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QuickBooks Discovery

Education Conference

2010



intuit.

What's New in QuickBooks 2010





When is it coming...

- QB 2010 for English Canada
 - Manufacturing begins: Sept. 2009
 - General Availability: mid-October, 2009



QuickBooks 2010 – Accomplishments

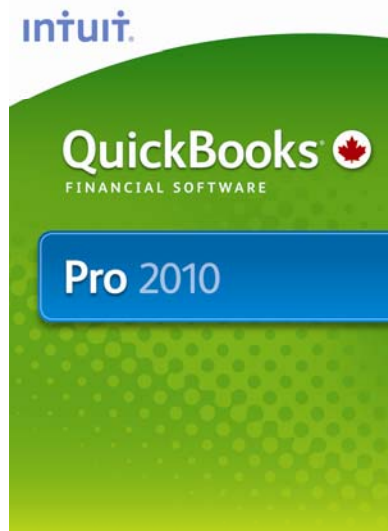
Upgrade Experience	<ul style="list-style-type: none"> • Made the upgrade experience forgettable
Multicurrency	<ul style="list-style-type: none"> • Multicurrency back into our products • Take it from good to great – better UI, handle large numbers
Sales Tax	<ul style="list-style-type: none"> • Make it easy to understand and use • eFile GST returns • Ensure reimbursable expenses handle tax properly • Get tax amounts out of the T4A report
Features	<ul style="list-style-type: none"> • Make it easier to get quality help in the product • Provide a dashboard • Help clients understand what time and costs they have invoiced • Improve security / easier password removal • Speed up reporting • Other small improvements
Payroll	<ul style="list-style-type: none"> • Secure emailing of payslips • Improve editing and voiding paycheques
For Accountants	<ul style="list-style-type: none"> • Make it faster and easier to review client data
Infrastructure	<ul style="list-style-type: none"> • Upgrade to a faster version of our database • Move from SDK 6.0 to SDK 8.0 • Make it possible to buy upgrades online



Multicurrency is BACK

Old "Multicurrency Edition" will be sunset early in 2010

- Not compatible with new Microsoft OSs
- M/C data will transfer to new platform Pro, Premier, or Enterprise
- Customers get best of both worlds – better M/C, database, UI





Take multicurrency from good to great

Old system

- Not clear to the user what currency was in use

Grangeworth Premier Kitchens Ltd	
Customer Balance Summary	
All Transactions	
◇ Dec 15, 2007 ◇	
Carolyn Leslie	2,167.88
Cranberry's	7,871.20
Franklin Guest House	
Private Dining Room	376.00
Total Franklin Guest House	376.00
Hartley Furnishings Ltd	9,823.00
Maisons Magritte	2,819.98
Offa Kitchens	8,920.60
Sutton Housing Association	
Kitchen refurbishment Flats 13-18	5,883.46
Total Sutton Housing Association	5,883.46
TOTAL	37,662.12



Take multicurrency from good to great

New system

- Shows currencies clearly

Customer Centre: Lanski,Anna (All Transactions)

New Customer & Job | New Transactions | Print | Excel | Word

Customers & Jobs | Transactions

View: Active Customers | Find: [Search]

Name	Currency	Balance Total
◊Kitchener Bla...	CAD	4,043.20
◊Ho, Gorman	CAD	539.91
◊Draper, A...	CAD	269.96
◊Walker, C...	CAD	1,146.95
◊Barata, Luis	CAD	1,089.21
◊Woodcrof...	CAD	1,117.46
◊Burgess, ...	CAD	269.96
◊Lanski,Anna	EUR	2,796.00
◊Larkins,Greg	JPY	2,796.00
◊Lasee,Joseph	EUR	2,796.00
◊Lee,Alvin	AUD	2,796.00
◊Leep, Thomas	JPY	2,796.00
◊Leon,Angela	AUD	1,498.00
◊Ma, Annie	JPY	2,796.00
◊Martin,Jennifer	JPY	0.00
◊McCarthy,C...	JPY	1,498.00

Customer Information | Edit Customer...

Customer Name: Lanski,Anna | Contact
 Customer Type | Phone
 Currency: Euro (EUR) | Alt Phone
 Company Name | Fax
 Billing Address: Anna Lanski | Email
 52 Claphom HighSt | Terms
 England | Price Level

Notes | Edit Notes...

Reports for this Customer

- QuickReport
- Open Balance
- Show Estimates

Show: All Transacti... | Filter By: All | Date: This Fiscal Year | 01/01/2012 - 12/31/2012

Type	Num	Date	Account	Amount (EUR)
Invoice	7	10/03/2012	Accounts Receivable - EUR	210.00
Invoice	8	10/03/2012	Accounts Receivable - EUR	210.00
Invoice	9	10/03/2012	Accounts Receivable - EUR	226.00
Invoice	10	10/03/2012	Accounts Receivable - EUR	200.00
Invoice	11	10/03/2012	Accounts Receivable - EUR	226.00
Invoice	12	10/03/2012	Accounts Receivable - EUR	226.00
Credit Memo	14	10/03/2012	Accounts Receivable - EUR	0.00



Take multicurrency from good to great

Exchange rate: 1 unit foreign currency = x units home currency
Example: 1 USD (foreign) = 1.067149 CAD (home)

Currency (1 unit)	Code	Exchange Rate	As of Date
Swiss Franc	CHF		
Syrian Pound	SYP		
Taiwan Dollar	TWD		
Tajikistani Somoni	TJS		
Tanzanian Shilling	TZS		
Thai Baht	THB		
Tongan Pa'anga	TOP		
Trinidad and Tobago Dollar	TTD		
Tunisian Dinar	TND		
Turkish New Lira	TRY		
Turkmenistani Manat	TMM		
UAE Dirham	AED		
Ugandan Shilling	UGX		
Ukraine Hryvnia	UAH		
Uruguayan Peso	UYU		
US Dollar	USD	1.06715	12/31/2012
Uzbekistan Sum	UZS		
Vanuatu Vatu	VUV		
Venezuelan Bolivar Fuerte	VEF		
Vietnamese Dong	VND		
West African CFA Franc	XOF		
Yemeni Rial	YER		
Zambian Kwacha	ZMK		
Zimbabwean Dollar	ZWD		

Download Latest Exchange Rates

Currency List:

Shows all active currencies and the most recent exchange rate.

You can download exchange rates for all active currencies.

Tip: make sure custom currencies use the international currency code so they will upgrade properly to our new, larger currency list



Take multicurrency from good to great

Edit Currency

Currency

Name: US Dollar

Code: USD

Format: 99,999,999.00

Change Format

OK

Cancel

Currency is inactive

Exchange Rates

Click a date to see exchange rate

Enter the rate in your home currency (CAD)
Example: If 1 USD equals 0.993 CAD, enter 0.993

March - 2009						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

As of Date	Exchange Rate
25/02/2009	1.23

Default currencies are not editable.

NEW: Exchange rates are now stored in a calendar, so if you back-date a transaction, you will get the right exchange rate for that day instead of today's exchange rate.



Take multicurrency from good to great

Customer: Job
Lanski, Anna EUR

Class Account Template Print Preview
Accounts Receivable - EUR Intuit Product Invoice

Date Invoice #
12/31/2012 29

Invoice To
Anna Lanski
52 Claphom HighSt
England

Ship To

P.O. No. Terms Ship Via F.O.B. Other
12/31/2012

Quantity	Item	Description	Price Each	Class	Amount	Tax
	Consulting		48.74		48.74	
						GST 5.0%
					EUR 2.44	
					EUR 0.00	
Total					EUR 51.18	
					CAD 78.75	

Customer Message

Exchange Rate 1 EUR = 1.5387 CAD

To be printed
 To be e-mailed

Add Time/Costs... Apply Credits... Payments Applied EUR 0.00
Balance Due EUR 51.18
CAD 78.75

Memo

Save & Close Save & New Clear

Invoice with M/C on:

Easy to identify the customer's currency.

Shows totals in both the SBO's currency (CAD) and the customer's currency (EUR).

Tax calculates if you want – but by default, all M/C customers are assigned an "E" tax code.



