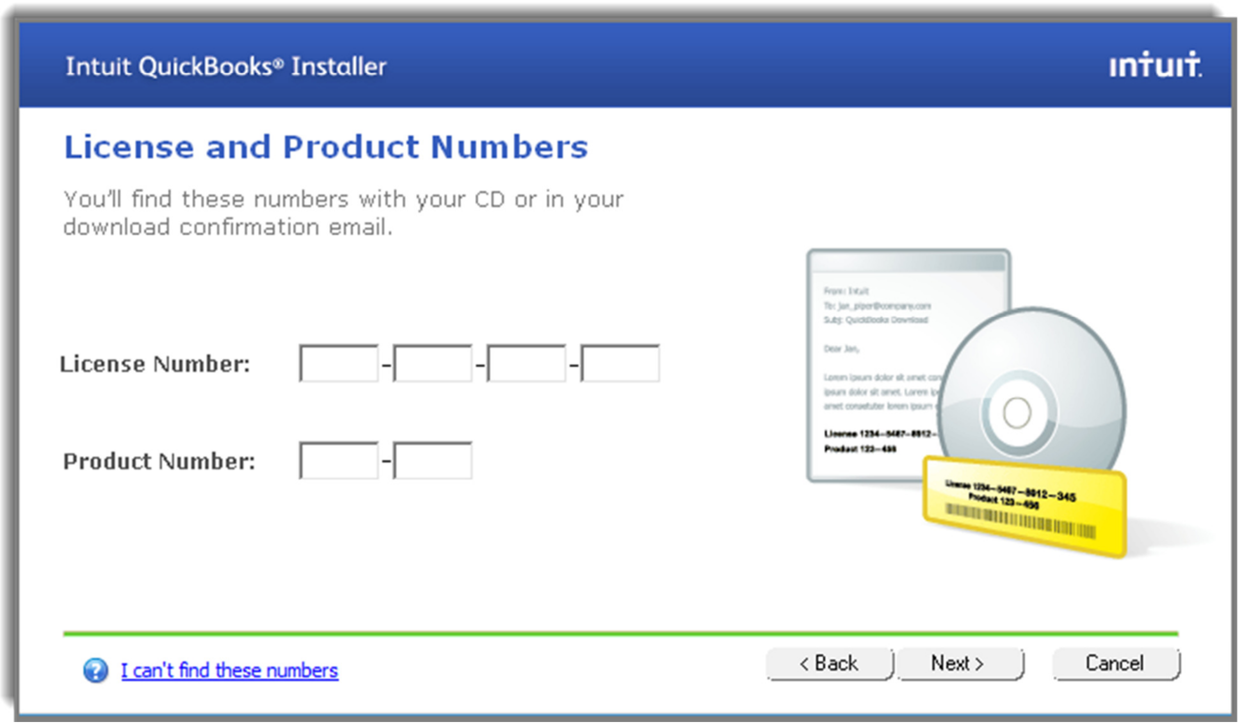


Figure 20: With the new Plus Subscription, upon upgrade the user will not have to re-enter their license or product number codes.

The newest version of QuickBooks will install automatically. The user will then need to uninstall the prior version of QuickBooks if desired. This only works with single user licenses of QuickBooks Pro or Premier Plus Subscriptions.

New! Send General Journal Entries

Available: QuickBooks Accountant and Enterprise Accountant

Where: Company, Make General Journal Entries or from the Accountant Menu (R3 or newer)

With QuickBooks Accountant 2013, you have flexibility in choosing what method of file sharing works best for you and your client. When considering a method, your client needs to continue their daily accounting tasks, while allowing you to review the data and create journal entries.

With the new Send Journal Entry[1] feature your client sends you a copy of their working file (.QBW), a backup (.QBB) or a portable company file (.QBM). Your client can continue to work in their file while you review the copy at your office without any restrictions such as those imposed when working with an Accountant's Copy. See **Figure 21**.

The best part about this new feature - there are no new "tools" to learn for you or your client, just follow these 3 simple steps:

Step 1: Create the Journal Entry as you normally would. Click the Send GJEs Icon on the Main tab of the ribbon toolbar. You will be able to select a single journal entry or several to send at the same time.

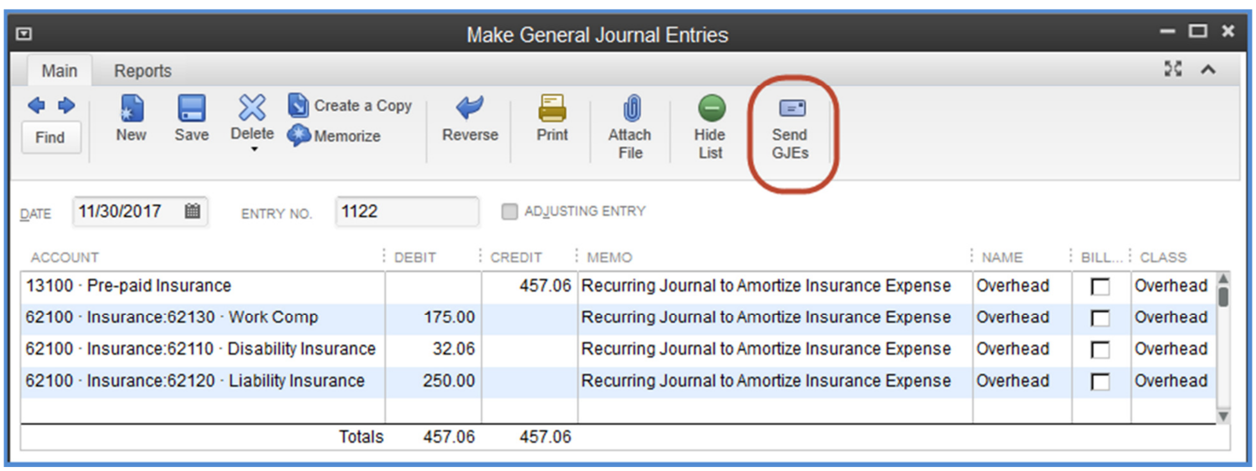


Figure 21: No new tools to learn, just click the Send GJE's and you can choose to send one or several.

[1] Send General Journal Entry feature is only available in QuickBooks Accountant 2013 and the client must use the 2013 version of QuickBooks in order to import the journal entry

Step 2: QuickBooks creates a ready-made email communication

See **Figure 22** complete with instructions and attaches the journal entry or entries. No browsing to find and attach the entries.

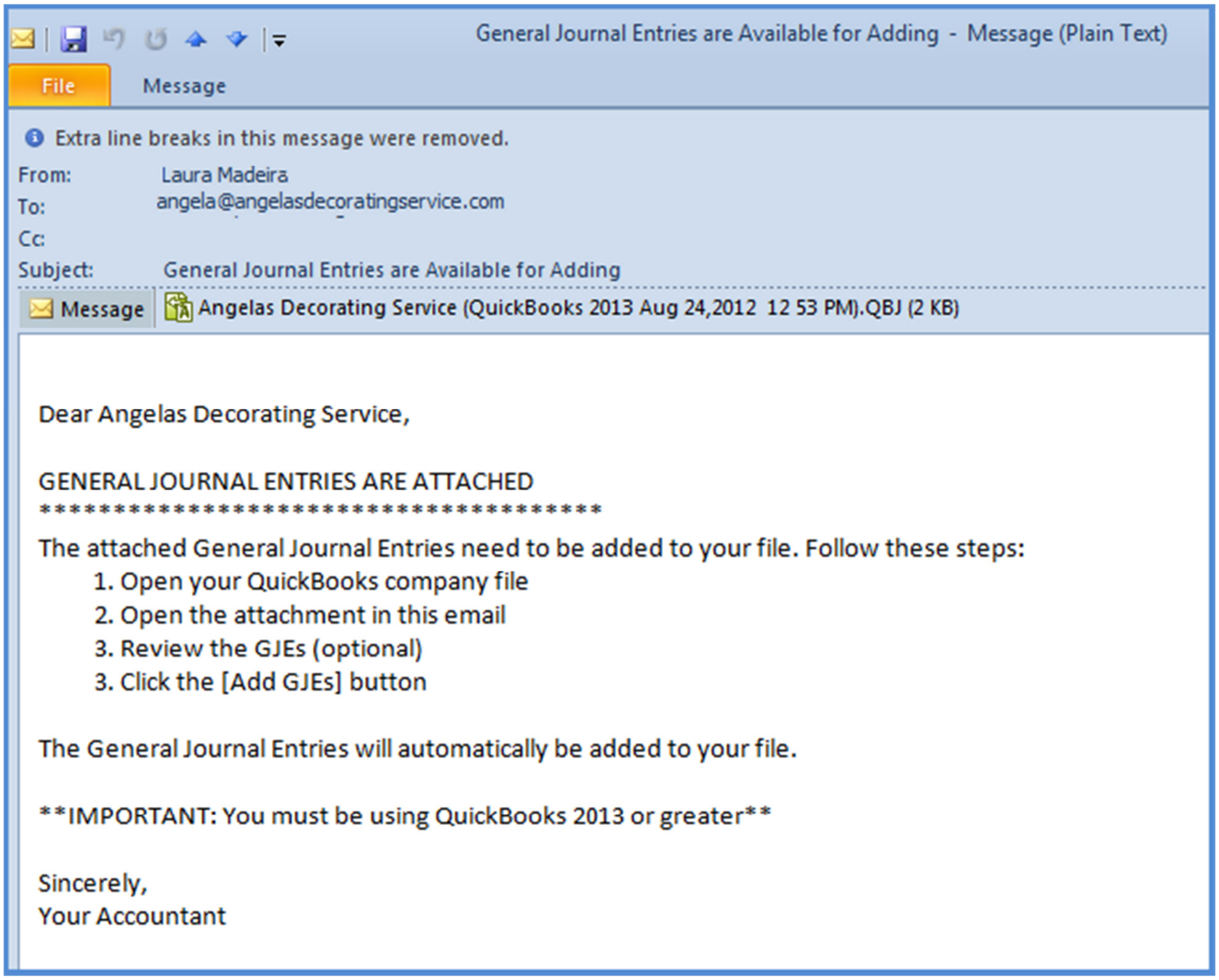


Figure 22: Clients easily import the journal entry by simply clicking on the attachment.

