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What's New in QuickBooks Desktop

Marnie Stretch, CPB
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quickbooks.



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to **Connect** with
your neighbour

Today's speaker



Marnie Stretch, CPB
Owner, Accounting Loft
[@marniestretch](#)

Today's speaker



Marnie Stretch, CPB
Owner, Accounting Loft

Member, Intuit Trainer Writer Network

Certified Professional Bookkeeper, IPBC

Insightful Accountant Top 100 ProAdvisor 2018

Mom of Gabriel, fiancé of Steve

Background in media production

I love to kayak, travel, and dance; I'm learning French

Learning objectives

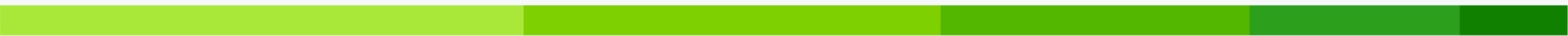
Discover what's new in QuickBooks Desktop 2018

How these new features help you and your clients work smarter and achieve better results

How these new features replace previous workarounds

Take a second look at QuickBooks Enterprise (QBES)

Time permitting – vacation hacks!



Agenda

- Stay logged in
- Merge duplicate vendors
- Multi-monitor mode
- More secure webmail
- Search in chart of accounts
- Cash/Accrual toggle on Reports
- *Past Due* stamp on Invoices
- New keyboard shortcuts



Stay logged in

All QuickBooks Desktop, Pro & Up

2018: Stay logged in

Log into a file or switch to another file without having to enter a username and password every time

Just every few days

Only if you've explicitly logged off from company file or when the login period has expired

As long as you're using the same Windows user account

Stay logged in – Turning on this preference

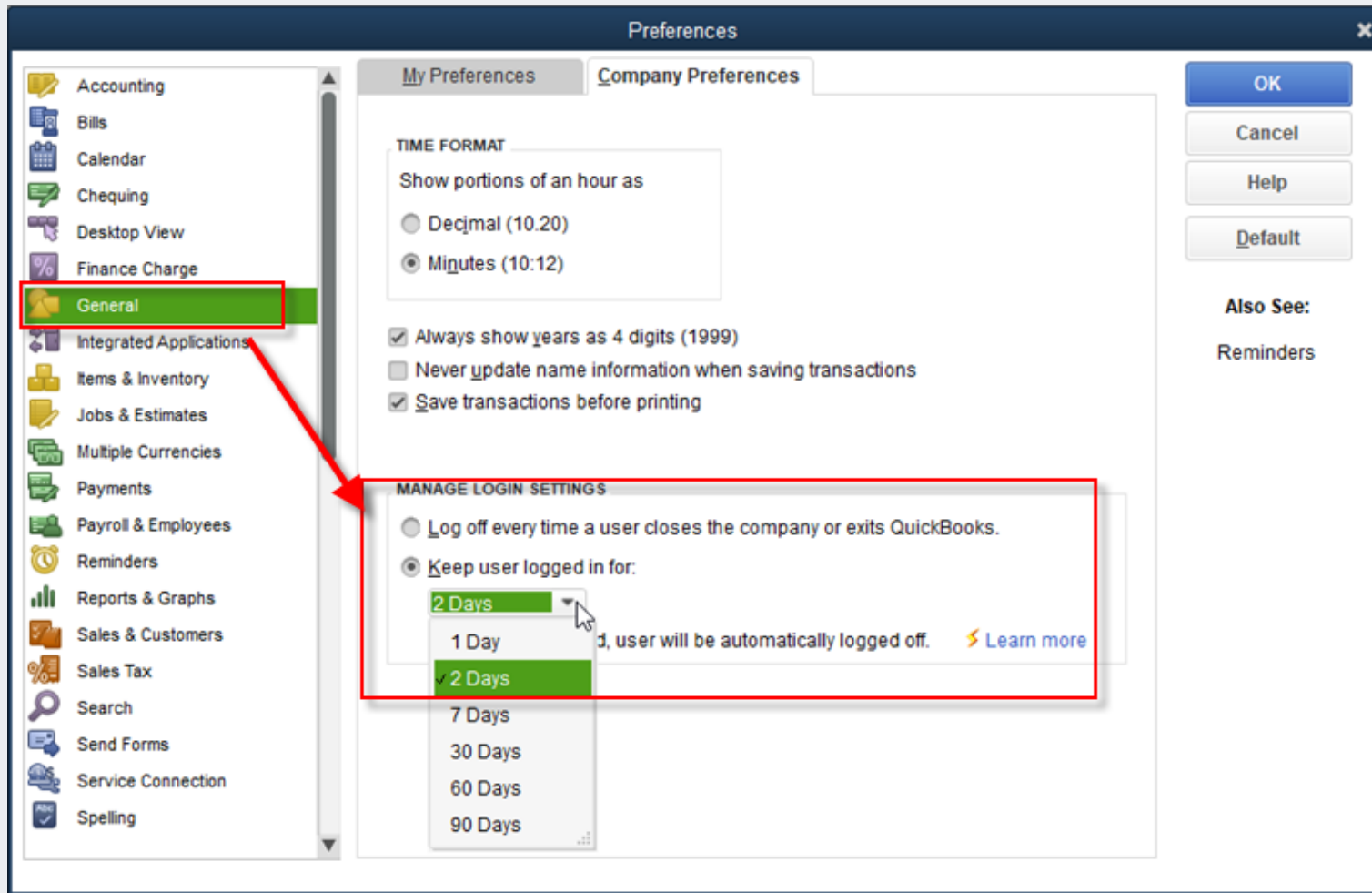
Not on by default

Option is enabled by a Company Preference:

- Enabled by the Admin user
- Applies to all users

Admin decides what the period of login is, from 1 day up to 90 days

Stay logged in – General company preferences



Stay logged in

- Available in Pro and up
- General preference
- Company preference “manage login settings”
- Therefore is set by admin user and applies to all users for this company file

Stay Logged in – Various Access points for admin to turn it on

Pro/Premier/Accountant:

- Edit > Preferences > General > Company Preferences > Manage Login Settings or
- Company > Setup Users and Passwords > Manage Login Settings

QBES:

- Edit > Preferences > General > Company Preferences > Manage Login Settings or
- Company > Users > Manage Login Settings

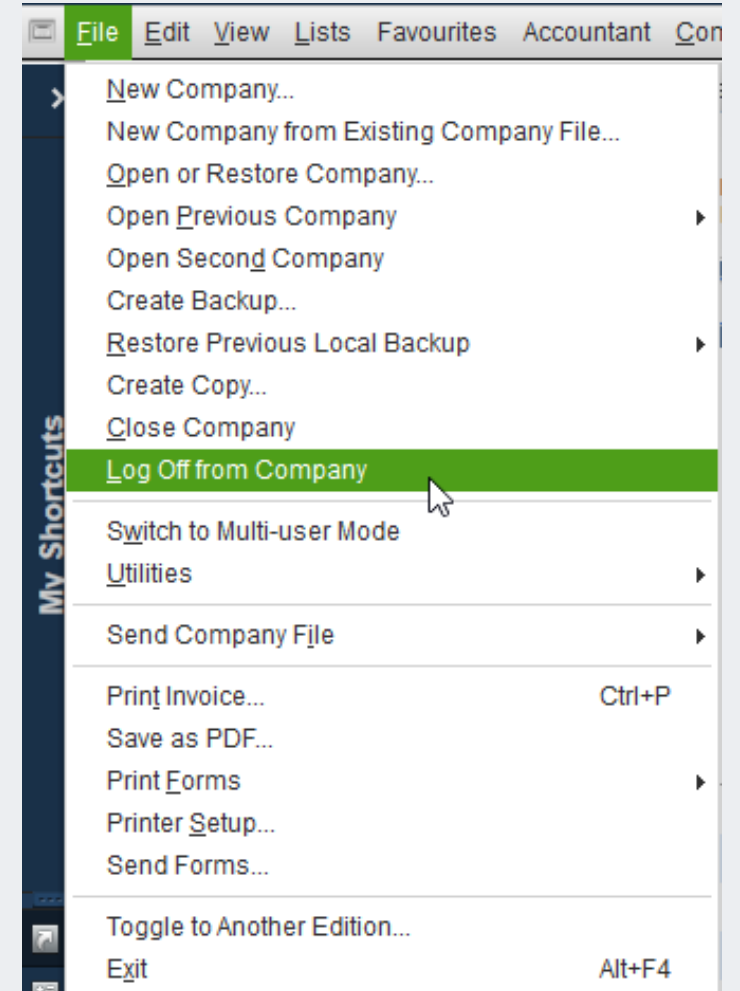
Once the “Stay logged in” preference is enabled