Home Currency Adjustment Wizard

- Does the calculations for you

To: 2010

From: 2007

Make General Journal Entries

Date: 15/12/2007 Entry No.: 9 Adjusting Entry

Account	Debit	Credit	VAT	VAT Amount	Memo
Euro Current		100.00			
European A/R	100.00				
	0.00				
Totals	100.00	100.00			

List of Selected General Journal Entries: Last Month

Date	Entry No.	Adj	Account	Memo
------	-----------	-----	---------	------

Amounts In: EUR Exchange Rate: 0.6151 Euro Home Currency Adjustment

Home Currency Adjustment

Enter the adjustment date and select the currency and exchange rate (you can adjust only 1 currency at a time)

Date: 15/07/2008 Currency: Euro Exchange Rate 1 EUR = 1.59 USD

Type	Name	Foreign Balance (E...)	Balance (USD)	Adj. Balance (USD)	Exchange Gain/Loss (U...)
Vendor	Tax Agency	1.11	2.00	1.76	0.24
Bank	Euro Current	1,000.00	1,800.00	1,590.00	-210.00
Total					USD

Select All Memo

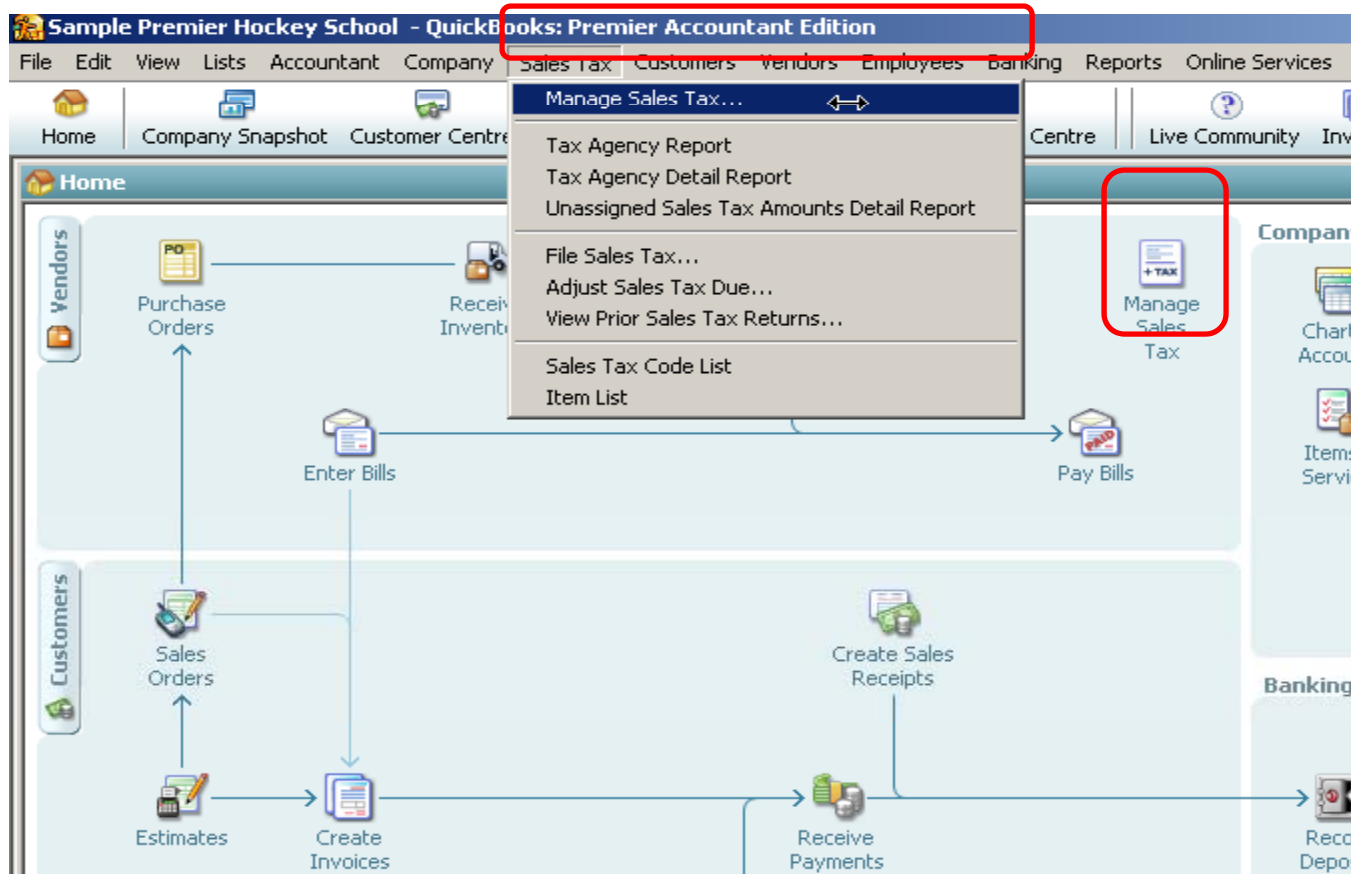
View Home Currency Adjustment Report



Multicurrency Demo



Easy to understand Sales Tax



NEW: Tax centre provides easy access to all tax activities, such as reviewing, adjusting, filing, and changing the tax setup. There is one access point in the Sales Tax menu and one on the Home Page.



Easy to understand Sales Tax

Manage Sales Tax

Tax accounts and payments
Click the Pay Now icon, or View to make payments and see sales tax reports.

Agency	Accounts	Amount	As Of	Pay Now	Summary Report	Detail Report
Minister of Finance	PST Payable	2,658.31	7/5/2009		View	View
Receiver General	GST/HST Payable	3,979.69	7/5/2009		View	View

Tax codes and rates
Click a tax code in the table below to view its tax rates. Click Change Tax Setup to make changes.

Sales Tax Codes

Name	Description
G	GST Only
P	PST Only
S	Standard
Z	Zero Rated
.	<Not Used>
E	Tax Exempt

Sales Tax Items

Name	Tax Rate	Return Line	Tax Return	Agency
GST	5.00%	Line 103 GST/HS...	GST/HST Return	Receiver General
PST On Sales 8.0%	8.00%	Line 2 Tax Collec...	Ontario Retail S...	Minister of Finance

Purchase Tax Items

Name	Tax Rate	Return Line	Tax Return	Agency
GST (ITC)	5.00%	Line 106 Input t...	GST/HST Return	Receiver General
PST On Purchase ...	8.00%	Tax paid on purc...	Ontario Retail S...	Minister of Finance

Sales tax adjustments
Change the tax you owe:

- > [Claim PST compensation or commission](#)
- > [Pay an instalment](#)
- > [Record a discount or penalty](#)
- > [Record bad debt](#)
- > [Make other adjustment](#)

Sales tax setup

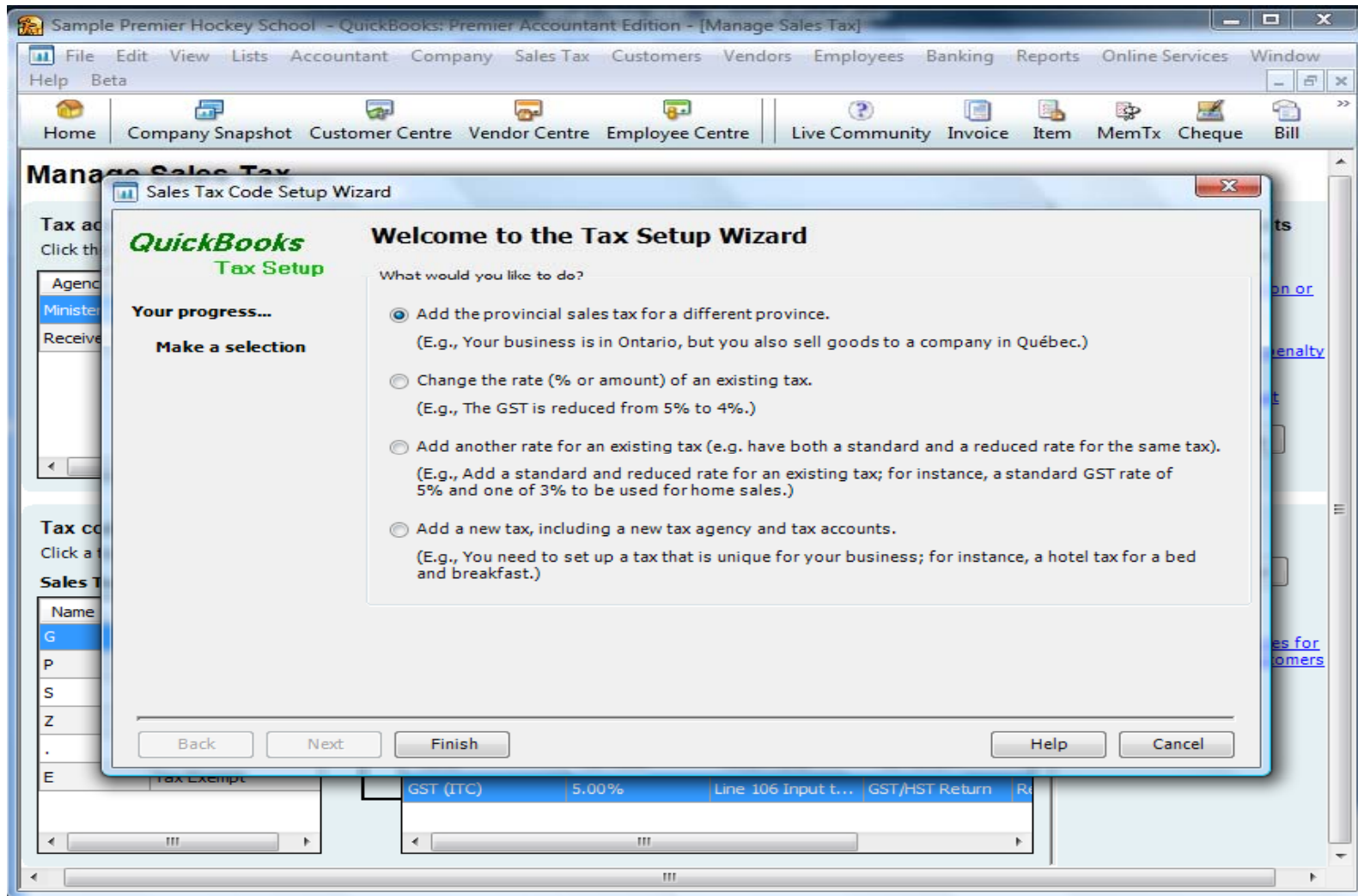
Other tax tasks:

[View and edit all tax codes for Items, Vendors and Customers](#)

NEW: The top of the Tax Centre shows how much is owed to each tax agency and gives access points for reporting and filing. The bottom shows the current tax setup and gives access to the Change Tax Setup wizard



Easy to understand Sales Tax





Easy to understand Sales Tax

- Issues in return? Warning message and links to bad transactions
- File now and resolve “tax without tax codes” when convenient
- Clear language in window
- Green check if ready to file

Sales Tax Description	Line	Amount	Balance
Sales and other revenue	101	73,254.90	
GST/HST collected or collectible	103	0.00	
Adjustments	104	0.00	
Total GST/HST and adjustments for period	105		0.00
Input tax credits (ITCs)	106	0.00	
Adjustments	107	0.00	
Total ITCs and adjustments	108		0.00
Net Tax	109		0.00
Instalment and other annual filer payments	110	0.00	
Rebates	111	0.00	
Total other credits	112		0.00
Balance	113A		0.00
GST/HST due on acquisition of taxable real property	205	0.00	
Other GST/HST to be self-assessed	405	0.00	
Total other debits	113B		0.00
Balance	113C		0.00

Your sales tax return is ready to file

Amount you owe in sales tax [How is this calculated?](#) **CAD 0.00** **File Return**

[Help with this screen](#) **Cancel**

Tax description	Line	Amount	Balance
Total Sales & Other Revenue	101	137,915.58	
GST/HST collected or collectible	103	3,233.03	
Adjustments	104	0.00	
Total GST/HST and adjustments for period	105		3,233.03
Input Tax Credits	106	509.44	
Adjustments	107	0.00	
Total ITCs and Adjustments	108		509.44
Net Tax	109		2,723.59
Instalment and other annual filer payments	110	0.00	
Rebates	111	0.00	
Total other credits	112		0.00
Balance	113 A		2,723.59
GST/HST due on acquisition of taxable real property	205	0.00	
Other GST/HST to be self assessed	405	0.00	
Total other debits	113 B		0.00
Balance	113 C		2,723.59

Your sales tax return is not ready to file

In addition to the **2723.59** calculated above, you also owe:

Sales Tax not reported and not paid ([What's this?](#)) : **120.00** **Reconcile**

Tax amount without tax code/item ([What's this?](#)) : **50.00** **Move to tax line**

Amount you owe ([How is this calculated?](#)) : **2,893.59** **File Return**

[Help with this screen](#) **Cancel**



Easy to understand Sales Tax

- The File Sales Tax functionality has a new look and feel.

Sales Tax Description	Line	Amount	Balance
Sales and other revenue	101	0.00	
GST/HST collected or collectible	103	0.00	
Adjustments	104	0.00	
Total GST/HST and adjustments for period	105		0.00
Input tax credits (ITCs)	106	0.00	
Adjustments	107	0.00	
Total ITCs and adjustments	108		0.00
Net Tax	109		0.00
Instalment and other annual filer payments	110	0.00	
Rebates	111	0.00	
Total other credits	112		0.00
Balance	113A		0.00
GST/HST due on acquisition of taxable real property	205	0.00	
Other GST/HST to be self-assessed	405	0.00	
Total other debits	113B		0.00
Balance	113C		0.00

✓ Your sales tax return is ready to file

Amount you owe [How is this calculated?](#) CAD 0.00 **File Return**

[Help with this screen](#) Cancel



Easy to understand Sales Tax

How Would You Like to File Your Return?

File Online Submit your return online to the Canada Revenue Agency.

Do Not Submit a Return File your return in QuickBooks. QuickBooks will not submit any information to the Canada Revenue Agency.

GST/HST Internet File Transfer - Windows Internet Explorer

C:\Documents and Settings\Administrator\Local Settings\Temp\tax:113.tmp.html

File Edit View Favorites Tools Help

GST/HST Internet File Transfer

File your GST/HST form with QuickBooks

Follow these steps to use QuickBooks to file your GST/HST forms on the CRA's website.

1. Follow the prompts on the CRA website, including:
 - Accept the CRA's terms and conditions.
 - Fill in the required fields.
 - Browse to and upload the .tax file from your hard drive.
2. Click Submit. Write down the confirmation number, or print the confirmation page to store with your records.
3. Close the browser window.

You will need:

- Your .tax file located at: C:\Documents and Settings\Administrator\Local Settings\Temp\tax:113.tmp.html
- Your 4 digit access code from the CRA website.

After submission:

To maintain the security of your files, we recommend that you delete the .tax file from your hard drive.

Canada Revenue Agency / Agence du revenu du Canada

Canada

Canada Revenue Agency
www.cra.gc.ca

Français Home Contact Us Help Search canada.gc.ca

Go to

- Forms and publications
- Online services
- A to Z index
- Site map

GST/HST Internet File Transfer

The service **GST/HST Internet File Transfer** is not available at this time.

NEW: After checking the GST return in QB, the SBO can upload it directly to the CRA's Web site. We create a .TAX file. The SBO uses the CRA's Web site to locate and upload the .TAX file. This is not available yet for other tax returns. Available mid October



Make tax easy to use: Reimbursable expenses

Edit Vendor

Vendor Name: Receiver General

Currency: Canadian Dollar [How do I change the currency?](#)

Current Balance: 0.00 [How do I adjust the current balance?](#)

Address Info | **Additional Info** | **Account Prefill** | **Tax Agency Info**

Sales Tax Registration No.: 422352352RT0001

Tax Return: GST/HST Return | Tax Label: GST/HST

Reporting Period: Quarterly | Period Ending: Mar/Jun/Sep/Dec

Select the account(s) for this agency
If you do not select an account, sales tax goes to the accounts you use to track sales or purchases.
[More information on tracking tax on sales or purchases](#)

Track tax on purchases separately to: GST/HST Payable account

Track tax on sales separately to: GST/HST Payable account

Taxes for this agency are calculated on other taxes (piggyback)

Include this tax when billing for expenses [What does this do?](#)

Vendor is inactive

Vendor is a Sales Tax Agency

OK
Cancel
Notes
Help

You can choose whether to include a tax when billing job costs to customers (reimbursable expenses).

By default, GST/HST/QST will not be passed through as there is a tax credit for them.

By default, PSTs will be passed through.