Note: There is nothing to prevent a user from entering adding the journal entry more than once. If the journal entry contains list items (like the Chart of Accounts, Vendors, Customers, etc.) that are not already in the clients file, QuickBooks will create them.

Also, for example, if a customer name is now being added as a vendor name in a Journal Entry, QuickBooks will create the new vendor name and append the name with DUP, in keeping with QuickBooks not able to have the same name on more than one list.

New! Batch Enter Transactions

Available: QuickBooks Professional Bookkeeper, Accountant and Enterprise (all editions)

Where: Accountant, Batch Enter Transactions

Work more profitably when offering write-up services using the new Batch Enter Transactions feature. See **Figure 23**. With this feature you can add the following transactions types to a QuickBooks data file:

- Checks
- Deposits
- Credit Card Charges or Credits

With the Batch Enter Transactions feature you can:

- Enter transactions in batch on a screen designed for power data entry
- Paste over 1,000+ transactions from Excel and save all at once
- Enter after-the-fact transactions easily into a customizable data entry grid
- Choose from multiple data fields and which order to display the columns of data

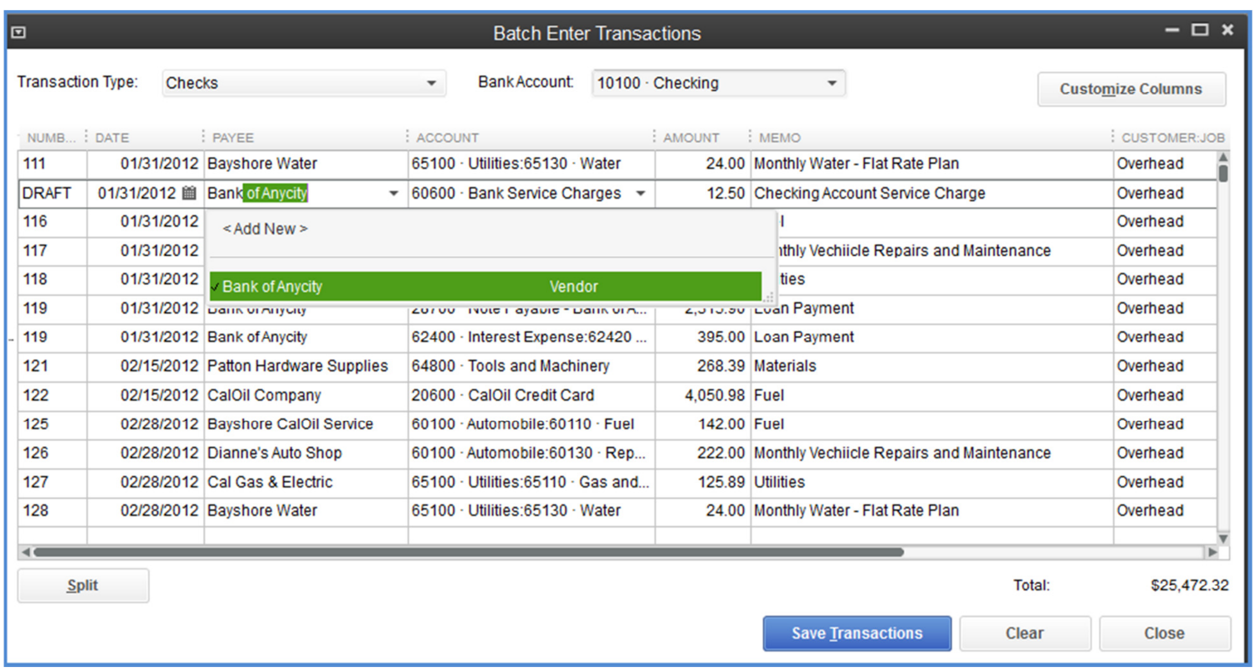


Figure 23: Manually enter, copy and paste from excel. Doing write-up work was never easier!

Improved Write Off Invoices In Client Data Review

Available: QuickBooks Accountant and Enterprise Accountant

Where: Accountant, Client Data Review, Write Off Invoices

With Write Off Invoices in Client Data Review you can quickly write-off a hundreds of invoices instead of one at a time as shown in **Figure 24**. Improved for QuickBooks 2013, the write off creates a Credit Memo and allows you to select the item to use. The improvement over prior years is that if the original invoice included sales tax this method will accurately record the credit to the sales tax payable account by using a taxable item on the write off window.

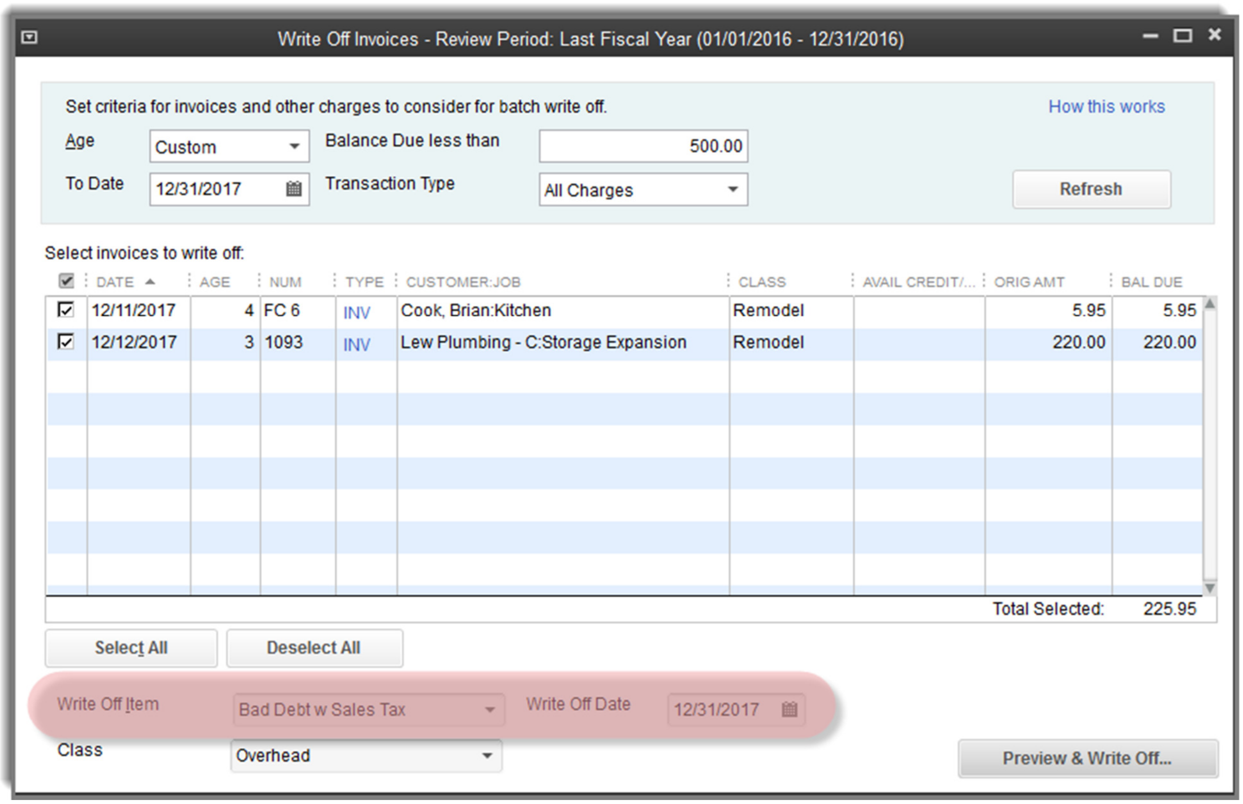


Figure 24: Write off multiple invoices at once using this Client Data Review feature.

You stay in control, viewing and printing the write off detail before QuickBooks creates the credit memo transaction as displayed in **Figure 25**.

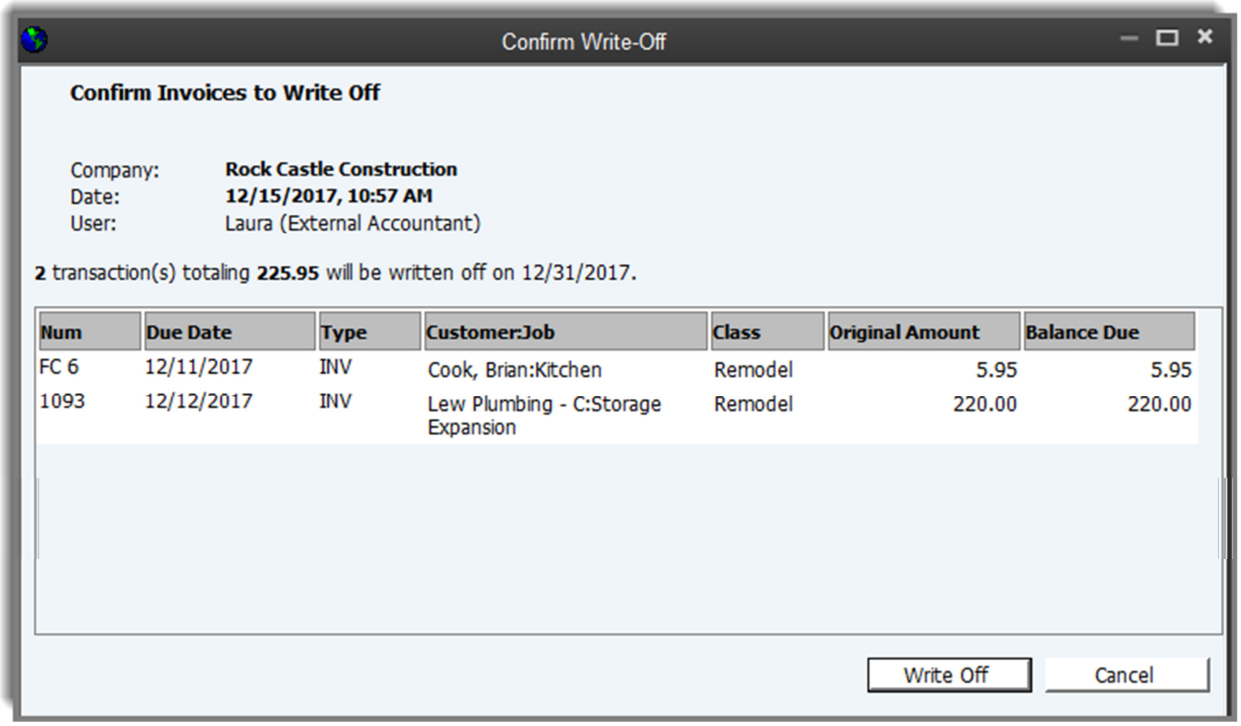


Figure 25: Confirm the details of the write off before completing the action.