New entry point for logging off:

- File > Log Off from Company

Note:

- The File > Close Company function will only close the Company File but not logoff that user



Merge duplicate vendors

QuickBooks Accountant Desktop & all QBES editions

2018: Merge Duplicate vendors via client data review

QB Accountant Desktop & QBES

Not in Multicurrency files

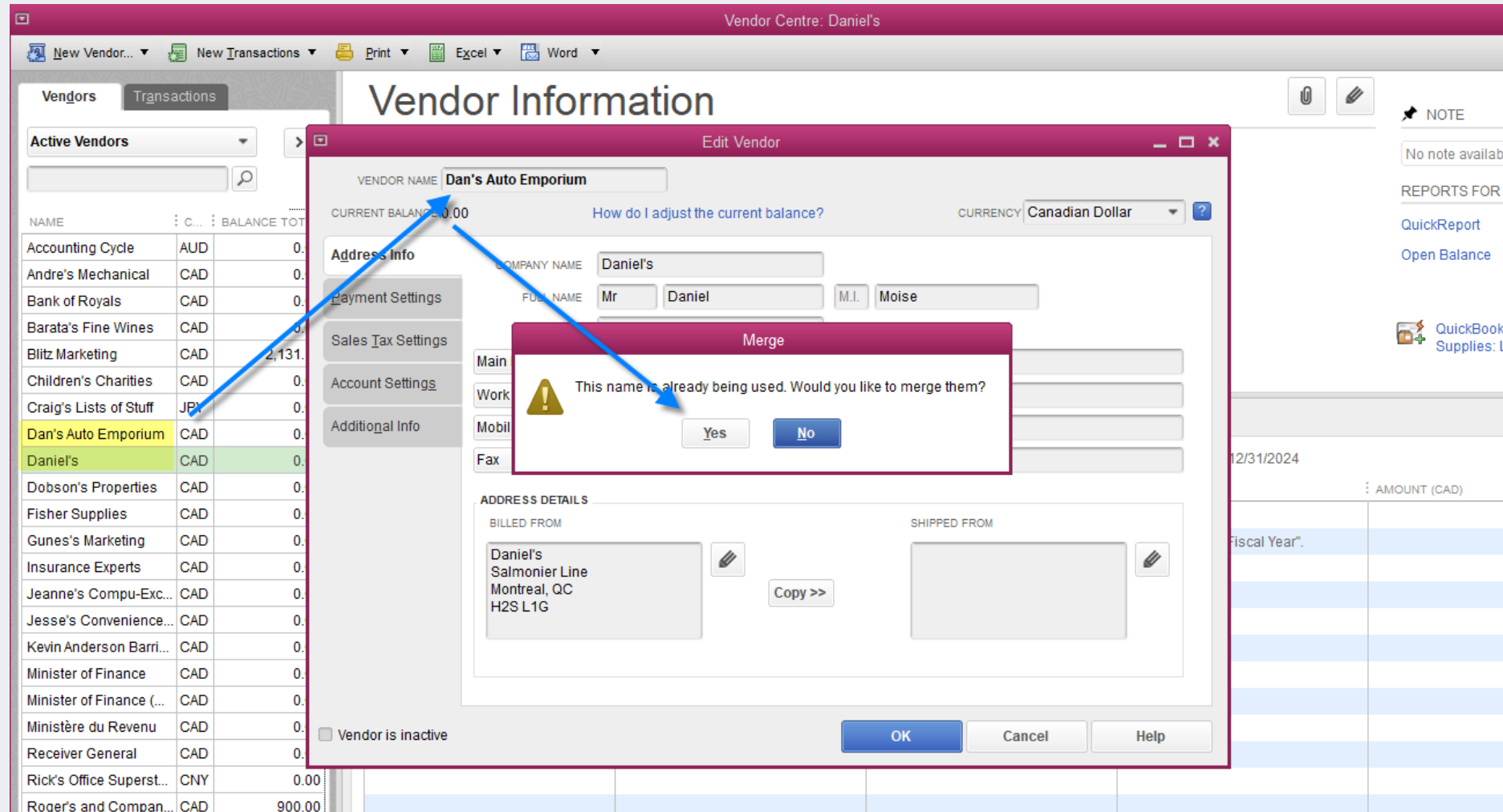
Easily identify duplicate vendors

Merge 4 vendors at a time

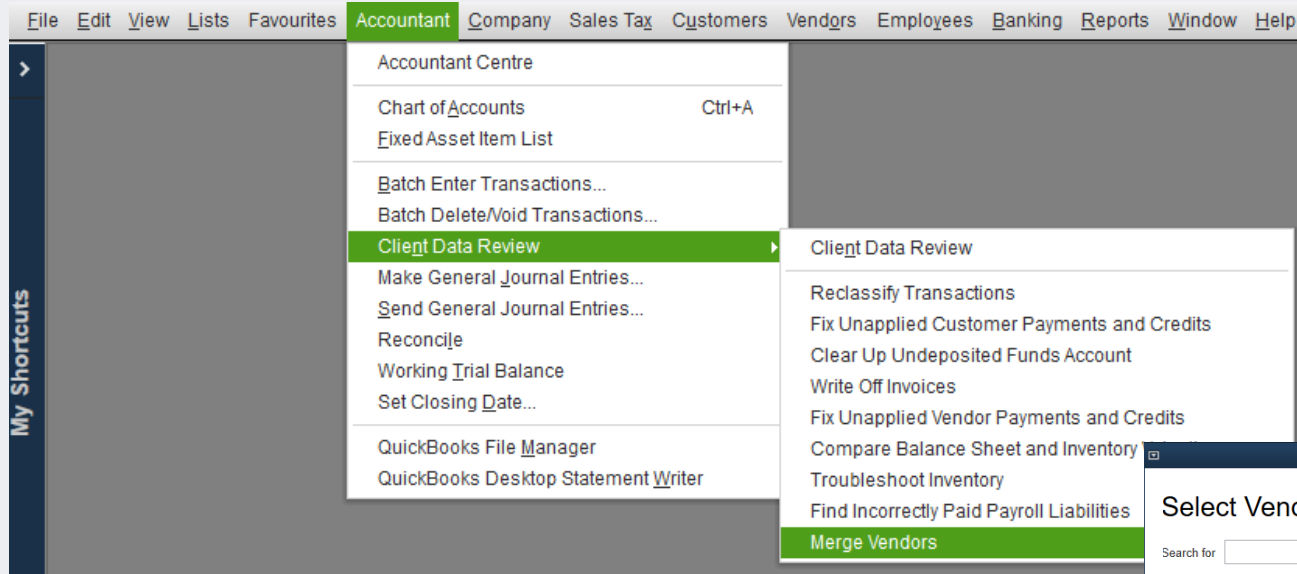
Choose primary vendor

Retain important data present in duplicate vendors

Previous years: “Old school” merge vendors 2 at a time



2018: Merge vendors up to 4 at a time

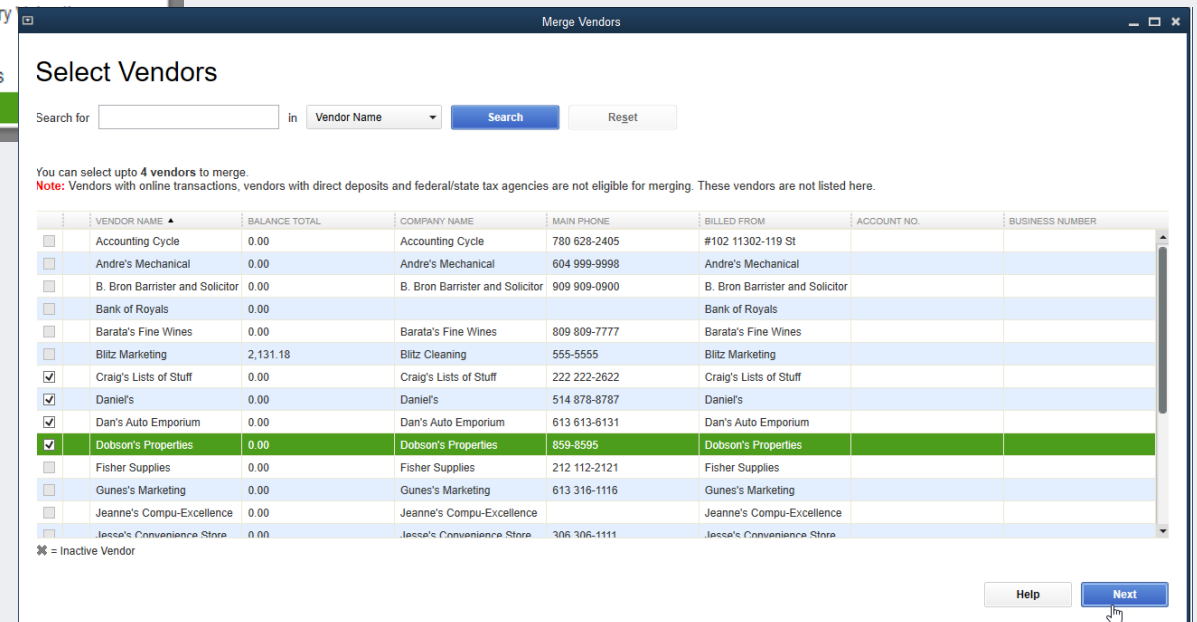


- Accountant & Enterprise Accountant:

Accountant > Client Data Review > Merge Vendors

- Non-Accountant Enterprise editions:
(signed in as Admin or External Acct user)

Company > Accountant Tools > Merge Vendors



2018: Select A master vendor to merge and copy data

Merge Vendors

Select a Master Vendor

Note:

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

	<input type="radio"/> Craig's Lists of Stuff	<input checked="" type="radio"/> Daniel's	<input type="radio"/> Dan's Auto Emporium	<input type="radio"/> Dobson's Properties
VENDOR IS ACTIVE	Yes	Yes	Yes	Yes
BALANCE TOTAL	0.00	0.00	0.00	0.00
NO. OF TRANSACTIONS IN LAST 2 YEARS	0	0	0	0
MOST RECENT TRANSACTION DATE			1/2/2026	12/1/2026
OLDEST TRANSACTION DATE			1/2/2026	1/3/2026
COMPANY NAME	Craig's Lists of Stuff	Daniel's	Dan's Auto Emporium	Dobson's Properties
BILLED FROM	Craig's Lists of Stuff 6 Cudmore Ln. Ottawa, ON K2H 3J4	Daniel's Salmonier Line Montreal, QC H2S 11G	Dan's Auto Emporium 320 Croydon Ave. Ottawa, ON K5J 6T5	Dobson's Properties 4202 England Road Ottawa, ON K3K 2K3
MAIN PHONE	222 222-2622	514 878-8787	613 613-6131	859-8595
ACCOUNT NO.				

