

FROM THE OFFICES OF...

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The QuickBooks® Client Newsletter



Helping You Grow A Profitable Business with QuickBooks® Software

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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 so-

licits 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.



Insero & Company's Professional QuickBooks® Consulting Team is dedicated to the most cutting edge in QuickBooks® products and services. We use our years of experience in accounting and financial software to provide our clients with the best service possible in the installation, maintenance and support of their accounting systems using QuickBooks®.

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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.

Category	Item Name	Amount	Number	Phone	Status	Due Date
Invoices (1)	Robson, Darcil/Robson Clinic	12,420.98	1097	415-555-3925		
Transactions Entered (40)	Bills (5)					
	Keewick 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)						
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			
Levy 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			
Hopline Construction Rentals	-480.00	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)						
-		10	9001			
-		5	9002			
Checks (1)						
Vu Contracting	-1,000.00	515				
Credit Card Charges (1)						
Bayshore CalOil Service	-10.60					
Invoices (2)						
Robson, Darcil/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)						
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				
Elizabeth N. Mason	-907.92	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.

Update Report

Choose company file

ckBooks\Sample Company Files\QuickBooks 2012\sample_product-based business.qbw

Please select the date range for which you would like to update this report

From To

Note: QuickBooks must close Excel to update the report. When the update is complete, QuickBooks restarts Excel for you. If your company file is big, this may take a few minutes.

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.

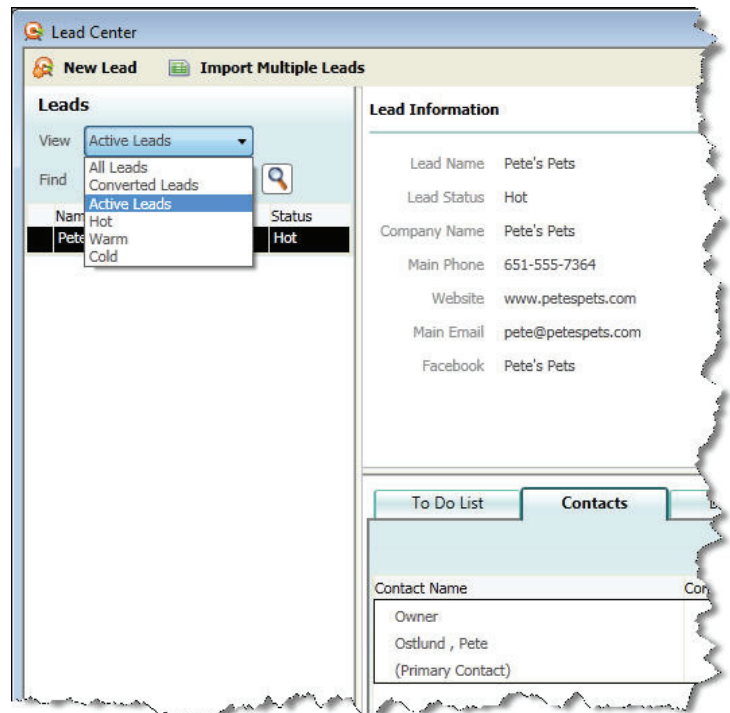


Figure 4: Track your leads and convert them into customers in the new **Lead Center**.

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