New for QuickBooks 2013, Client Data Review creates a credit memo transaction automatically. (See **Figure 26**). This provides improved handling of the credit for sales tax on invoices by crediting the sales tax payable account on the date assigned to the write off.

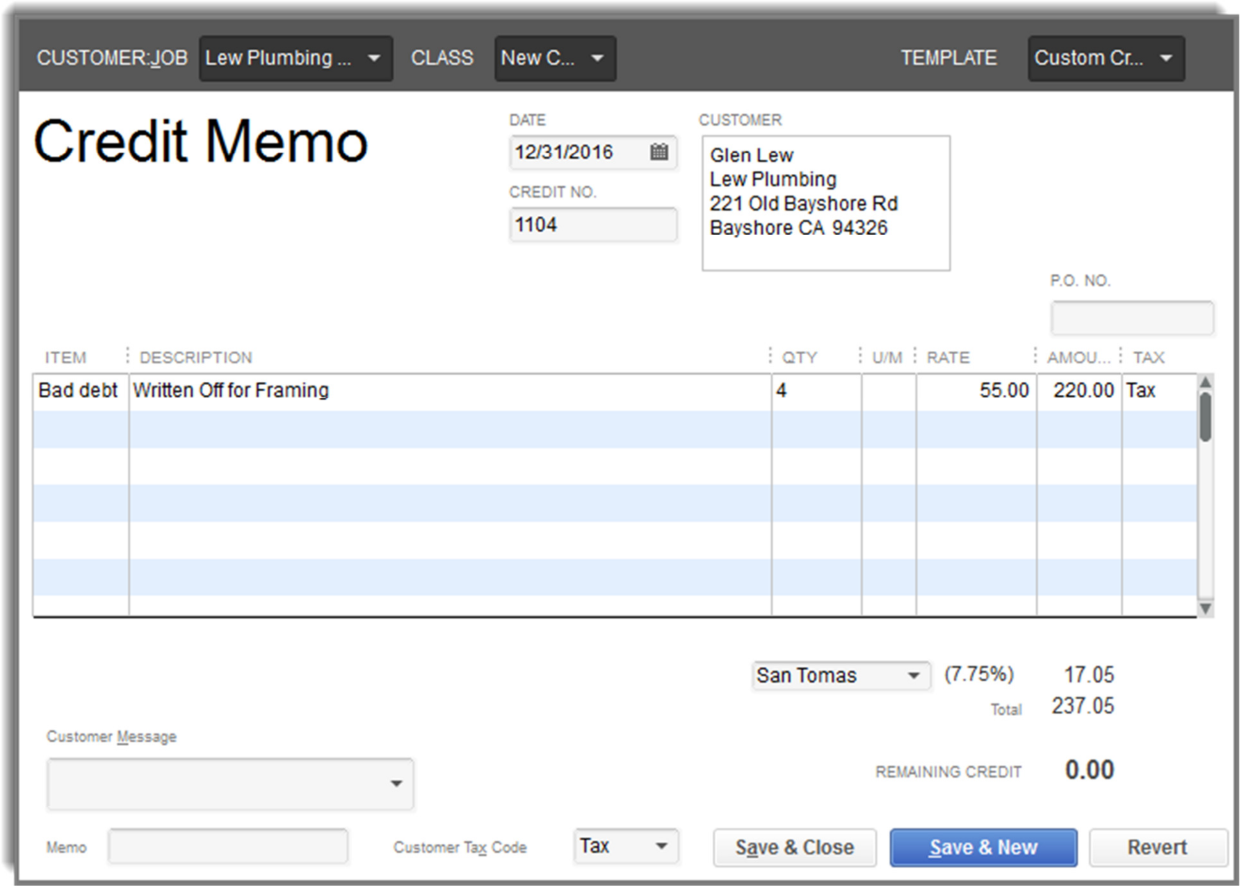


Figure 26: Client Data Review creates a credit memo transaction for all write offs.

Improved Access to Starter Copy

Available: QuickBooks Accountant and Enterprise Accountant

Where: File, New Company From Existing Company File

Save time setting up new clients by using existing company file as a template

- Use an existing client file as a template for new client set up.
- Keeps preferences, chart of accounts, type of tax form and more.
- Imports non-sensitive company information only

QuickBooks Professional Bookkeeper 2013

Available: QuickBooks Professional Bookkeeper

Where: General product details

Bookkeeper Center, create short cuts to features you use. Customized center applies to all client files. Quickly access and run memorized reports, view account balances and recent reconciliation details, stay informed with articles and product alerts.

Batch Transaction Enter, see previous section for details.

File Manager, 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.

Multi-Instance useful for the professional who works on multiple client data files at the same time.

Free Remote Access 12 months

Free 30 days technical support

New! Default Class Assignment

Available: QuickBooks Enterprise

Where: Edit, Preferences, Accounting, Company Preferences

Save time and help improve accuracy by assigning default classes to items, accounts or names. When filling out transactions, QuickBooks automatically assigns the default class – you can edit the default at any time. This new preference will help minimize errors in data entry and save valuable time. **Figure 27** shows the class assigned to an inventory part.

Each time this inventory part is used on a transaction, the class assigned with default. Classes can be assigned to either: names, items or accounts.

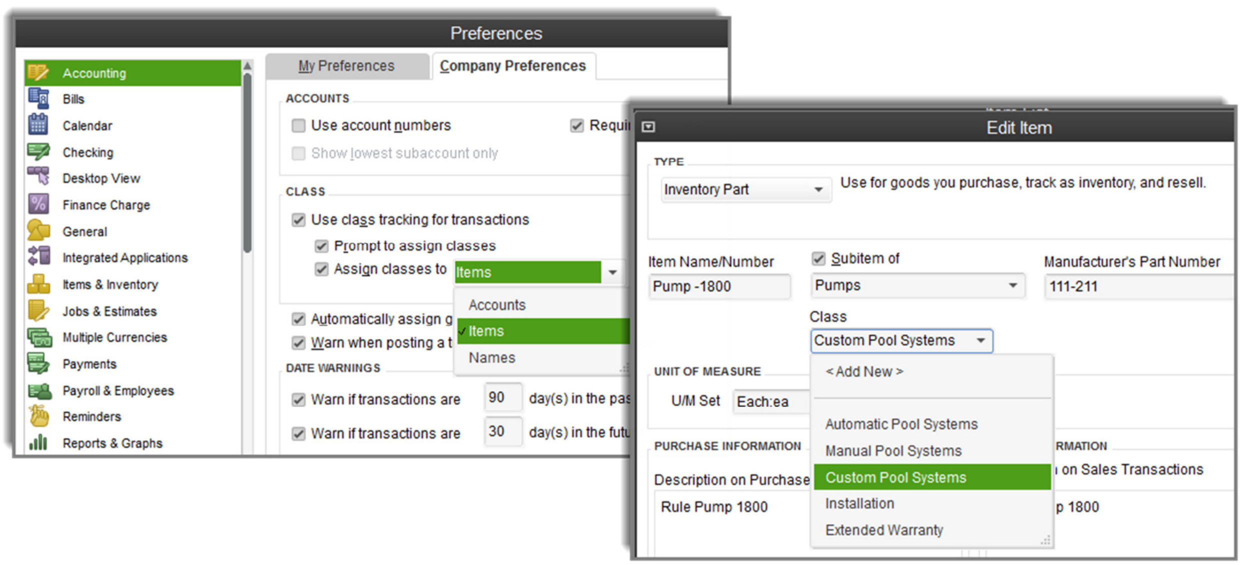


Figure 27: QuickBooks Enterprise preference to default class assignment.

Improved - Increased List Limits

Available: QuickBooks Enterprise *Except as Noted Below*

Where: Misc. Lists, F2 Will Provide List Information for Open File

The table provided below details those lists that have been increased in size in QuickBooks Enterprise, with the exception of the increase to 50 items in a Group or Sales Tax Item group include in all versions of QuickBooks for Windows desktop.

List	Previous	New
Chart of Accounts	10,000	100,000
Classes	10,000	100,000
Customer Types	10,000	100,000
Vendor Types	10,000	100,000
Memorized Transactions	29,000	50,000
To Do's	10,000	100,000
Customer Messages	10,000	100,000
Items in a Group or Sales Tax Item (also for Pro, and Premier)	20	50

Table 1: New list limits to accommodate larger file sizes and more reporting options

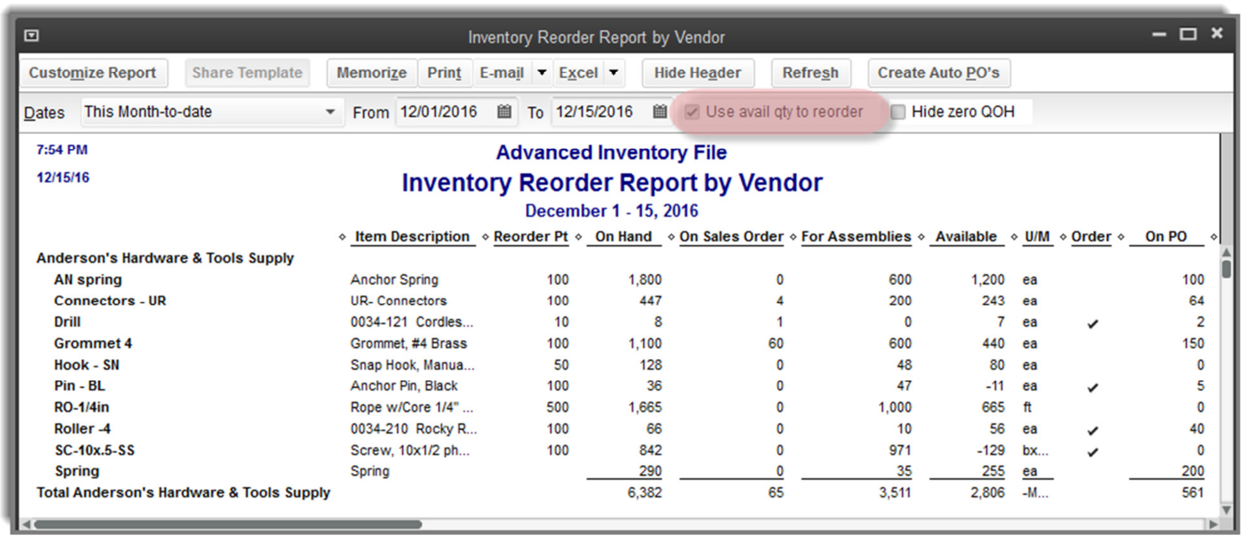
Inventory Reorder Reports Include Available Quantity

Available: QuickBooks Enterprise or QuickBooks Enterprise Accountant

Where: Mfg & Whsle, Manufacturing & Wholesale Reports, Inventory Reorder Point by Vendor. This report is also accessible in the Accountant Enterprise software, Reports, Industry Specific.