Previous

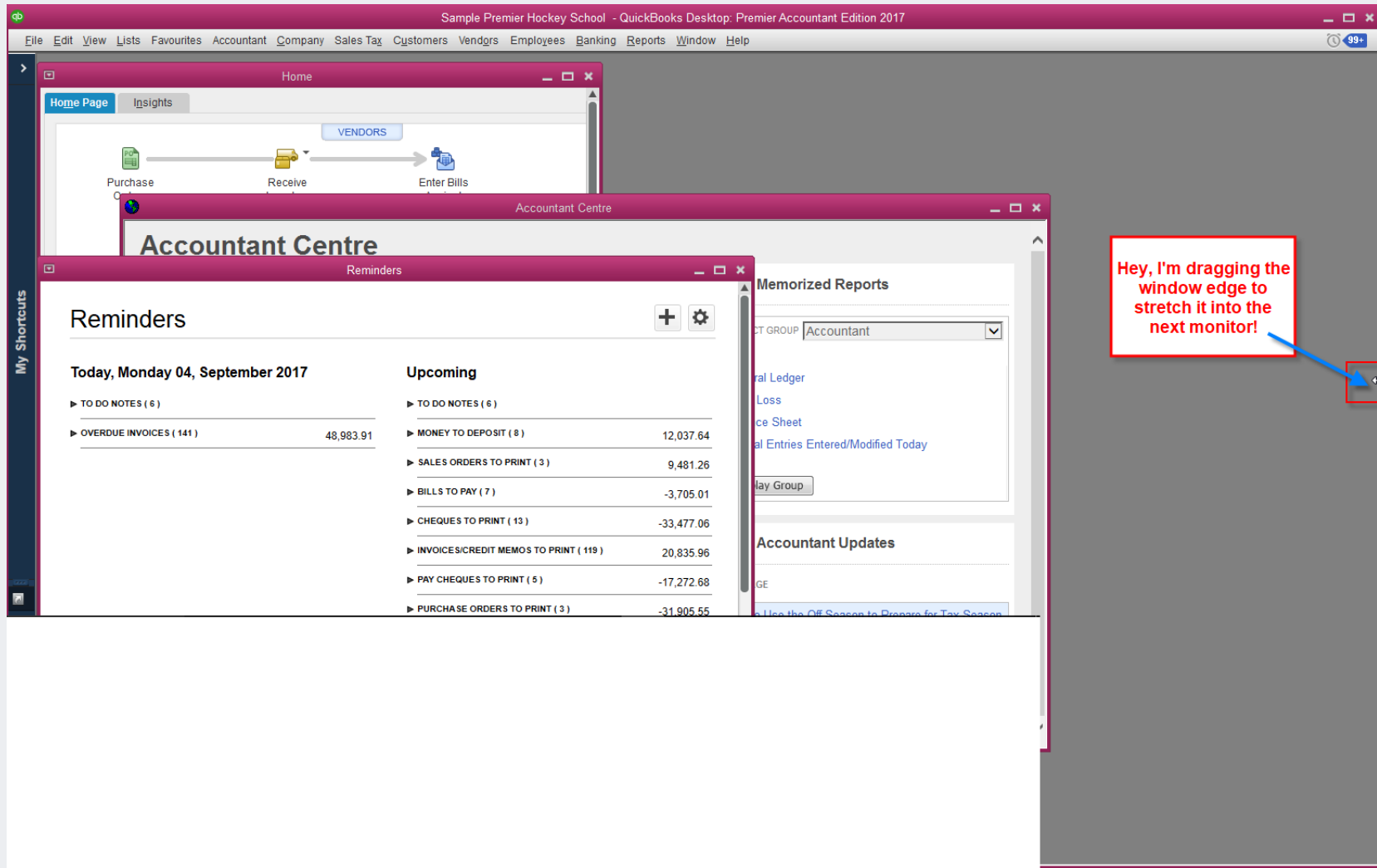
Merge

Backup & Merge

Multi-monitor mode

All QuickBooks Desktop, Pro & Up

Previous years: Manually stretch the QuickBooks window



2018: Switch to multiple monitor display up to 3 monitors

The image shows the QuickBooks Premier Accountant Edition 2018 interface. The top menu bar includes File, Edit, View, Lists, Favourites, Accountant, Company, Sales Tax, Customers, Vendors, Employees, Banking, Reports, Window, and Help. The 'View' menu is open, displaying options such as 'Open Window List', 'Switch to Multi-monitor Mode' (highlighted in green with the keyboard shortcut Ctrl+Alt+M), 'Top Icon Bar', 'Left Icon Bar' (checked), 'Hide Icon Bar', 'Customize Icon Bar...', 'Add Window to Icon Bar...', 'Favourites Menu' (checked), 'One Window', and 'Multiple Windows' (checked). A blue arrow points from the 'Switch to Multi-monitor Mode' option to a 'Time Saving Tip' dialog box on the right. The dialog box has a title bar with a globe icon and the text 'Time Saving Tip'. It contains the heading 'Move Windows Between Monitors, Easily.' and the text: 'Click 'Move Window to Next Monitor' to move a window to your next monitor. It's convenient, easy