Easy to use: tax printing

Condensed tax summary

- Simple information on printed sales forms for customers who don't want the detail

From: 2009

Invoice						
Date		Invoice #				
10/22/2007		AP-1206-13				
Invoice To			Ship To			
AP 2399 Qualiana Ave. Surrey, BC V1A 1B8						
P.O. No.	Terms	Rep	Ship	Via	F.O.B.	Project
	Due Upon Receipt		10/22/2007		site barkers	1206 - Site #1 Barkers
Quantity	Item	Description	U/M	Price Each	Amount	
	Labour	Labour		1,635.85	1,635.85	
	Materials	Materials		248.01	248.01	
Sales Tax Summary			Sales Tax Total			
GST (1%) On Sales @ 1.0%			\$12.40			
GST (2%) On Sales @ 2.0%			\$114.31			
PST (2%) On Sales @ 2.0%			\$122.69			
Total Tax			\$249.40			
					Total	\$2,133.46
GST/HST No.						

To: 2010

Invoice						
Date		Invoice #				
12/3/2007		AL-1057-66				
Invoice To			Ship To			
Adams Lake Lumber RR#2 Chase, BC V0E 1M0						
P.O. No.	Terms	Rep	Ship	Via	F.O.B.	Project
	Due Upon Receipt		12/3/2007		overflow conv	1057 - Sawmill Overload
Quantity	Item	Description	U/M	Price Each	Amount	
	Labour	Labour		1,975.47	1,975.47	
	Materials	Materials		110.32	110.32	
	Sum Equip Rental	Summit Electric Equipment for Rent		1,145.00	1,145.00	
				GST	\$193.85	
				PST	\$87.87	
Total					\$3,512.51	
GST/HST No.						



Easy to understand Sales Tax

T4A now clearly breaks out tax amounts from net amounts

- It is clear which amount to put on the T4A slip

10:24 AM
12/31/12

Enterprise Hockey School
T4A Detail
All Transactions

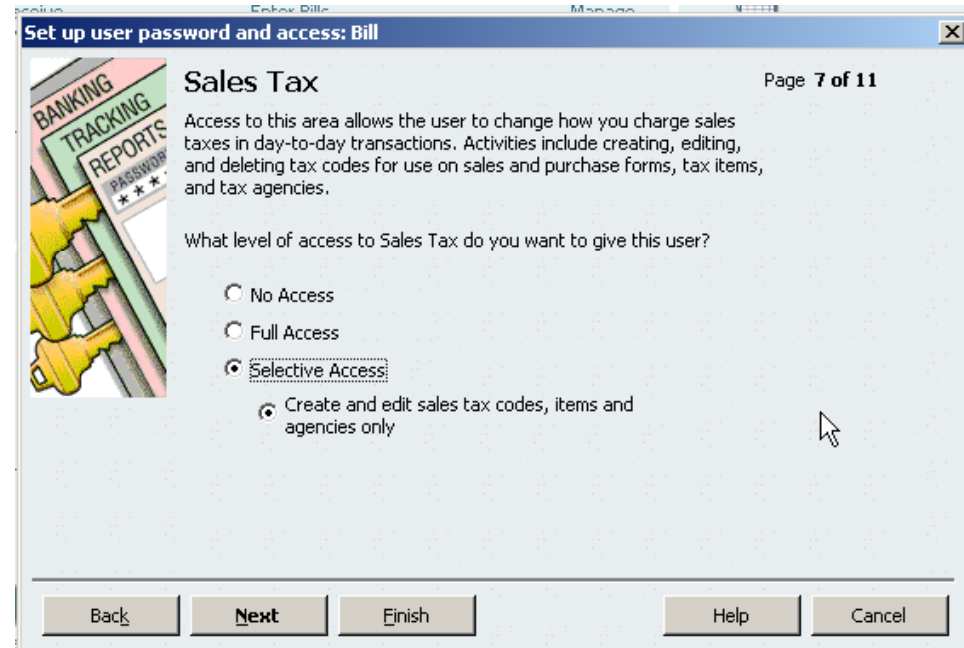
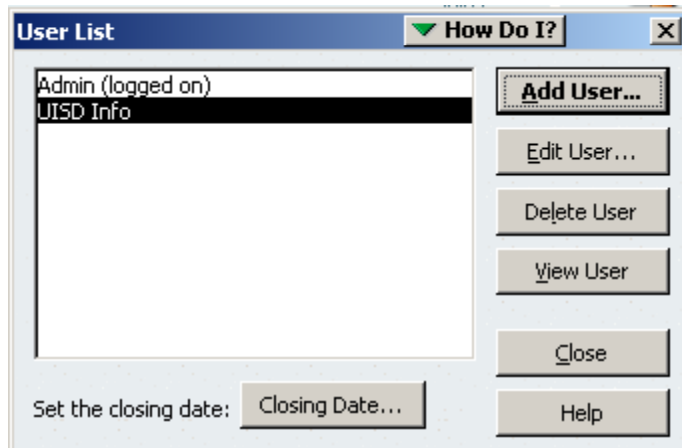
Type	Date	Amount Paid	Sales Tax Paid	Box 28 Amount
Blitz Marketing				
(no Business Number on file)				
Bill	02/27/2008	892.50	42.50	850.00
Bill	02/29/2008	892.50	42.50	850.00
Bill	04/09/2008	892.50	42.50	850.00
Bill	04/09/2008	892.50	42.50	850.00
Bill	05/31/2008	892.50	42.50	850.00
Bill	06/27/2008	892.50	42.50	850.00
Bill	07/31/2008	892.50	42.50	850.00
Bill	08/31/2008	892.50	42.50	850.00
Bill	09/30/2008	546.32	26.02	520.30
Bill	10/31/2008	892.50	42.50	850.00
Bill	11/30/2008	892.50	42.50	850.00
Total Blitz Marketing		9,471.32	451.02	9,020.30



Easy to understand Sales Tax

More security around sales tax setup, filing, and adjustments

- Filing and adjusting are now part of Sensitive Accounting Duties
- Setting up new sales tax items and codes is now its own panel





Sales Tax Demo



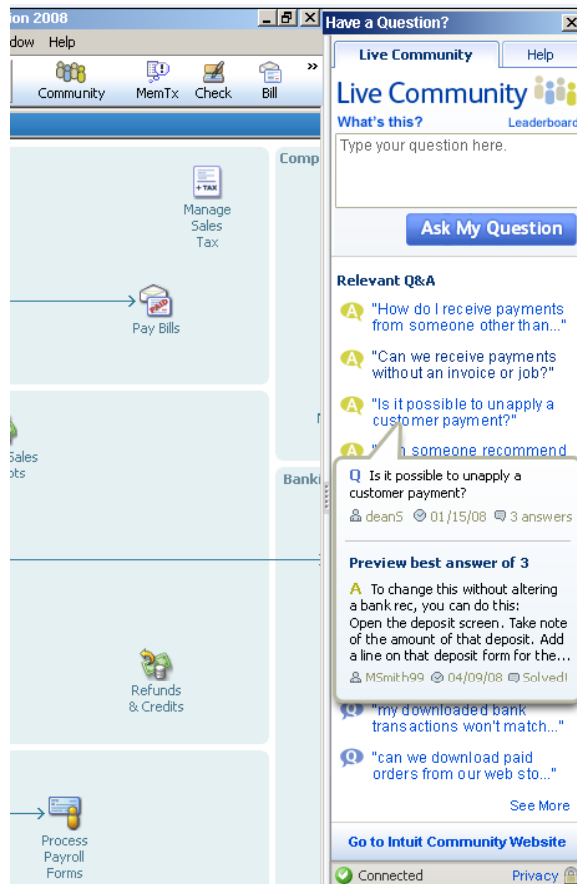
Quality help – Live Community

The screenshot displays the QuickBooks software interface for 'Sample Larry's Landscaping & Garden Supply'. The main window shows a 'Home' dashboard with various functional icons categorized by Vendors, Customers, and Employees. A 'Live Community' widget is overlaid on the right side of the screen. This widget includes a search bar for asking questions, a list of relevant Q&A items, and a section for giving advice or answering questions. The widget is titled 'Have a Question?' and 'Live Community'.