New for QuickBooks Enterprise 2013, the inventory reorder reports include the option to include or exclude available quantity (see **Figure 28**) from being considered in the items to be reordered.

This report improvement makes it easier to replenish inventory after factoring in committed inventory that may still be on the shelf.



7:54 PM
12/15/16

Advanced Inventory File
Inventory Reorder Report by Vendor
December 1 - 15, 2016

	Item Description	Reorder Pt	On Hand	On Sales Order	For Assemblies	Available	U/M	Order	On PO
Anderson's Hardware & Tools Supply									
AN spring	Anchor Spring	100	1,800	0	600	1,200	ea		100
Connectors - UR	UR- Connectors	100	447	4	200	243	ea		64
Drill	0034-121 Cordles...	10	8	1	0	7	ea	✔	2
Grommet 4	Grommet, #4 Brass	100	1,100	60	600	440	ea		150
Hook - SN	Snap Hook, Manua...	50	128	0	48	80	ea		0
Pin - BL	Anchor Pin, Black	100	36	0	47	-11	ea	✔	5
RO-1/4in	Rope w/Core 1/4" ...	500	1,665	0	1,000	665	ft		0
Roller -4	0034-210 Rocky R...	100	66	0	10	56	ea	✔	40
SC-10x.5-SS	Screw, 10x1/2 ph...	100	842	0	971	-129	bx...	✔	0
Spring	Spring		290	0	35	255	ea		200
Total Anderson's Hardware & Tools Supply			6,382	65	3,511	2,806	-M...		561

Figure 28: To better manage replenishing inventory, factor in your available quantity.

New! Hide Zero Quantity on Inventory Reports

Available: QuickBooks Pro, Premier, Bookkeeper, Accountant and Enterprise – R3 maintenance release or newer.

Where: From the menu bar, choose Reports, Inventory. These reports allow you to suppress zero quantities: you must have installed maintenance release 3 or newer. To view your current release, click F2 on your keyboard. To update, from the menu bar, choose Help > Update QuickBooks.

On inventory summary reports (see **Figure 29**), permitting you to suppress lines of detail that have a zero quantity. The following reports include this ability:

- Inventory Valuation Summary
- Inventory Valuation Stock Status by Item
- Inventory Valuation Stock Status by Vendor
- Inventory Reorder Reports

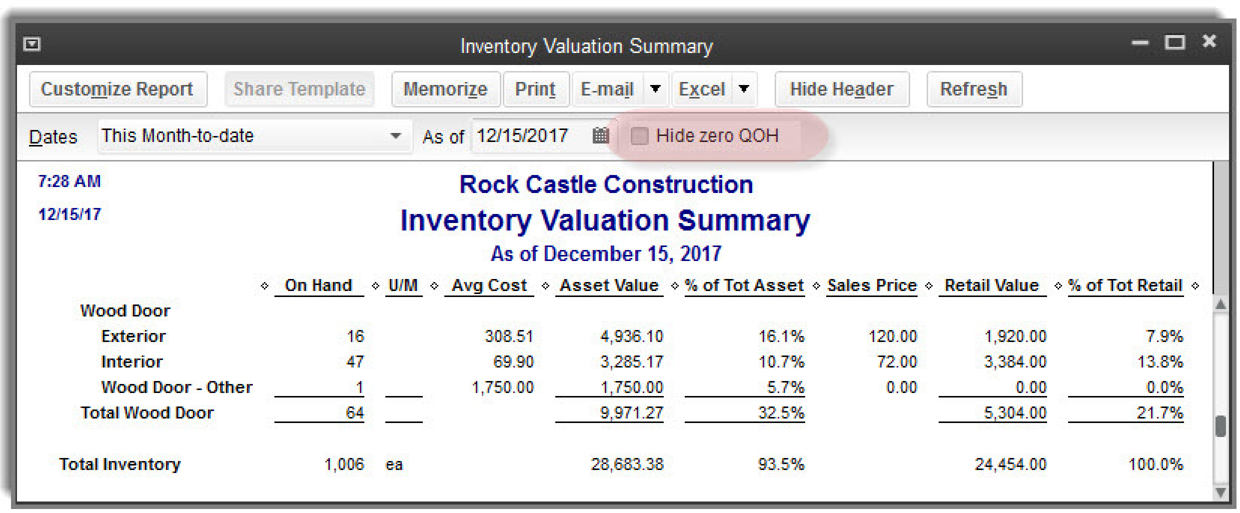


Figure 29: With R3 maintenance release installed filter our zero Quantity on Hand from reports

New! Auto Create Purchase Orders

Available: QuickBooks Enterprise

Where: From stock status reports, choose the one you use most

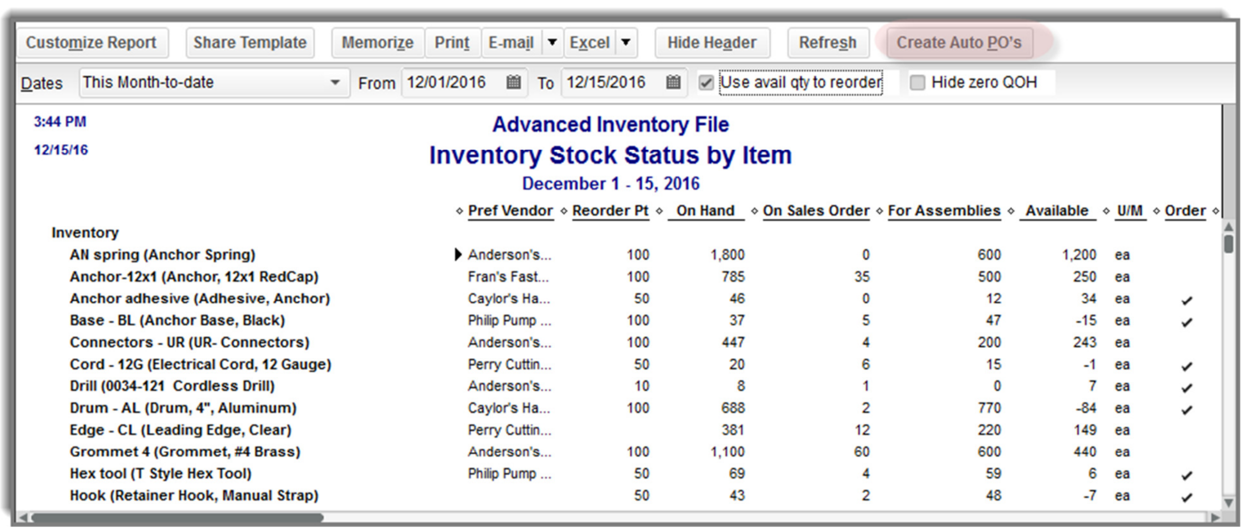
Shows you how many of each item you need order, and with the click of a button, creates all the PO's necessary to place orders.

Find the access point on the Inventory Stock Status reports as shown in **Figure 30**.

Stock status reports show you which items you need to reorder. Simply add your quantities, then click to auto-create all your purchase orders in one step, see **Figure 31**.

Quickly replenish your inventory from any of the following reports, use your favorite:

- Inventory Stock Status by Item
- Inventory Stock Status by Vendor
- Inventory Stock Status by Site
- Inventory Reorder Report by Vendor



	Pref Vendor	Reorder Pt	On Hand	On Sales Order	For Assemblies	Available	U/M	Order
Inventory								
AN spring (Anchor Spring)	Anderson's...	100	1,800	0	600	1,200	ea	
Anchor-12x1 (Anchor, 12x1 RedCap)	Fran's Fast...	100	785	35	500	250	ea	
Anchor adhesive (Adhesive, Anchor)	Caylor's Ha...	50	46	0	12	34	ea	✓
Base - BL (Anchor Base, Black)	Philip Pump ...	100	37	5	47	-15	ea	✓
Connectors - UR (UR- Connectors)	Anderson's...	100	447	4	200	243	ea	
Cord - 12G (Electrical Cord, 12 Gauge)	Perry Cuttin...	50	20	6	15	-1	ea	✓
Drill (0034-121 Cordless Drill)	Anderson's...	10	8	1	0	7	ea	✓
Drum - AL (Drum, 4", Aluminum)	Caylor's Ha...	100	688	2	770	-84	ea	✓
Edge - CL (Leading Edge, Clear)	Perry Cuttin...		381	12	220	149	ea	
Grommet 4 (Grommet, #4 Brass)	Anderson's...	100	1,100	60	600	440	ea	
Hex tool (T Style Hex Tool)	Philip Pump ...	50	69	4	59	6	ea	✓
Hook (Retainer Hook, Manual Strap)		50	43	2	48	-7	ea	✓

Figure 30: Work efficiently, creating purchase orders in batch launched from stock status reports.