and requires no dragging. You can also press **Ctrl + Alt + N** to move windows effortlessly.' Below the text is a screenshot of a window titled 'Move Window to Next Monitor button' with a yellow box highlighting a button with a monitor icon. The dialog box also shows a preview of the QuickBooks interface with a 'COMPANY' tab and icons for 'Pay Bills' and 'Chart of Accounts'. A 'Close' button is at the bottom.

Sample Premier Hockey School - QuickBooks: Premier Accountant Edition 2018

File Edit View Lists Favourites Accountant Company Sales Tax Customers Vendors Employees Banking Reports Window Help

Open Window List

Switch to Multi-monitor Mode Ctrl+Alt+M

Top Icon Bar

Left Icon Bar

Hide Icon Bar

Customize Icon Bar...

Add Window to Icon Bar...

Favourites Menu

One Window

Multiple Windows

Time Saving Tip

Move Windows Between Monitors, Easily.

Click 'Move Window to Next Monitor' to move a window to your next monitor. It's convenient, easy and requires no dragging. You can also press **Ctrl + Alt + N** to move windows effortlessly.

Move Window to Next Monitor button

COMPANY

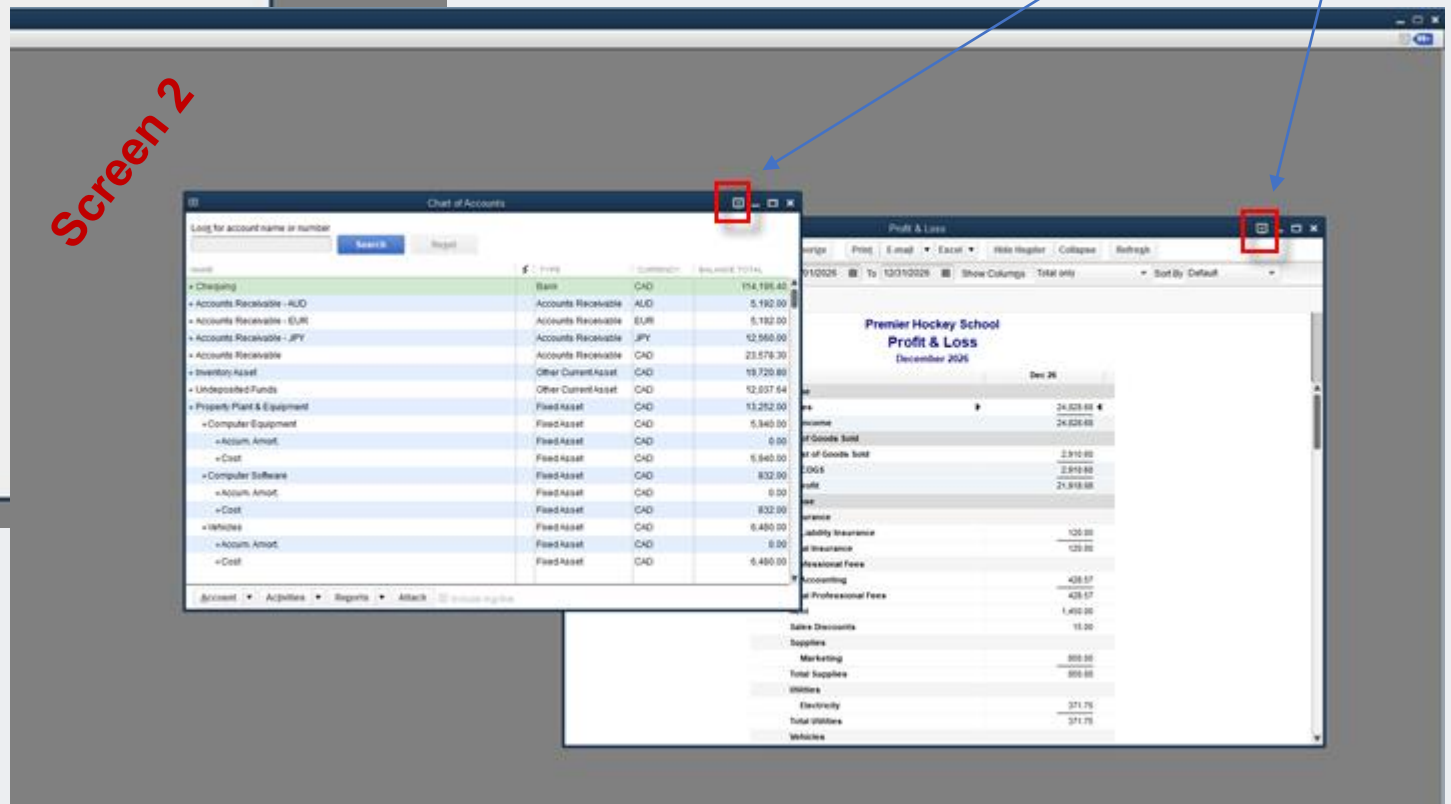
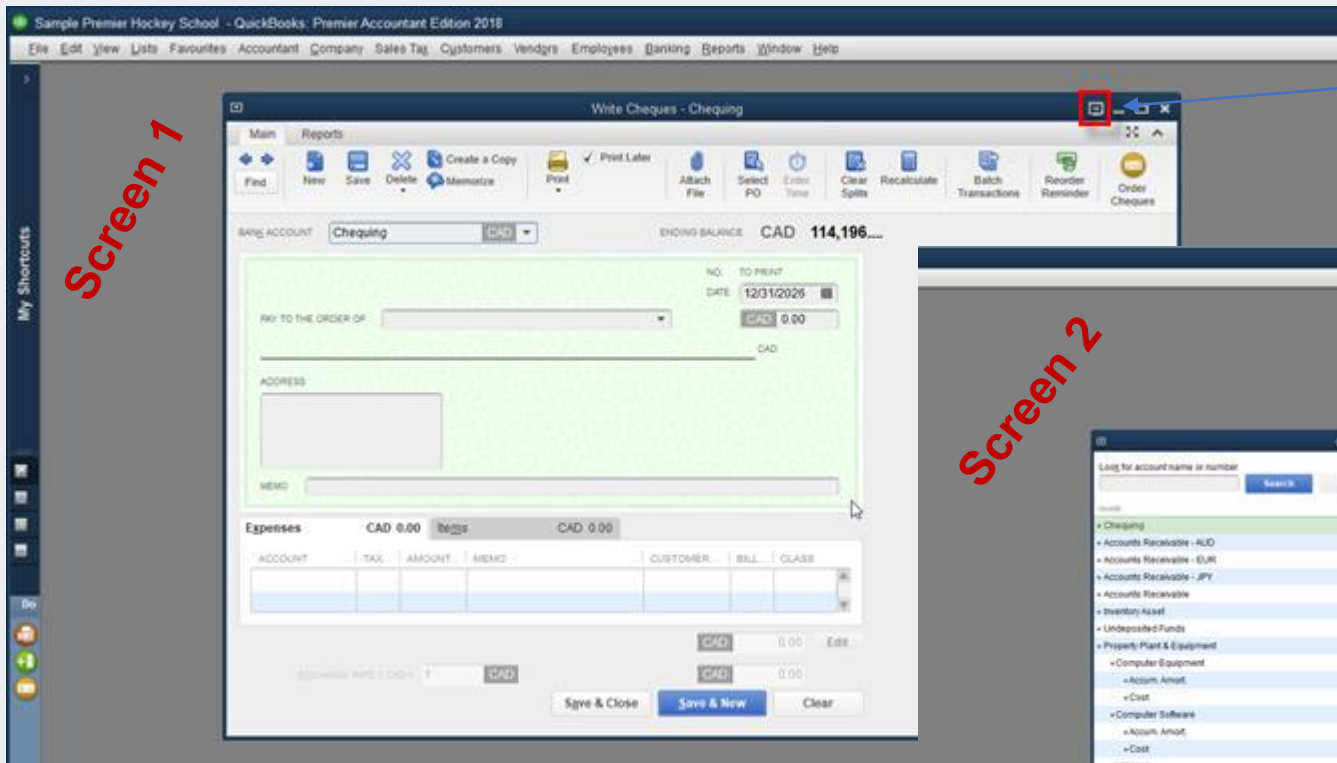
Pay Bills