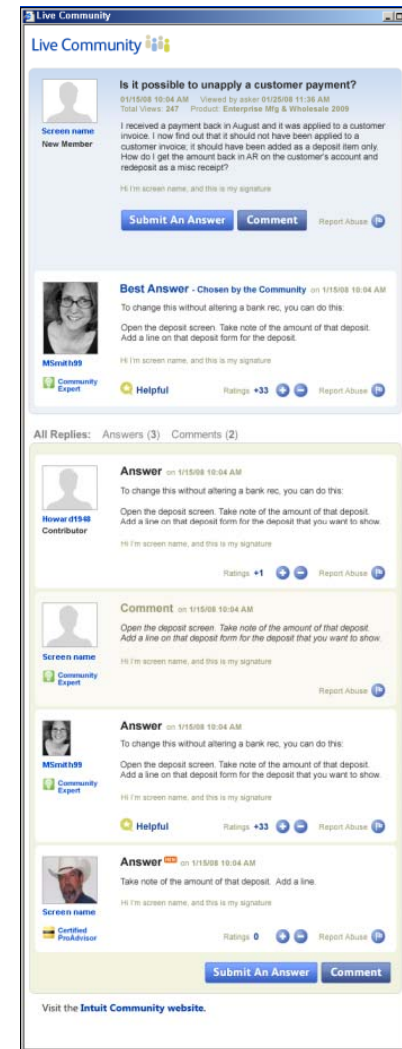
The Live Community Widget gives the SBO unified access to the help and the online forums, and all Q&A is clickable. They can ask or answer questions.



Quality help – Live Community



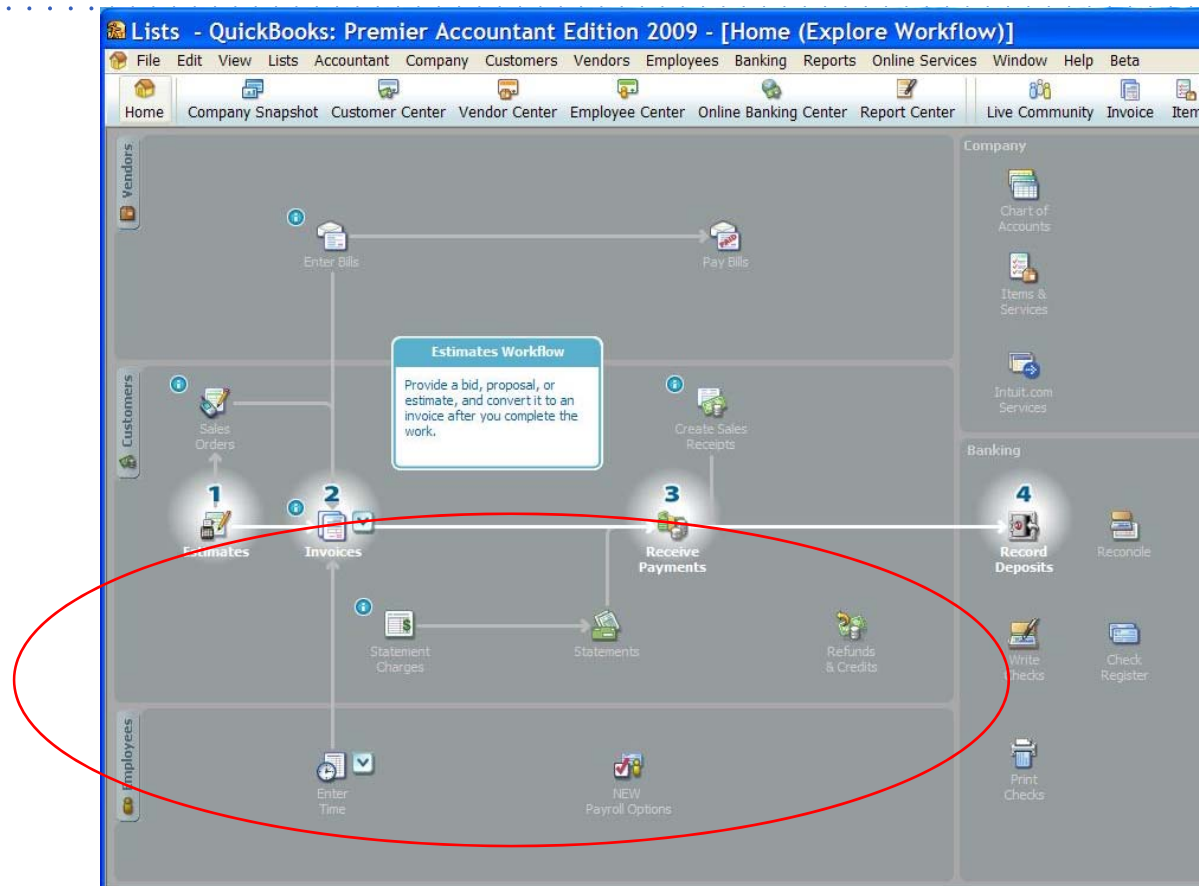
Hover over a link to preview it.



This screenshot shows what happens when the user clicks on the question and comes to a complete Q&A page, specific to that one question.



Quality Help – QuickBooks Coach



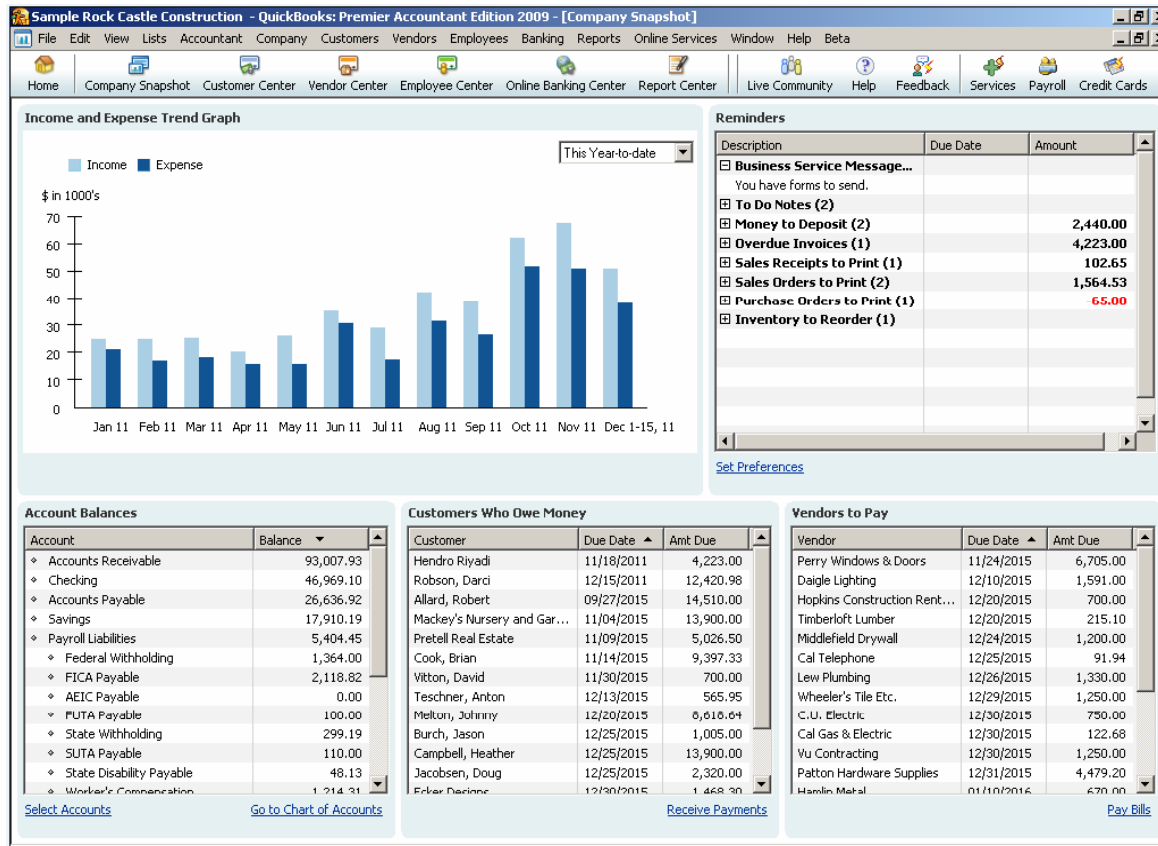
- Walks upgraders through the new UI
- This was a top issue for 40% of people who upgraded!



Coach Demo



Dashboard – Company Snapshot



In one view, SBOs can see their Income/Expense graph, Account balances, Customers who owe money, Vendors who you owe money to, and Reminders.



Dashboard – QuickFilter

The screenshot shows the QuickBooks interface with the QuickFilter search box highlighted. The search box contains the text "Jenn" and has a red circle around it. The interface includes a top navigation bar with options like "New Customer & Job", "New Transactions", "Print", "Excel", and "Word". Below this, there are tabs for "Customers & Jobs" and "Transactions". The "Customers & Jobs" tab is active, showing a list of customers and their balance totals. The "Customer Information" section is also visible, displaying details for a customer named "Morgenthale...".