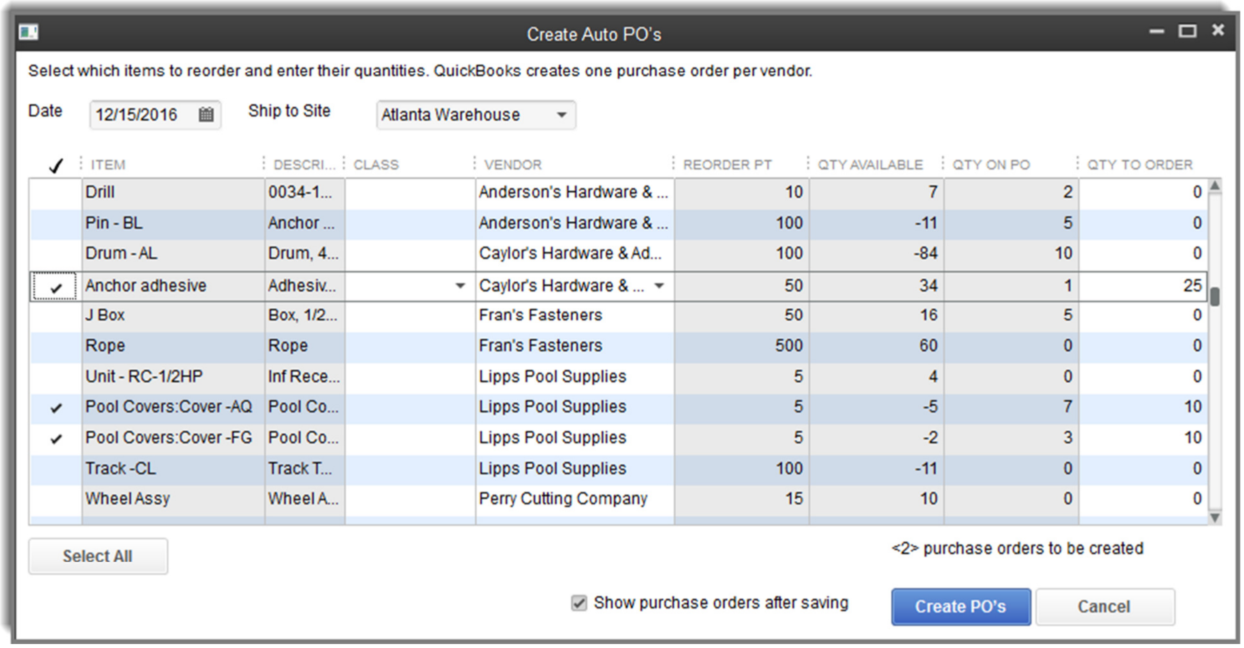


Figure 31: With QuickBooks Enterprise users can efficiently creating multiple purchases at a time.

When using the new Auto Create PO's you have to manually enter the quantity to order for each part, it does not pick that amount up from the reorder details.

You cannot split your ordering to multiple vendors for the same part. If you need to "split" an order of a single product to two vendors, you will have to complete one Auto Create PO's dialog for one vendor and then return to add the other.

New! Bin Location Tracking

Available: Enterprise with Advanced Inventory

Where: Edit, Preferences, Items & Inventory, Advanced Inventory Settings, Multiple Inventory Locations

Bin locations are essentially subs of inventory sites. In previous versions of QuickBooks Enterprise the site list was capped at 200 sites. Now this limit is raised to 1,000,000. Inventory can be transferred from one Bin to another Bin as shown in **Figure 32**.

Track specific inventory items down to the bin location level within one or more warehouses. When filling out forms (see **Figure 33**), automatically see quantities and serial or lot numbers for each bin. Sort pick lists and item receipts by location for efficient picking and stocking.

If one item is in several bins, QuickBooks offers a choice of the relevant bins on transactions. If the user chooses to sell a particular lot or serial number, QuickBooks automatically enters the bin that contains that lot or serial number

Users can see reports like the one in **Figure 34** at any time that show which items are in which bin, their quantity per bin, and which lots and serial numbers are in which bins.

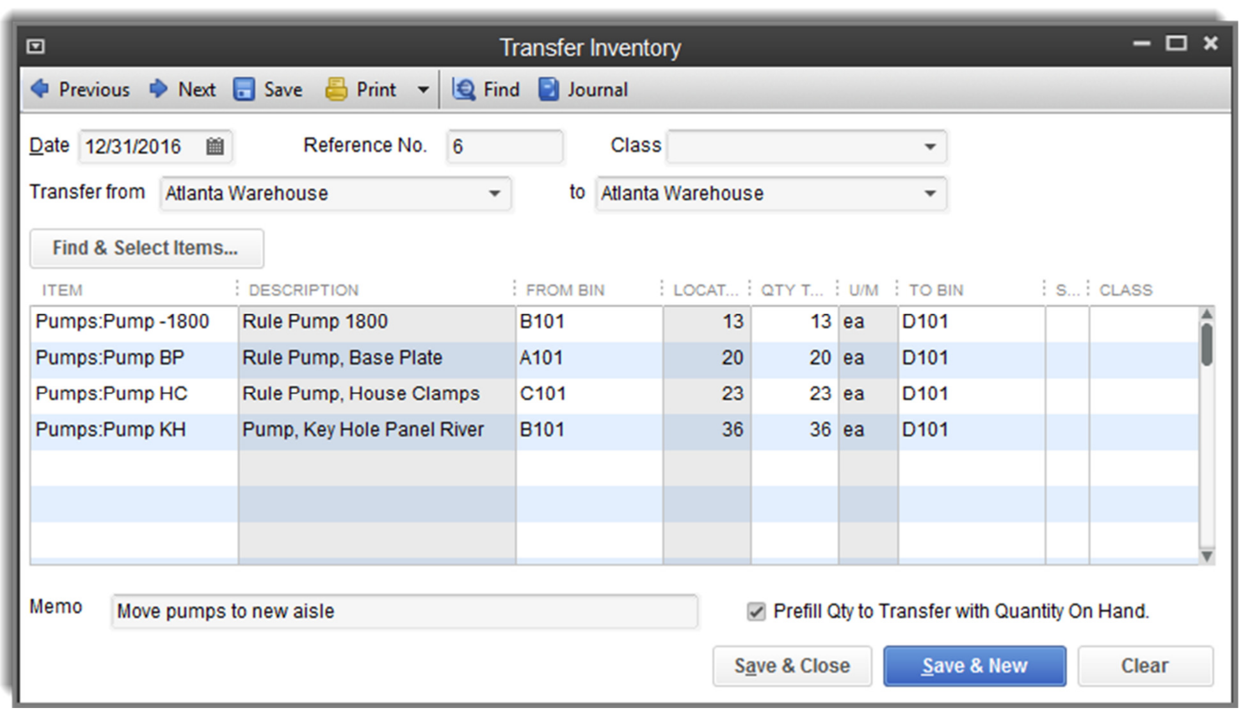


Figure 32: Bins are "sub-sites" and are created on the Site Location list.

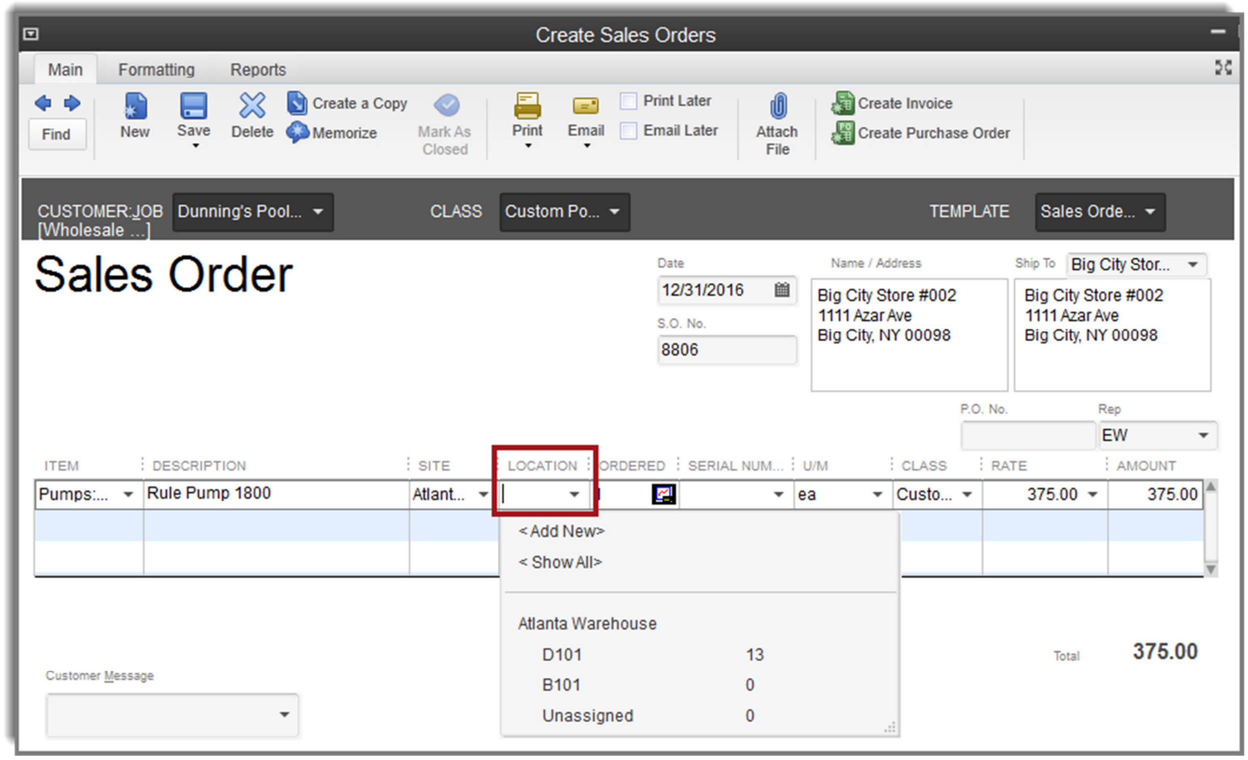


Figure 33: Locations, Bins, etc. are selectable on transaction forms. When selecting, users will see the current on hand quantity.