Chart of Accounts

Close

2018: After switching to multiple monitor display

- Move Window to Next Monitor icon



More secure webmail

All QuickBooks Desktop, Pro & Up

2018: More Secure webmail (Gmail/Outlook/Hotmail/MSN/Windows Live)

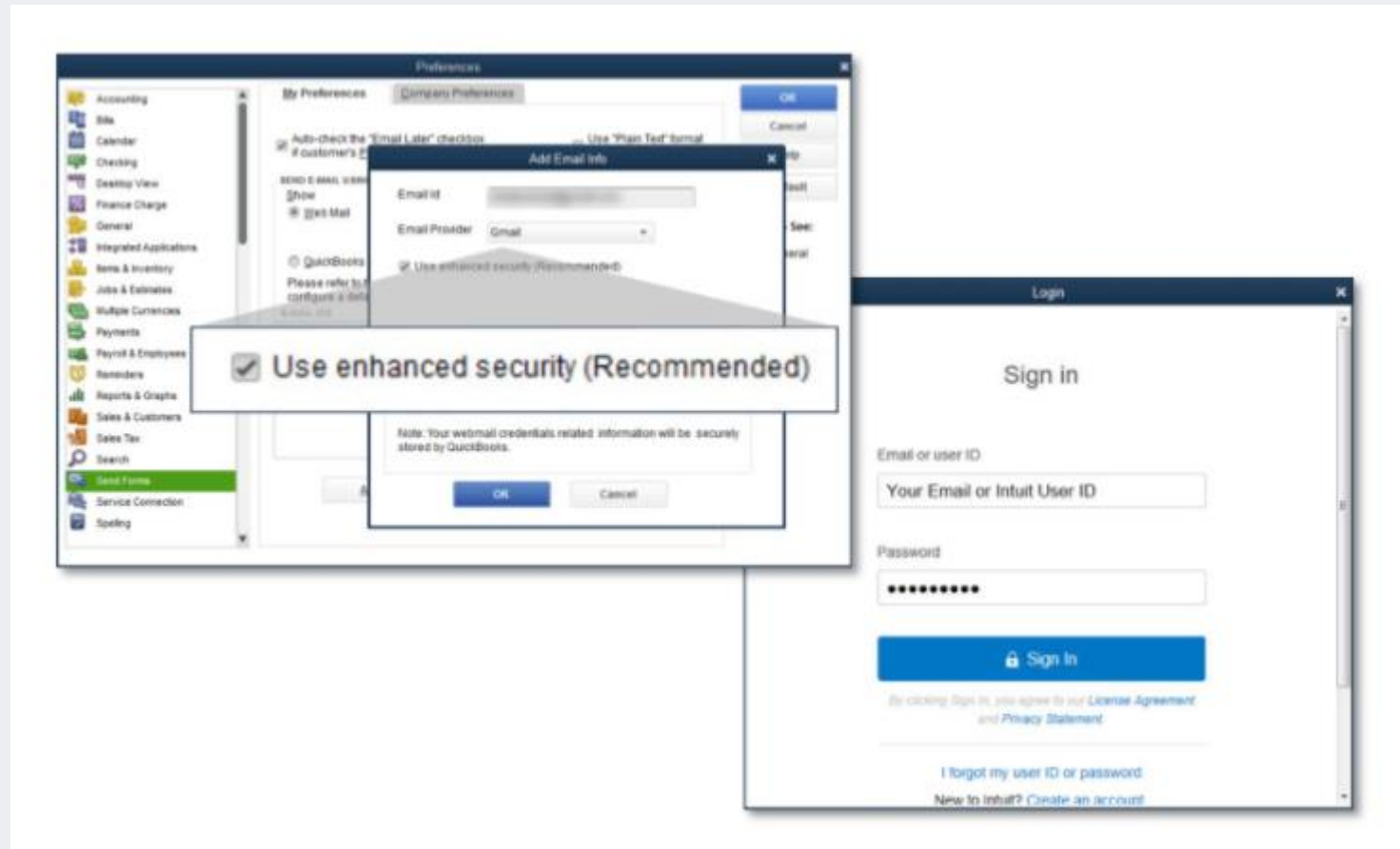
Enable QBDT users to send webmails in line with contemporary security standards

Secure webmail through QuickBooks using improved multi-factor authentication

QBDT seamlessly sends emails until the customer revokes the permissions (no password required each time)

2018: More secure webmail

Edit > Preferences > Send Forms > My Preferences > Webmail > Add > Use enhanced security



Search in chart of accounts

All QuickBooks Desktop, Pro & Up

2018: Search in Chart of Accounts

“Within” text search even if you don’t know exact account name or how name starts

Looks through key account identifiers: name and number

Works very much like Search field in Item List

Previous years: Looking for an account

Chart of Accounts			
NAME	TYPE	CURRENCY	BALANCE TOTAL
♦ 6900 · Bank Fees	Expense	CAD	
♦ 6905 · Interest	Expense	CAD	
♦ 6910 · Service Charges	Expense	CAD	
♦ 6200 · Freight/Shipping	Expense	CAD	
♦ 6400 · Insurance	Expense	CAD	
♦ 6425 · Liability Insurance	Expense	CAD	
♦ 6560 · Payroll Expenses	Expense	CAD	
♦ 6640 · Professional Fees	Expense	CAD	
♦ 6650 · Accounting	Expense	CAD	
♦ 6655 · Legal	Expense	CAD	
♦ 6250 · PST Expenses	Expense	CAD	
♦ 6500 · Rent	Expense	CAD	
♦ 6950 · Sales Discounts	Expense	CAD	
♦ 6770 · Supplies	Expense	CAD	
♦ 6780 · Marketing	Expense	CAD	
♦ 6790 · Office	Expense	CAD	
♦ 6820 · Taxes	Expense	CAD	
♦ 6830 · Federal	Expense	CAD	
♦ 6840 · Provincial	Expense	CAD	
♦ 6600 · Utilities	Expense	CAD	
♦ 6605 · Electricity	Expense	CAD	
♦ 6610 · Phone	Expense	CAD	
♦ 6300 · Vehicles	Expense	CAD	
♦ 6310 · Fuel	Expense	CAD	
♦ 6320 · Maintenance and Repairs	Expense	CAD	
♦ 6955 · Vendor Discounts	Expense	CAD	
♦ 90200 · Sales Orders	Non-Posting	CAD	
♦ 4 · Estimates	Non-Posting	CAD	
♦ 2 · Purchase Orders	Non-Posting	CAD	