Name	Balance Total
♦Fisher, Jennifer	0.00
♦Fisher, Jennifer:Garage Roof	0.00
♦Fisher, Jennifer:Home Remodel	0.00
♦Morgenthaler, Jenny	0.00
♦Morgenthaler, Jenny:Room Addition	0.00
♦Rahn, Jennifer	0.00
♦Rahn, Jennifer:Remodel	0.00

Type	Num	Date	Account	Amount
Sales Order	7003	12/15/2011	90300 · Sales ...	271.53
Invoice	1061	09/25/2011	11000 · Accou...	271.53
Payment	2316	09/19/2011	12000 · Undep...	6,134.17
Invoice	1059	09/15/2011	11000 · Accou...	6,134.17
Estimate	601	02/03/2011	90200 · Estima...	6,134.17
Payment	7930	02/08/2010	12000 · Undep...	271.53

- There is now a “Find” search box in centres where you can enter any text and QuickBooks will filter the information to find it.



Company Snapshot Demo



Easy time and costs billing

Select the Date Range for the time and expenses you want to invoice for, select the Customer:Job, and then click Create Invoice.

Date Range From To

Customer:Job	Time (CAD)	Expenses ...	Mileage (C...	Items (CAD)	Total (CAD)
Cioran, Jason:600 SQ Ft Addition(CAD)	0.00	0.00	0.00	22,470.00	22,470.00
MacDonald, Tracy:2nd Story(CAD)	2,550.00	0.00	0.00	25,000.00	27,550.00
My Customer(CAD)	450.00	0.00	0.00	1,575.00	2,025.00

Buttons: Help, Let me select specific billables for this Customer:Job, **Create Invoice**, Close

In Premier editions, the SBO can get a list of unbilled time and costs per customer right from the home page. She just has to select them and click "Create Invoice" to pass them all through to the customer.



Better & easier to use security

Change QuickBooks Password

To better protect the information in this company file, we encourage you to create a complex password and change it every 90 days. [Explain](#)

A complex password is harder to guess and requires at least 7 characters, including one number and one uppercase letter (e.g. coMp1ex, Xample2).

User Name:

New Password:

Confirm New Password:

Set Up Password Reset

Select a challenge question and enter answer. [How will this help me reset my password?](#)

Challenge Question:

Answer:

Answer is not case sensitive

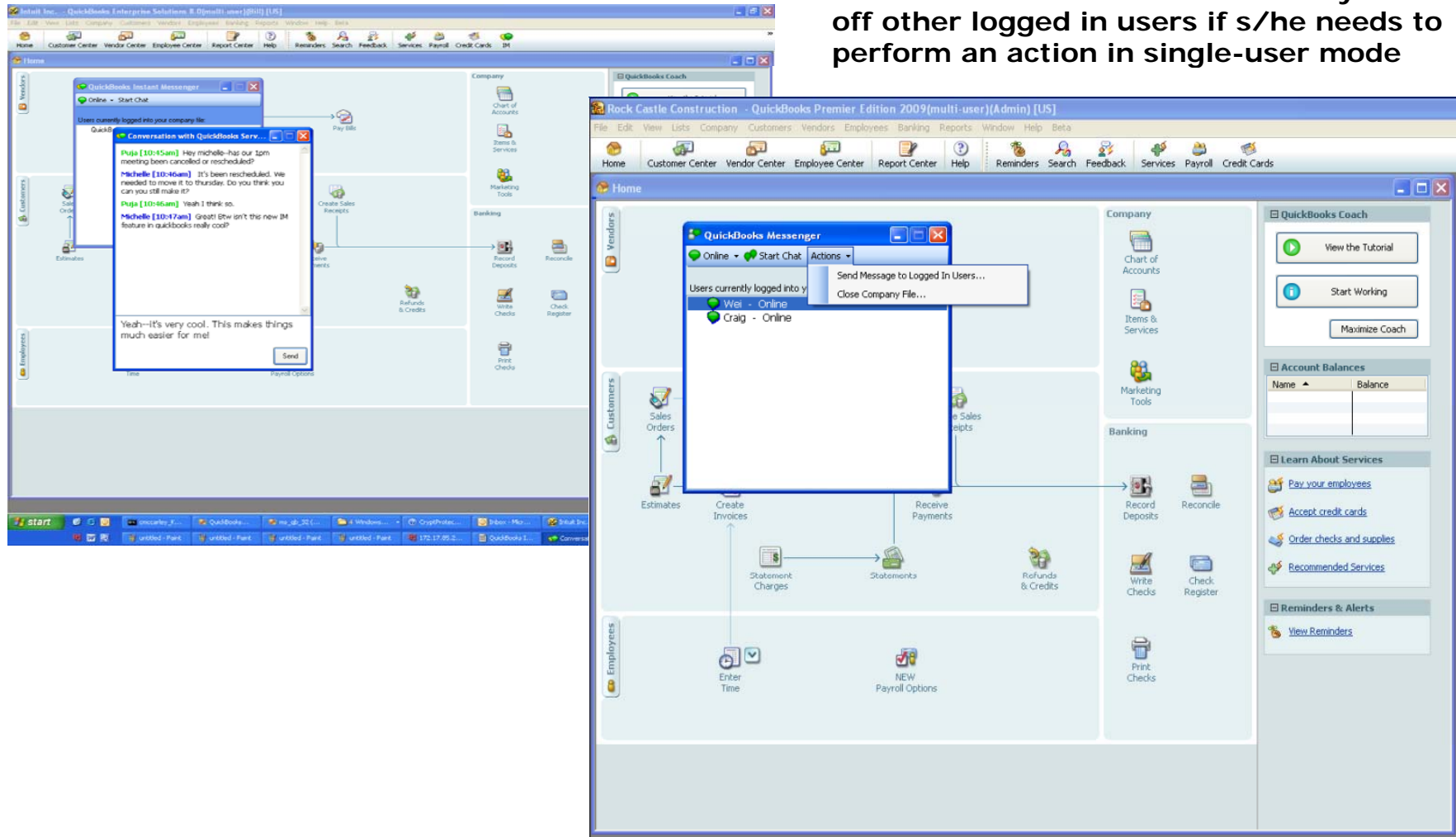
OK Cancel

Each user gets a strong password. You can also choose a challenge question at the same time. If you forget your password, you can answer your challenge phrase instead. You can mask credit card numbers separately from other permissions. Free online password removal tool coming soon



QuickBooks Instant Messenger

- The QB Administrator can remotely kick off other logged in users if s/he needs to perform an action in single-user mode





One-click Duplicate function

The screenshot displays two overlapping windows from the QuickBooks software. The 'Item List' window on the left shows a table of items with columns for Name, Description, Type, Account, On Hand, and Price. A context menu is open over the 'Hockey Sticks:R... Replica Mini Kitchener Blades' item, with 'Duplicate Item' selected. The 'Create Invoices' window on the right shows an invoice form for 'Cioran, Jason'. A context menu is open over the invoice line item, with 'Duplicate Invoice' selected. The invoice form includes fields for Customer, Date, Invoice #, Ship To, and a table of items with columns for Quantity, Item, Description, and Price. The total amount is 52.18.

Quantity	Item	Description	Price
6	Hockey Sticks:R...	Replica Mini Kitchener Blades	

Amount	Tax
46.18	5
2.31	
3.69	
52.18	



Easier sorting in reconcile window

- Click the column heading to sort by that criteria.

Reconcile - Chequing

For period: 11/30/2008 Hide transactions after the statement's end date

Cheques and Payments					Deposits and Other Credits					
✓	Date ▲	Chq #	Payee	Amount	✓	Date ▲	Chq #	Memo	Type	Amount
	11/17/2008		Receiver G...	9,844.48 ▲		11/30/2...		Deposit	DEP	3,905.28
	11/17/2008	133	Insurance E...	195.00		11/30/2...		Deposit	DEP	78.75
	11/30/2008		Lynette Far...	3,887.07		12/02/2...		Deposit	DEP	14,443.00
	11/30/2008		Kyle Kilat	2,840.73		12/15/2...	57		RCPT	2,159.66
	11/30/2008		Christiane S...	2,820.73		12/15/2...	58		RCPT	1,079.83
	11/30/2008		Rob deMon...	4,113.74		12/15/2...	59		RCPT	2,159.66
	11/30/2008		Jacque Hud...	3,610.41		12/15/2...	60		RCPT	809.88
	10/23/2012		Minister of ...	6,778.63 ▼		12/15/2...	61		RCPT	1,079.83

Mark All Unmark All Go To Columns to Display...