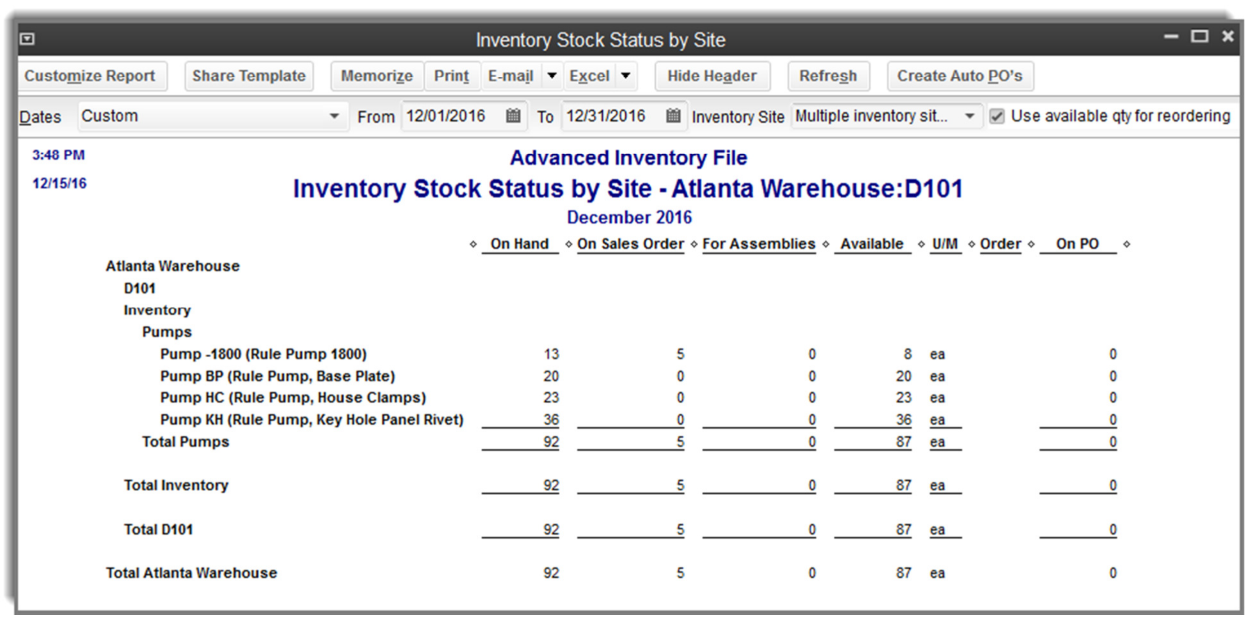


Figure 34: Inventory stock status reports can be filtered for specific bin locations.

New! Barcode Scanning

Available: QuickBooks Enterprise with Advanced Inventory

Where: Edit, Preferences, Items & Inventory, Advanced Inventory Settings, Bar Code Scanning

Using barcodes in QuickBooks makes data entry faster and easier. You assign barcodes to items. Then you can scan barcodes when you buy or sell items. You can also scan barcodes to adjust the quantity of items on hand.

While QuickBooks states they support most USB and Bluetooth scanners, not all will work. They advise looking for the following specifications:

- Support for EAN-13 and Code-128 barcodes
- Able to produce a single carriage return at the end of the barcode

When you enable Bar Code Scanning you will be able to pick from the following in the initial setup:

- You do not currently track barcodes in QuickBooks
- Copy barcodes from the Item Name Field, Manufacture's Part Number, Purchase Information and Custom Fields. (See **Figure 35**). Making it easy to begin using this feature.

Scan barcodes to enter data automatically into any transaction form that uses items. Your cursor can be on any section of the transaction when you scan the part is added to the next available line in the Item column with a default quantity of 1. If you scan the same item multiple times, each scan will increase the quantity.

If you use serial numbering in QuickBooks Enterprise, you first must have the serial number in the item in QuickBooks, then when you scan a serial number, it will populate the proper item on the transaction form.

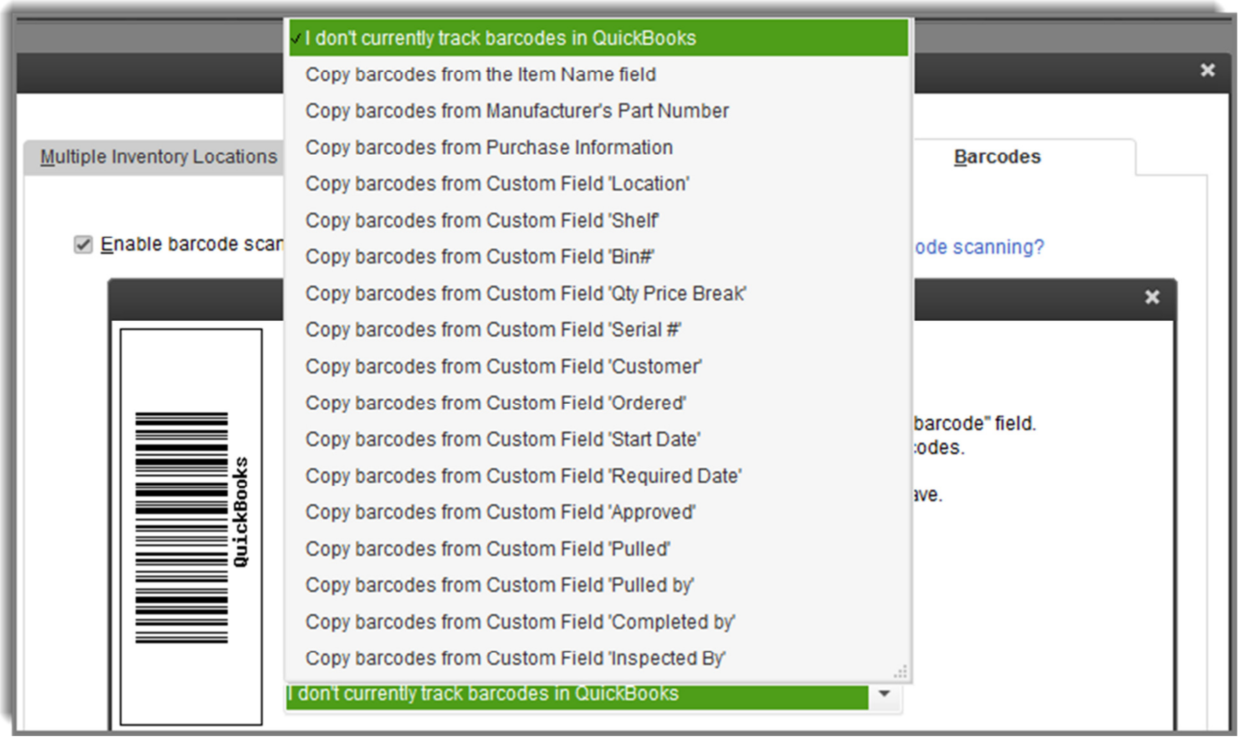


Figure 35: Efficiently begin using existing bar codes stored in QuickBooks.

After enabling bar codes a new field displays on the item record. See **Figure 36**.

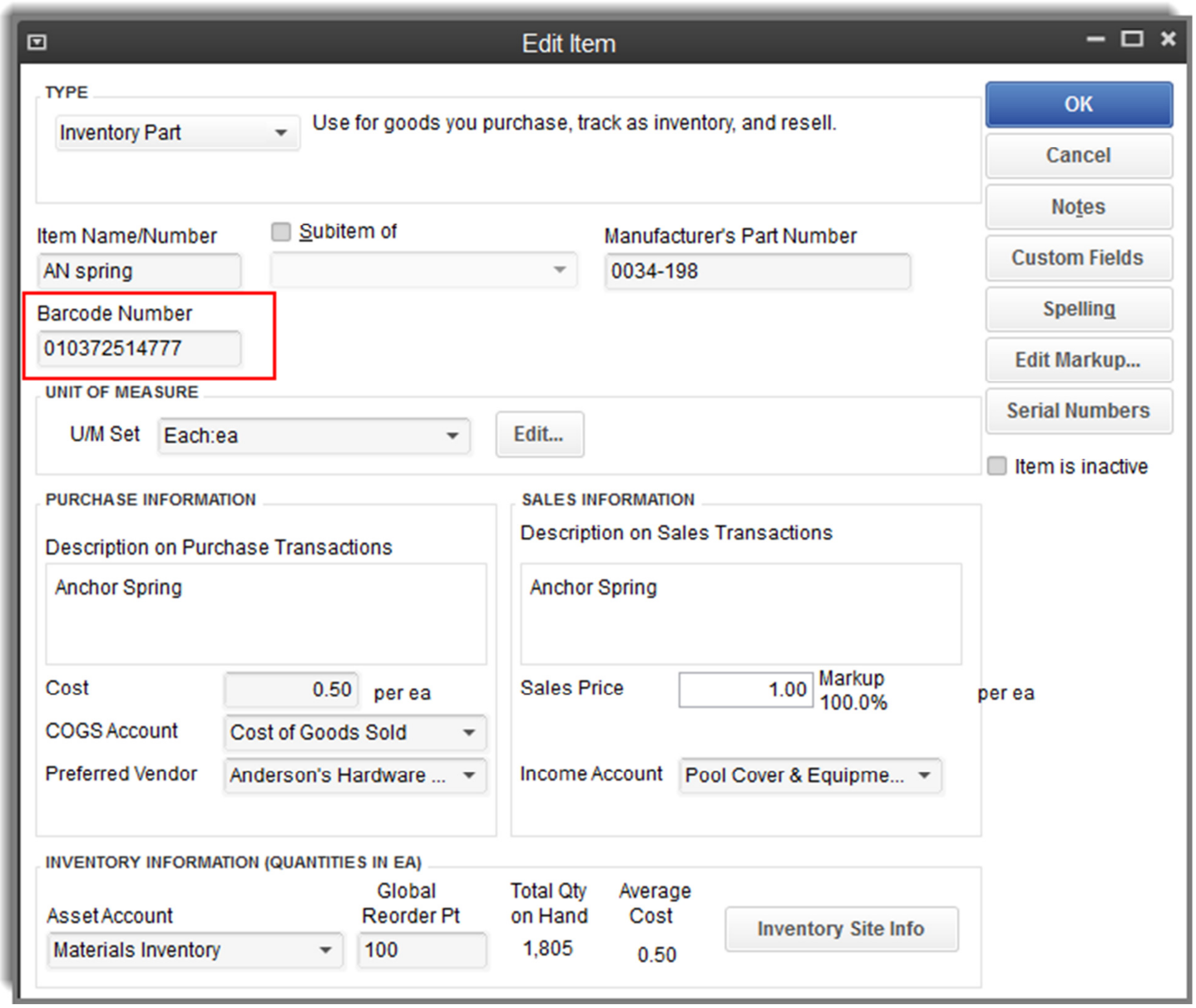


Figure 36: New field included with item record for the bar code data.

Simply scan an item and QuickBooks populates the scanned items bar code in the correct field on the form as shown the purchase order in **Figure 37**. Scan the next item and QuickBooks moves to the next available line and enters the information with a default quantity of 1.