Account ▾

Activities ▾

Reports ▾

Attach

☐ Include inactive

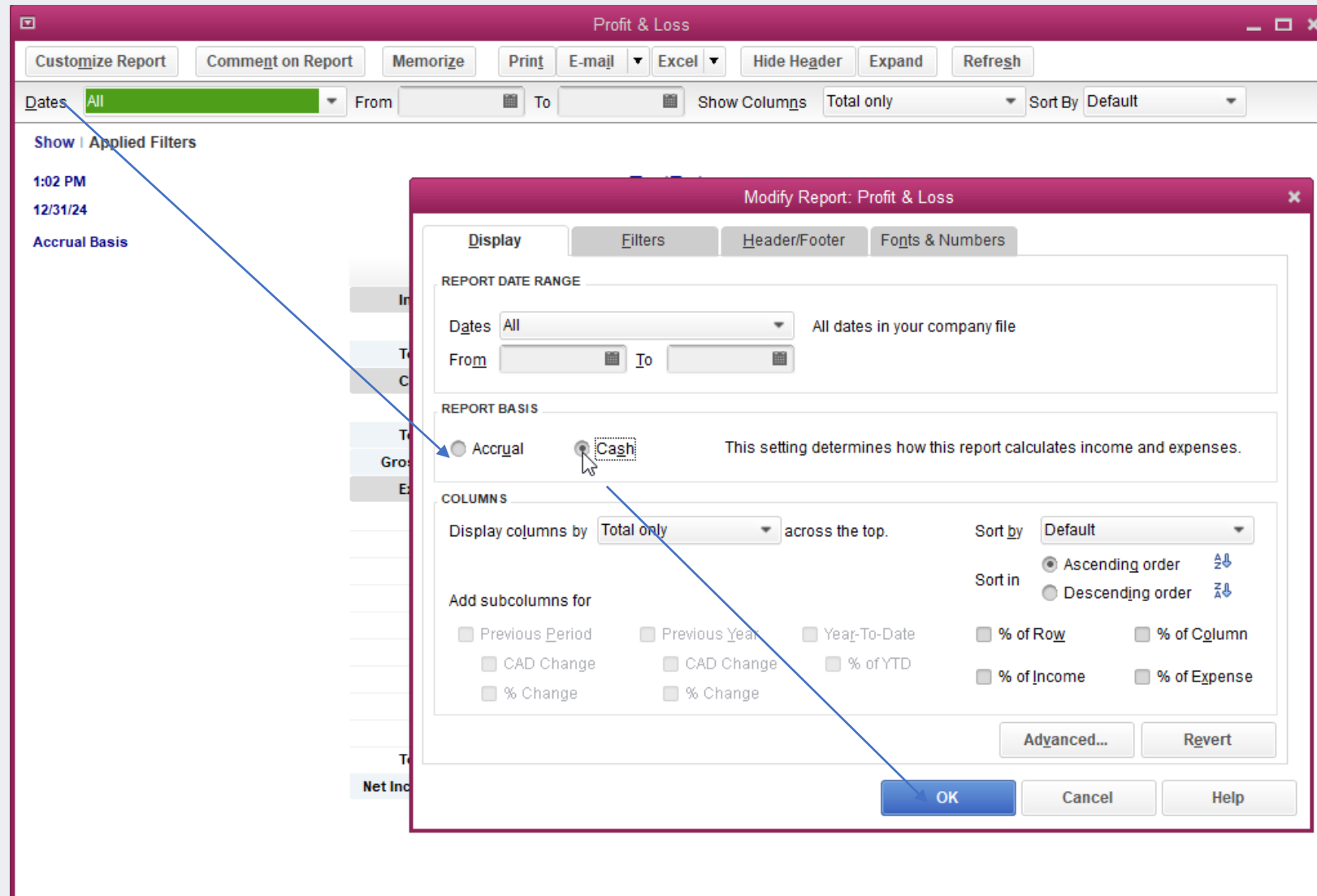
2018: Search on any part of account name or number

Look for account name or number			
<input type="text" value="4"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
NAME	TYPE	CURRENCY	BALANCE TOTAL
♦ 1499 - Undeposited Funds	Other Current Asset	CAD	12,037.64
♦ 1800 - Property Plant & Equipment:1840-0 - Computer Equipment	Fixed Asset	CAD	5,940.00
♦ 1800 - Property Plant & Equipment:1840-0 - Computer Equipment:1840-99 - Accum. Amort.	Fixed Asset	CAD	0.00
♦ 1800 - Property Plant & Equipment:1840-0 - Computer Equipment:Cost	Fixed Asset	CAD	5,940.00
♦ 1800 - Property Plant & Equipment:1845-0 - Computer Software	Fixed Asset	CAD	832.00
♦ 1800 - Property Plant & Equipment:1845-0 - Computer Software:1845-99 - Accum. Amort.	Fixed Asset	CAD	0.00
♦ 1800 - Property Plant & Equipment:1845-0 - Computer Software:Cost	Fixed Asset	CAD	832.00
♦ 2240 - PST Payable	Other Current Liability	CAD	2,658.31
♦ 2400 - Term Loan	Long Term Liability	CAD	96,150.00
♦ 49900 - Uncategorized Income	Income	CAD	
♦ 4010 - Sales	Income	CAD	
♦ 6420 - Insurance	Expense	CAD	
♦ 6420 - Insurance:6425 - Liability Insurance	Expense	CAD	
♦ 6645 - Professional Fees	Expense	CAD	
♦ 6645 - Professional Fees:6650 - Accounting	Expense	CAD	
♦ 6645 - Professional Fees:6655 - Legal	Expense	CAD	
♦ 6820 - Taxes:6840 - Provincial	Expense	CAD	
♦ 4 - Estimates	Non-Posting	CAD	

Cash/Accrual toggle on Reports

All QuickBooks Desktop, Pro & Up

Previous years: Cash vs. accrual basis not easy to switch



2018: One-click Cash/Accrual toggle ... means you don't have to dig

2018: One-click Cash/Accrual toggle means you don't have to dig

The screenshot shows the Intuit QuickBooks Enterprise Solutions Accountant 18.0 interface. The 'Reports' menu is active, and the 'Profit & Loss' report is displayed for 'All Transactions' as of March 23, 17. The 'Report Basis' toggle is set to 'Accrual', which is highlighted with a red box and a red arrow. Below the toggle, the 'Accrual Basis' label is also highlighted with a red box. The report table shows the following data:

TestBeta Profit & Loss All Transactions		Mar 23, 17
Ordinary Income/Expense		
Income		
Consulting Income		1,358.97
Total Income		1,358.97
Gross Profit		1,358.97
Expense		
Automobile Expense		1,900.00
Depreciation Expense		100.00
Total Expense		2,000.00
Net Ordinary Income		-641.03
Net Income		-641.03

“Past Due” stamp on Invoices

All QuickBooks Desktop, Pro & Up

Previous years: Overdue invoices were handled this way:

Additional Customization

SELECTED TEMPLATE: **PAST DUE Invoice** ☐ Template is inactive

Header Columns Prog Cols Footer Print

Screen Print Title

Default Title ☐ ☒ Invoice

Date ☒ ☒ Date

Invoice Number ☒ ☒ Invoice #

Invoice To ☒ ☒ Invoice To

Ship To ☐ ☐ Ship To

P.O. No. ☒ ☒ P.O. No.