Beginning Balance 151,920.45

Items you have marked cleared

- 0 Deposits and Other Credits 0.00
- 0 Cheques and Payments 0.00

Service Charge 0.00

Interest Earned 0.00

Ending Balance 152,698.00

Cleared Balance 151,920.45

Difference 777.55

Reconcile Now Leave



Print a receipt from Receive Payments

Receive Payments

Previous Next Print History Journal

Customer Pa Print...

Received From: Road Runners Customer Balance: **8,273.38**

Amount: 2,210.00 Date: 12/15/2012

Pmt. Method: Deposit to: Undeposited Funds

Memo:

Find a Customer/Invoice...

✓	Date	Job	Number	Orig. Amt.	Amt. Due	Payment
	08/21/2...	Lis, Scott	292	381.21	381.21	0.00
	08/21/2...	Flier, Diana	293	597.66	597.66	0.00
	09/18/2...	Gibson, Christina	294	502.57	502.57	0.00
Totals				11,201.40	8,273.38	2,210.00

Amounts for Selected Invoices

Amount Due	6,521.98
Applied	2,210.00
Discount and Credits Applied	0.00

Underpayment \$4,311.98. When you finish, do you want to:

Leave this as an underpayment

Write off the extra amount

View Customer Contact Information

Un-Apply Payment

Discount & Credits...

Save & Close Save & New Revert



Batch Invoicing

Customer Message Thank you for your business !....Esther 

Exchange Rate 1 CAD =

- To be printed
- To be e-mailed



Batch Invoicing

Sample Premier Hockey School - QuickBooks: Premier Accountant Edition - [Create Invoices - Accounts Receivable]

File Edit View Lists Accountant Company Sales Tax Customers Vendors Employees Banking Reports Online Services Window
Help Beta

Home Company Snapshot Customer Centre Vendor Centre Employee Centre Live Community Invoice Item MemTx Cheque Bill

Previous Next Print Send Find Spelling History Journal Letters Customize

Customer: Job [Wholesale] Class Account Template Print Preview
Cioran, Jason CAD Accounts Receivable Intuit Product Invoice

Date 12/31/2012 Invoice # 301
Ship To Cioran, Jason
Cioran, Jason
57 River Avenue
Montreal, QC
H2E 9V3

P.O. No.	Terms	Ship	Via	F.O.B.	Other
	Due on rec...	12/31/2012			

Qua...	Item	Description	Price Each	Class	Amount	Tax
1	Leag...	Monthly Charges	3,870.00		3,870.00	G

Customer Message
Exchange Rate 1 CAD = 1 CAD

GST 5.0% CAD 193.50 Edit
CAD 0.00

Total CAD 4,063.50

To be printed
 To be e-mailed

Add Time/Costs... Apply Credits... Payments Applied CAD 0.00
Balance Due CAD 4,063.50

Memo

Save & Close Save & New Clear



Batch Invoicing

Select Forms To Send

Select the forms you want to send, and then click Send Now.

To change the cover note that accompanies an e-mailed form, select the form in the list and click Edit E-mail.

Forms To Send (7 out of 7 selected)

Date	Type	No.	Name	Amount	Method
✓ 12/02/2012	INV	280	Road Runners	\$4,725.00	Email
✓ 12/02/2012	INV	278	Kitchener Blades	\$4,725.00	Email
✓ 12/04/2012	INV	281	Woodcroft, Deb	\$847.50	Email
✓ 12/15/2012	INV	300	Cioran, Jason	\$52.18	Email
✓ 12/15/2012	INV	285	Ko, Adwin	\$2,254.35	Email
✓ 12/15/2012	INV	284	Moise, Daniel	\$1,398.60	Email

To: cheaney4@cogeco.ca
Cc:
Subject: Invoice from Test Sample Base file1

Dear Mr Pucklington :

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Test Sample Base file1

[Your Invoice will be attached to the message as a PDF file]

Buttons: Select All, Select None, Remove, Edit E-mail, Send Now, Close, Help



Batch Invoicing

Sample Premier Hockey School - QuickBooks: Premier Accountant Edition - [Create Statements]

File Edit View Lists Accountant Company Sales Tax Customers Vendors Employees Banking Reports Online Services Window

Home Company Snapshot Customer Centre Vendor Centre Employee Centre Live Community Invoice Item MemTx Cheque Bill

Select Statement Options

A/R Account Accounts Receivable - AUD

Statement Date 12/31/2012

Statement Period From 12/01/2012 To 12/31/2012

All open transactions as of Statement Date

Include only transactions over 768 days past due date

Select Customers

All Customers

Multiple Customers

One Customer

Customers of Type

Preferred Send Method

View Selected Customers...

Select Additional Options

Template Intuit Standard Statement Customize

Create One Statement Per Customer

Show invoice item details on statements

Print by billing address postal code

Print due date on transactions

Do not create statements:

with a zero balance

with a balance less than 0.00

with no account activity

for inactive customers

Assess Finance Charges...

Preview Print E-mail Close Help

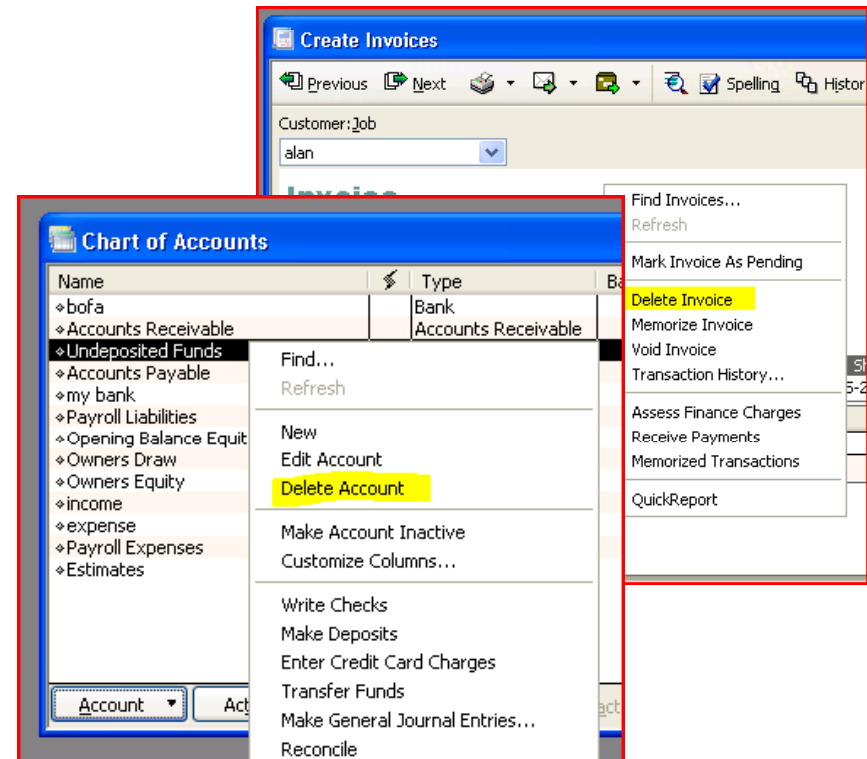


Other improvements

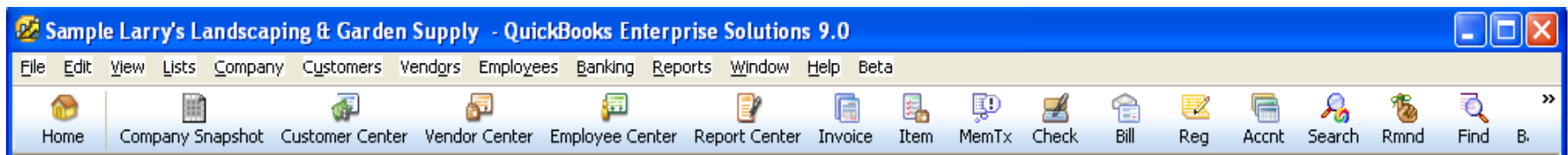
Other Improvements

- Reporting about 25% faster
- Faster start up
- Ability to handle large numbers in transactions
- Can schedule local backups

Expose Delete to Right-Mouse Menu for Transactions and List



Navigation/Icon Bar Unification





Faster reporting

Database upgrade to iAnywhere 10

– Benefits

- Speed
- Eliminated lots of read locks. Many fewer “record in use” errors when many people are working at same time

SDK upgrade from 6.0 to 8.0

– Benefits

- Fixed lots of bugs. 3rd-party apps should work much better.
- Accountant copy is now SDK-based and is more powerful.
- Foundation is now in place to allow QuickBooks to transfer data to Web-based applications in the future.