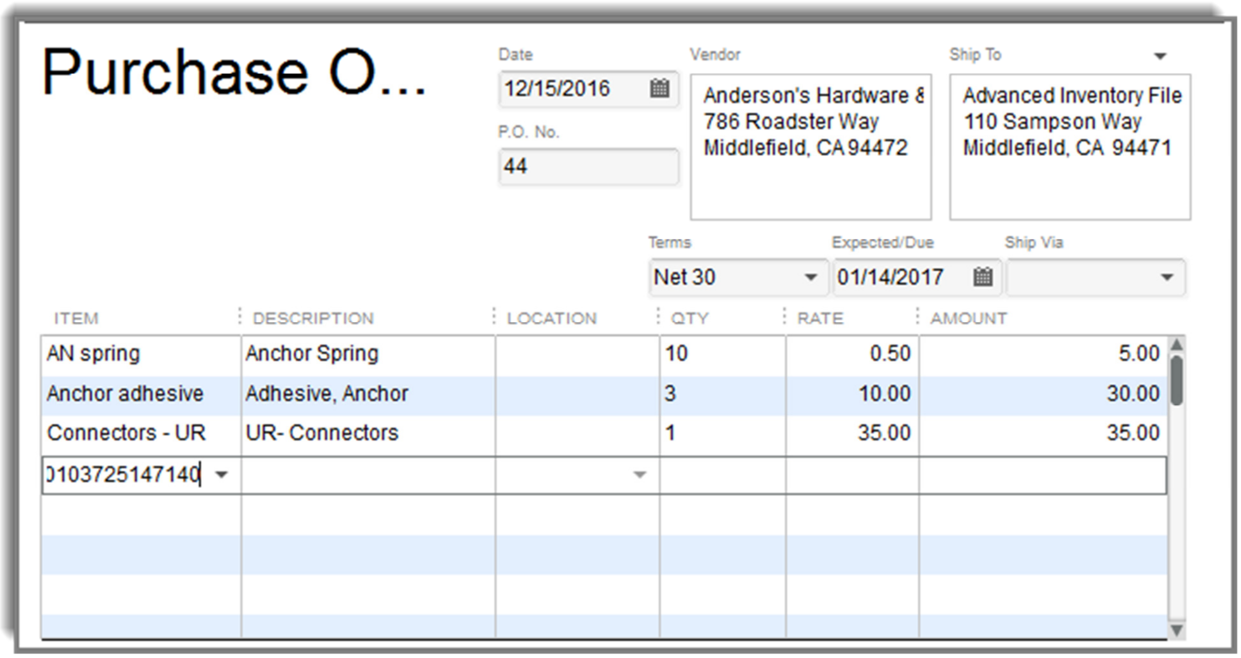


Figure 37: Scan the item and QuickBooks will prefill the information on item based transactions.

When receiving items on open purchase orders you can instruct QuickBooks that you will scanning the items, see **Figure 38** below.

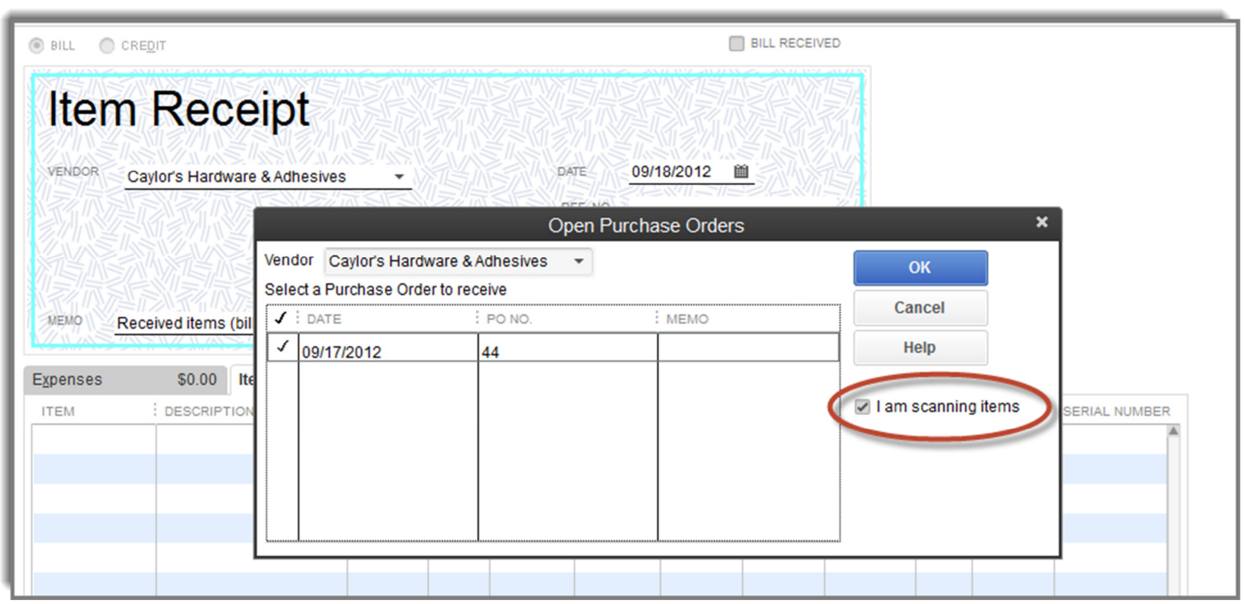


Figure 38: New functionality when receiving items using a bar code scanner.

New column of data when selecting to use Bar Code Scanning, clicking the Compare to PO will highlight in red any quantities that are in excess of the Purchase Order as shown in **Figure 39**.

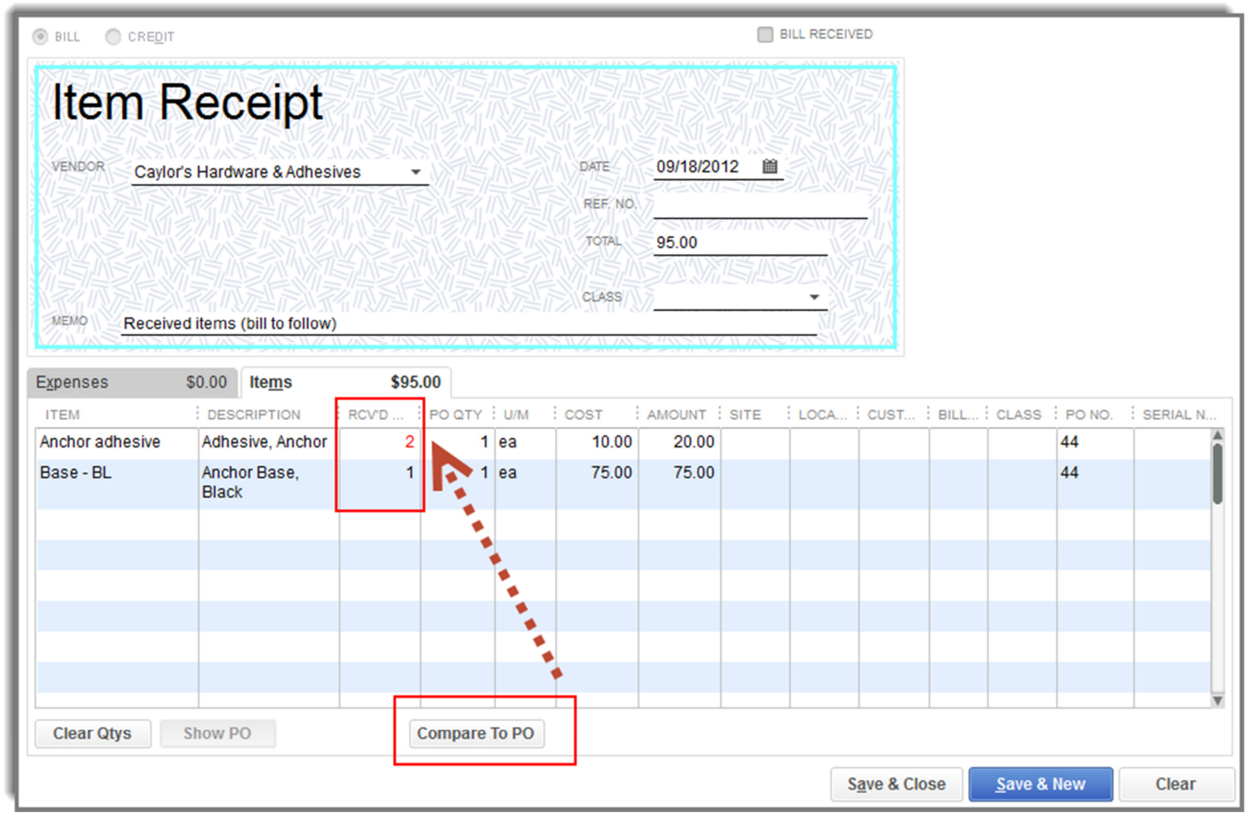


Figure 39: Quickly view any quantities scanned that exceed the original purchase order.

Additionally, you can customize your screens item list to include the columns for Bar Code and Bar Code Image. To do this, simply right-click anywhere on the displayed list and as **Figure 40** shows, and customize the columns displayed.