S.O. No. ☐ ☐ Phone #

Terms ☒ ☒ Terms

Due Date ☐ ☐ Due Date

REP ☐ ☐ Rep

Account Number ☐ ☐ Subtotal

Ship Date ☐ ☐ Ship Date

Ship Via ☐ ☐ Ship Via

FOB ☐ ☐ F.O.B.

Project/Job ☐ ☒ Project

Other ☐ ☐ Other

Customer Bus.# ☐ ☐ Customer BN

Spouse's Name ☐ ☐ Spouse's Name

When should I check Screen or Print? ☐ Screen ☒ Print

Default

Help Layout Designer... OK Cancel

PREVIEW

Invoice

DATE: 12/04/2024

INVOICE #: 281

10 Net 30

0.00 S

50

60.00

847.50

0.00

847.50

Save & Close Save & New Revert

Create Invoices

Main Formatting Send Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Print Email Print Later Email Later Attach File Add Time/Costs Apply Credits Receive Payments Create a Batch Refund/Credit

CUSTOMER: **Kitchener Blades:Woodcrof...** CLASS: TEMPLATE: **PAST DUE Invoice**

DATE: 12/04/2024

INVOICE #: 281

10 Net 30

0.00 S

50

60.00

847.50

0.00

847.50

Save & Close Save & New Revert

ITEM QTY DESCRIPTION

Pro Wor... 6 Special Order

CUSTOMER MESSAGE

We appreciate your prompt payment.

MEMO

2018: Setting up for past due stamp on invoices

SELECTED TEMPLATE

Copy 4: Intuit Product Invoice

Manage Templates...

LOGO & FONTS

☐ Use logo

Select Logo...

Select Colour Scheme:

Please Select...

Apply Colour Scheme

Change Font For:

Title

Company Name

Company Address

Labels

Change Font...

COMPANY & TRANSACTION INFORMATION

☒ Company Name
 ☐ Phone Number

Update Information...

☒ Company Address
 ☐ E-mail Address

☐ Fax Number
 ☐ Web Site Address

☒ CRA Business No.
 ☐ MRQ QST Registration No.

☐ Mark taxable amounts with "T" when printing

☒ Print Past Due Stamp

Select only when you want to include Past Due Information Stamp.

☐ Print Status Stamp

Select to include the status on the form. Various statuses are, Paid, Pending, Received, Void, and so on.

PREVIEW

Prism Hockey School

4547 Dugas

Toronto, ON, M4V 2M8

Date

Invoice #

12/10/2018

21

Invoice To

Ship To

P.O. No.	Series	Ship	Qty	P.O. #	Other

Quantity	Unit	Description	Price Each	Amount

Sales Tax Summary

Taxable Tot.

CAD 0.00

Subtotal

CAD 0.00

Sales Tax Total

CAD 0.00

Total

CAD 0.00

Company Barcode/Label

00000714

Print Preview...

How do I apply a design across multiple forms?

Help

Additional Customization...

Layout Designer...

OK

Cancel

[illegible]

New keyboard shortcuts

All QuickBooks Desktop, Pro & Up

Previously: Copy line and paste line using right-click or edit menu

The screenshot shows the 'Create Invoices - Accounts Receivable' window. The interface includes a top menu bar with 'Main', 'Formatting', 'Send', and 'Reports'. Below this is a toolbar with icons for 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Mark As Pending', 'Print', 'Email', 'Print Later', 'Email Later', 'Attach File', 'Add Time/Costs', 'Apply Credits', 'Refund/Credit', and 'Receive Payments'. The main form area contains fields for 'CUSTOMER JOB' (Cioran, J...), 'CAD', '[Wholesale]', 'CLASS', 'ACCOUNT' (1200 - Acc...), and 'TEMPLATE' (Intuit Servic...). The 'INVOICE TO' section shows the customer's name and address: 'Cioran, Jason', '57 River Avenue', 'Montreal, QC', 'H2E 9V3'. The 'DATE' is '10/15/2024' and the 'INVOICE #' is '271'. The 'TERMS' are 'Due on receipt'. A table with columns 'ITEM', 'QTY', 'DESCRIPTION', 'RATE', 'CLASS', 'AMOUNT', and 'TAX' contains one line item: 'Consulting' with a rate of '75.00' and a class of 'School:Indiv. Consult'. A right-click context menu is open over the first line item, with options: 'Undo Typing', 'Cut', 'Copy', 'Paste', 'Select All', 'Copy Line' (highlighted with a red box), 'Paste Line', 'Insert Line', and 'Delete Line'. The 'SUMMARY' section shows 'TOTAL CAD 78.75', 'PAYMENTS APPLIED CAD 6.25', and 'BALANCE DUE CAD 72.50'. The 'RECENT TRANSACTION' section lists several transactions with dates and amounts. The 'NOTES' section is empty.

Customer: Cioran, Jason
Transaction: Transaction

SUMMARY

Phone	902-9020
Open balance	124.68
Credit Limit	25,000.00
Active estimates	0
Sales Orders to be invoiced	0

RECENT TRANSACTION

12/15/24 Invoice	52.18
10/15/24 Payment	400.00
10/15/24 Invoice	78.75
09/15/24 Invoice - Paid	78.75
08/15/24 Invoice - Paid	78.75

NOTES

2018: New keyboard shortcuts to copy and paste entire rows

Copy row = Ctrl-Alt-Y (from any position)

Paste row = Ctrl-Alt-V (from any position)

Works with:

- Invoices
- Estimates
- Sales Receipts
- Sales Orders
- Credit Memos
- Purchase Orders
- Timesheets

Inventory Report Customization

All QuickBooks Desktop except Pro

Previous years: No customizing columns in inventory reports

Modify Report: Inventory Valuation Summary

Display Filters Heder/Footer Fonts & Numbers

REPORT DATE RANGE

Dates **This Month-to-date** From the first day of the current month through today

From 12/01/2024 To 12/31/2024

No Customization of Columns!

Revert

OK Cancel Help

2018: Customizing columns in inventory reports

Modify Report: Inventory Valuation Summary

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates **This Month-to-date** From the first day of the current month through today

From 12/01/2026 To 12/31/2026

COLUMNS

Search Columns

✓	:	◆
✓		% of Tot Retail
		Order
		Sales/Week
		On Sales Order
		Available
		For Assemblies
		Reorder Qty

Put a check mark next to each column that you want to appear in the report.

Revert

OK Cancel Help

2018: Inventory report customization

Add Columns in Inventory summary reports

- Inventory valuation summary – 17 fields added
- Stock status by item – 15 fields added
- Assembly shortage by item – 11 fields added (QBES only)

Another look at QuickBooks Enterprise Solutions

Why Enterprise? Same look & feel but...

Up to 30 concurrent users

More granular security (100+ vs. 15 “chunky” levels)

Handles larger data files

Open 2 companies @ once

Combined reporting

Faster

Why Enterprise? Same look & feel but...

Larger list limitations (e.g. 1 MM items vs 14,500)

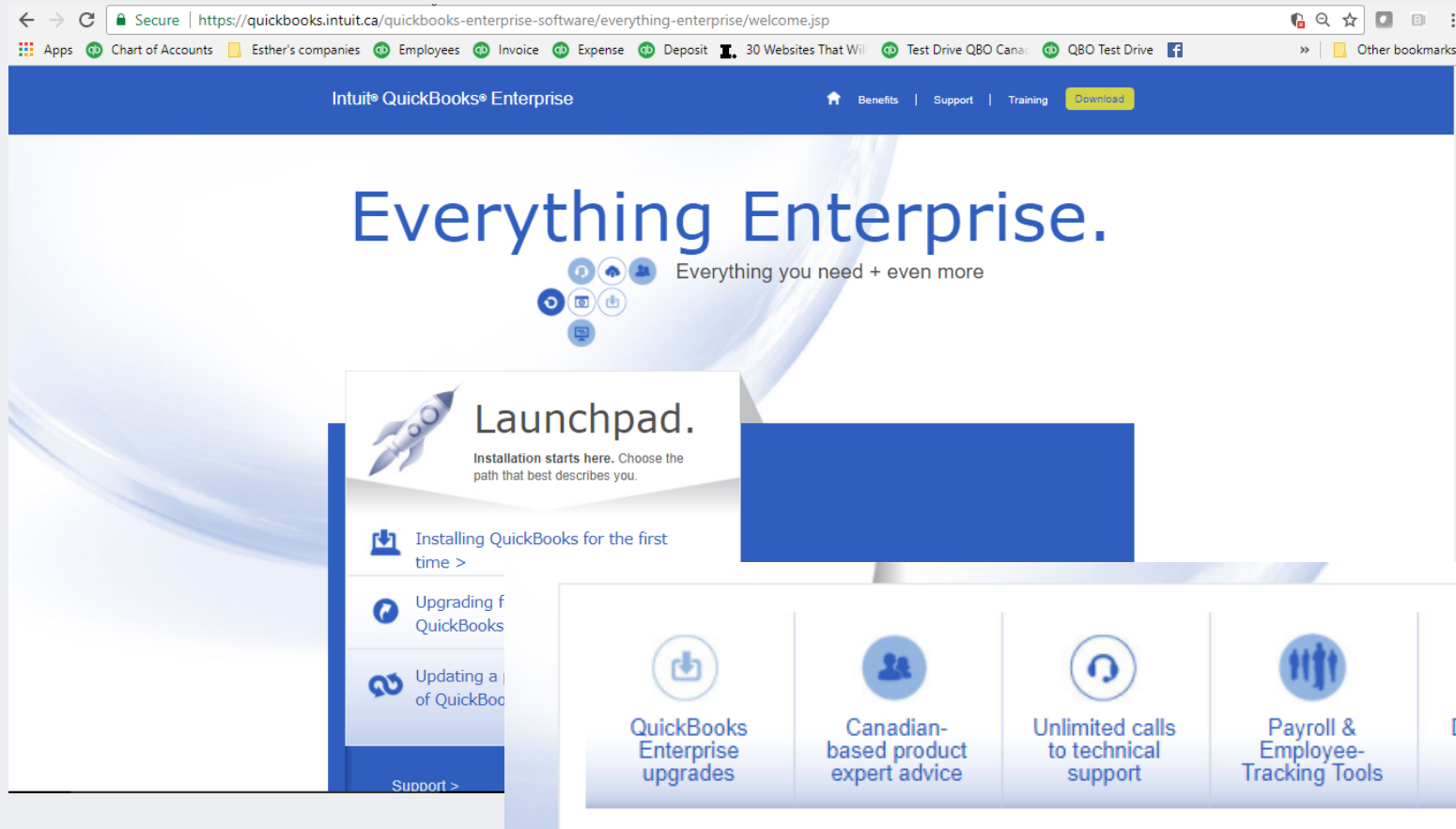
Easy to migrate

Payroll & unlimited Canada-based tech support

Additional features such as sorting a form by the column header, disallow negative inventory, suppress footer on every page but the last one on multi-page invoices

Why Enterprise? Same look & feel but...

Customer resource centre website



Why Enterprise? Same look & feel but...

Automatic product upgrades

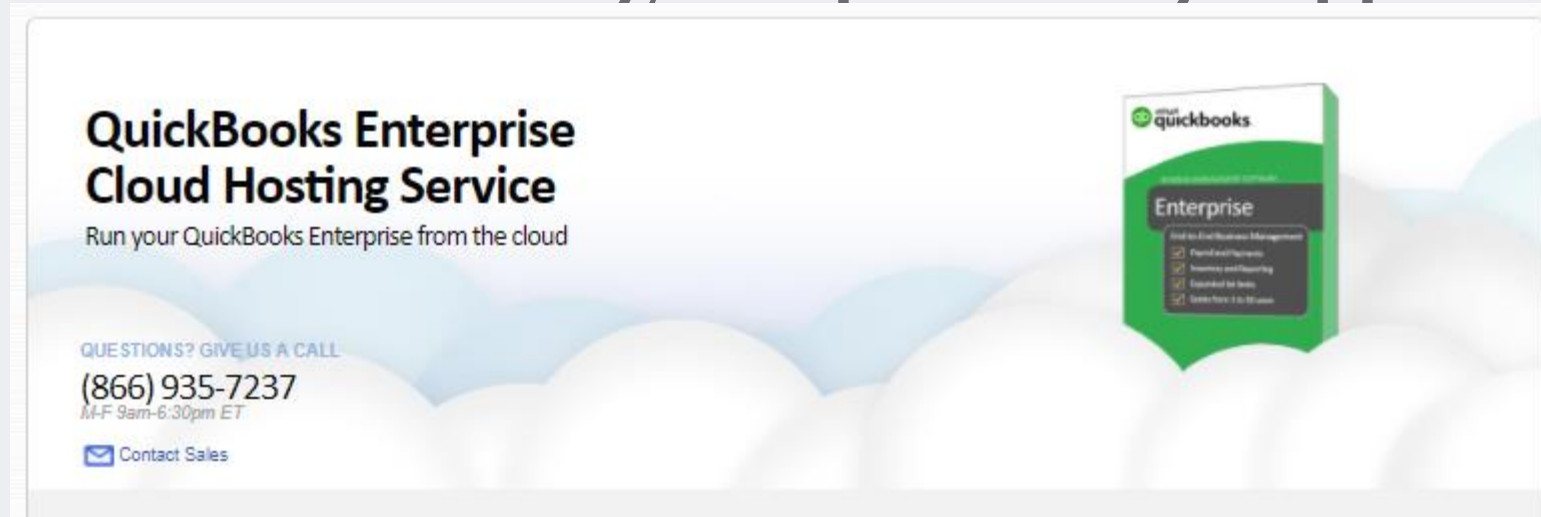
Industry Flavours

Advanced Inventory

Advanced Pricing

Why Enterprise? Same look & feel but...

Hosting Services: Toronto-based data centre, automatic backups, bank-level security, complimentary support

The advertisement features a background of stylized white and light blue clouds. On the left, the text reads: "QuickBooks Enterprise Cloud Hosting Service", "Run your QuickBooks Enterprise from the cloud", "QUESTIONS? GIVE US A CALL", "(866) 935-7237", "M-F 9am-6:30pm ET", and a "Contact Sales" button with an envelope icon. On the right, there is a 3D image of a QuickBooks Enterprise software box. The box is green and white, with the QuickBooks logo at the top. Below the logo, it says "Enterprise" and lists features: "Real-time Business Management", "Financial Reporting", "Inventory and Accounting", "Expanded User Roles", and "Unlimited Users".

QuickBooks Enterprise Cloud Hosting Service
Run your QuickBooks Enterprise from the cloud

QUESTIONS? GIVE US A CALL
(866) 935-7237
M-F 9am-6:30pm ET

Contact Sales

Or...Terminal Services supported

Time permitting

Vacation hacks!

Questions?





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