Intuit recently provided me with the following list of bar code scanners that are functional with the new software enhancements:

Wasp (9500 – laser, 8900 and 8950 LR CCD and 4500
http://www.waspbarcode.com/

Adesso Nu Scan 1000U

Farsun Laser Barcode Scanner Type FG9100A

Ascan Barcode Scanner

Numa Wireless NU-2111ZB

Acande FG-WX2100 Wireless

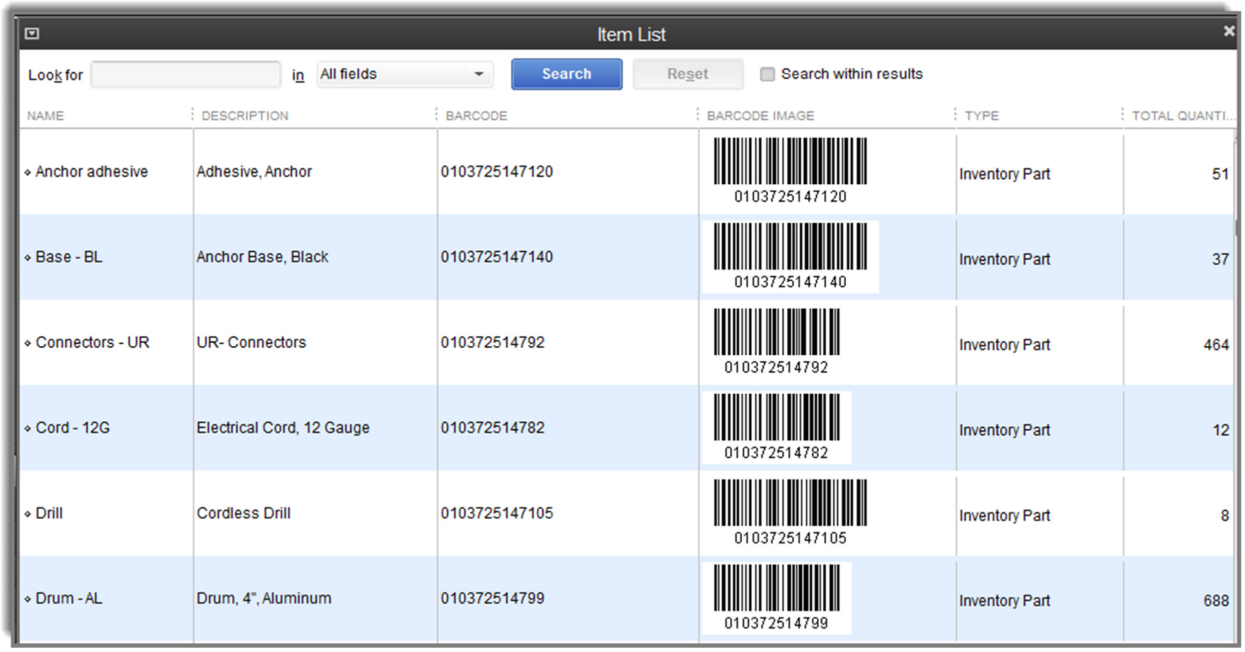


Figure 40: Customize the displayed items list to include the new bar codes and images.

You can print the Bar Code Report shown in **Figure 41**, for easy scanning to documents.

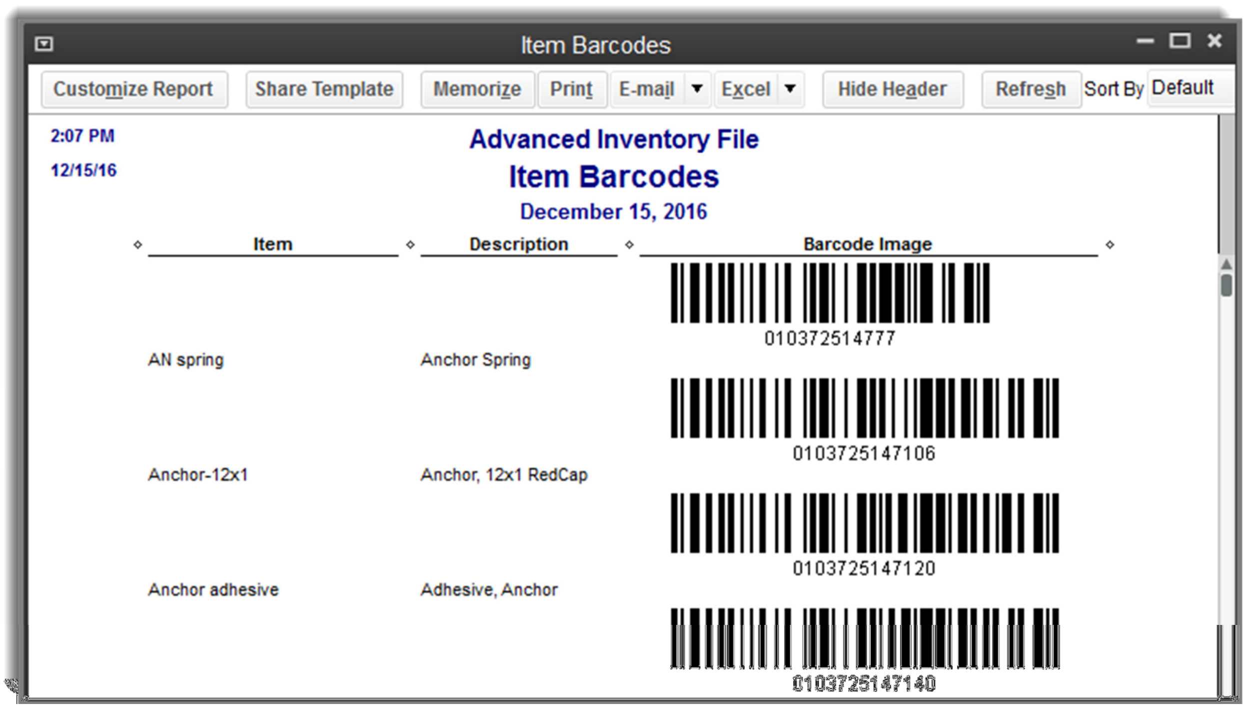


Figure 41: Print a list of bar codes, for easy scanning details into documents.

New, after updating to Maintenance Release 4 you are able to print Bar Code Labels. This barcode printing capability includes only basic barcode printing functionality. For example, users cannot specify the size of the barcode, add a box around the barcode or assign characteristics like spacing and density to the barcode. Additionally, there is no capability to add other fields such as the manufacturer's part number or other information.

To access printing Barcode Labels, from the menu bar select, **File, Print Forms, Labels**. Then select the **Item Barcodes** option.

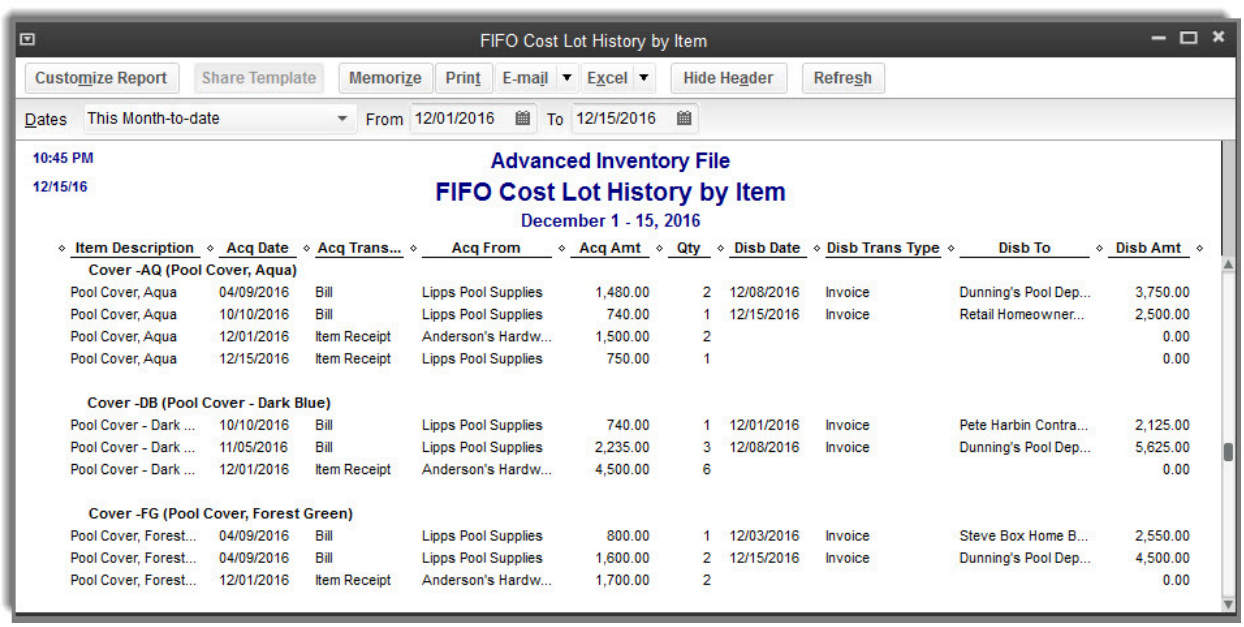
New! FIFO Lot Cost History Report

Available: QuickBooks Enterprise with Advanced Inventory

Where: With FIFO Costing enabled, Reports, Inventory, FIFO Cost Lot History by Item

New report (see **Figure 42**) provides the user with visibility into how the FIFO cost lots were being tracked. Users can efficiently track the inventory acquisition (purchase, customer return, inventory adjustment, etc.) along with its cost. This provides the user with information they can see that the oldest cost lot is being disbursed first.

The calculation for FIFO costing (as well as for Average Costing) is done "under the hood" by QuickBooks and was not a financial number a user could track before this report.



Item Description	Acq Date	Acq Trans...	Acq From	Acq Amt	Qty	Disb Date	Disb Trans Type	Disb To	Disb Amt
Cover -AQ (Pool Cover, Aqua)									
Pool Cover, Aqua	04/09/2016	Bill	Lipps Pool Supplies	1,480.00	2	12/08/2016	Invoice	Dunning's Pool Dep...	3,750.00
Pool Cover, Aqua	10/10/2016	Bill	Lipps Pool Supplies	740.00	1	12/15/2016	Invoice	Retail Homeowner...	2,500.00
Pool Cover, Aqua	12/01/2016	Item Receipt	Anderson's Hardw...	1,500.00	2				0.00
Pool Cover, Aqua	12/15/2016	Item Receipt	Lipps Pool Supplies	750.00	1				0.00
Cover -DB (Pool Cover - Dark Blue)									
Pool Cover - Dark ...	10/10/2016	Bill	Lipps Pool Supplies	740.00	1	12/01/2016	Invoice	Pete Harbin Contra...	2,125.00
Pool Cover - Dark ...	11/05/2016	Bill	Lipps Pool Supplies	2,235.00	3	12/08/2016	Invoice	Dunning's Pool Dep...	5,625.00
Pool Cover - Dark ...	12/01/2016	Item Receipt	Anderson's Hardw...	4,500.00	6				0.00
Cover -FG (Pool Cover, Forest Green)									
Pool Cover, Forest...	04/09/2016	Bill	Lipps Pool Supplies	800.00	1	12/03/2016	Invoice	Steve Box Home B...	2,550.00
Pool Cover, Forest...	04/09/2016	Bill	Lipps Pool Supplies	1,600.00	2	12/15/2016	Invoice	Dunning's Pool Dep...	4,500.00
Pool Cover, Forest...	12/01/2016	Item Receipt	Anderson's Hardw...	1,700.00	2				0.00

Figure 42: New report provides insight into the disbursement of older lots first