Online Banking

- You may have heard that the US redid their online banking system and it got negative reviews. We did **NOT** use their design (below).

Financial Institution
Select
Meriwest Credit Union

Online Accounts

Online Accounts	Online Balance
Checking at Meriwest Credit Un	\$16,649.16
Checking(2) at Meriwest Credit	\$16,649.16

QuickBooks
Last Updated 06/09/2008

Send/Receive Transactions

Items To Be Sent (0)
Create transactions and messages to send to your Financial Institution

- Write Online Checks
- Transfer Funds
- Pay Bills
- Create Messages

Transaction Type	No. To Send	Total
Online Checks	0	\$0.00
Transfers	0	\$0.00
Bill Payments	0	\$0.00
Messages	0	\$0.00

Items Received (3)
Review items downloaded from your Financial Institution

Item	No. To Review	QuickBooks Balance	Online Balance
Checking at Meriwes...	0	-\$2,028.66	\$16,649.16
Checking(2) at Meri...	3	-\$8,156.87	\$16,649.16
Messages Received	0	\$0.00	\$0.00
Payment Inquiry Re...	0	\$0.00	\$0.00

Add Transactions to QuickBooks

Online Banking Center



Banking > Set Up Account for Online Services

- New look to setting up Online Services.
- Choose the Account to use from the Chart of Accounts List.





Banking > Set Up Account for Online Services

- Choose the name of the Financial Institution

Set Up Account for Online Services for bank

 **Select the Financial Institution for this account**

QuickBooks Account: bank

Enter the name of your Financial Institution:

Scotia Bank



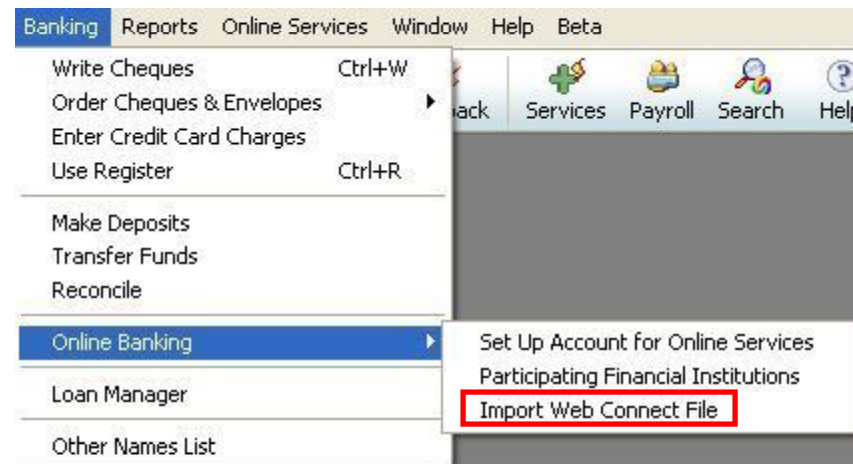
[What if my Financial Institution is not listed?](#)

[Tell me about online banking.](#)



Banking > Set Up Account for Online Services

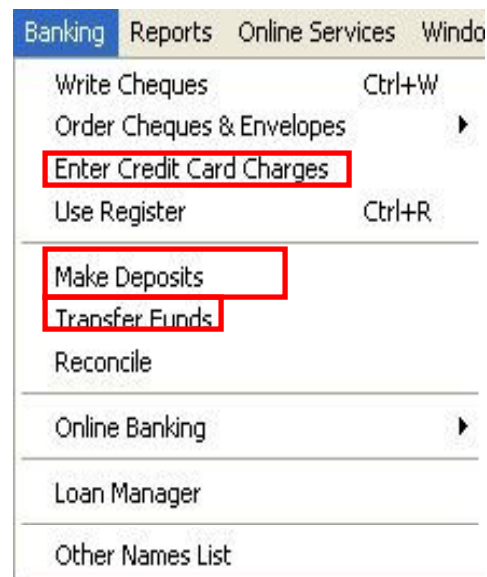
- Access point to import Web Connect Files has been added to this drop down menu.





Banking Menu

- A new look and feel for some of the options.





Banking > Enter Credit Card Charges

- New look to the Enter Credit Card Charges window with the addition of Multi-currency.

Enter Credit Card Charges - Visa

Previous Next Find Download Card Charges Journal

Credit Card Ending Balance CAD 0.00

Purchase/Charge Refund/Credit

Credit Card Purchase/Charge

Purchased From Date 25/02/2009

Ref No.

Amount CAD 0.00

Memo

Manage your business expenses with QuickBooks Platinum Plus for Business MasterCard

Are you ready to pay a bill from this credit card company?

Expenses CAD 0.00 Items CAD 0.00

Account	Tax	Amount ...	Memo	Customer:Job	Billa...	Class

CAD 0.00 Edit

CAD 0.00

Exchange Rate 1 CAD = CAD

Clear Splits Recalculate Save & Close Save & New Clear



Banking > Transfer Funds

- Change in the Transfer Funds Between Accounts Window with the addition of Multi-Currency.
- Still have to Transfer funds through the home currency account

Transfer Funds Between Accounts

Previous Next Journal

Transfer Funds

Date 25/02/2009

Transfer Funds From

Transfer Funds To

Transfer Currency Canadian Dollar

Transfer Amount CAD

Exchange Rate 1 CAD = 1 CAD

Memo Funds Transfer

Save & Close Save & New Clear



Banking > Reconcile

- When customizing the Columns in the Reconcile window you can now add a Type Column to the window view.

The screenshot shows the 'Reconcile - bank' window for the period 28/02/2009. The 'Customize Columns' dialog box is open, allowing users to select fields for display. The 'Type' field is checked and highlighted in red in both the 'Cheques & Payments' and 'Deposits and Other Credits' sections. The 'Columns to Display...' button is also highlighted in red. The main window shows columns for Date, Chq #, Payee, Memo, Type, and Amount (Home) for both Cheques and Payments, and Deposits and Other Credits. The 'Type' column is highlighted in red in the main window. The 'Columns to Display...' button is highlighted in red. The 'Modify' button is also highlighted in red. The 'Reconcile Now' and 'Leave' buttons are visible at the bottom.

Cheques and Payments		Deposits and Other Credits	
✓	Date	✓	Date

Cheques & Payments		Deposits and Other Credits	
✓	Cheque# / Ref#	✓	Cheque# / Ref#
✓	Date	✓	Date
✓	Payee	✓	Payee
✓	Memo	✓	Memo
✓	Type	✓	Type

Beginning Balance		Service Charge	
	CAD		CAD
	0.00		0.00
Items you have marked cleared		Interest Earned	
0	Deposits and Other Credits		CAD
	CAD		0.00
0	Cheques and Payments		Ending Balance
	CAD		CAD
	0.00		1.00
			Cleared Balance
			CAD
			0.00
			Difference
			CAD
			1.00



Payroll

- Secure emailing of paylips
 - QB now password-protects PDFs of paylips when emailing them

The screenshot shows the QuickBooks interface with a 'Password Protection' dialog box open. The dialog box contains the following text:

Important

QuickBooks now requires your employees to enter a password to view their paystubs when you e-mail them. QuickBooks generates the passwords automatically; each password consists of the first three letters of the employee's last name followed by the last three digits of their Social Insurance Number.

Examples

Name:	SIN:	Paystub Password:
Ben Narramore	111-111-118	nar118
Deb D'Spain	222-222-226	dsp226
Jimmy Wu	333-333-334	wu334

Note that all characters must be entered in lowercase and punctuation characters are not included in the password. When a last name has fewer than three characters, the whole last name is used but no additional characters are added.

You will need to inform each employee of this new password requirement.

Buttons:



Payroll

- New UI explains when to edit vs. void a pay cheque
 - Helps select the right cheque as well

Important! Avoid costly mistakes. Voiding pay cheques cannot be undone. The only common reason to void a pay cheque is if you created it by accident. Other situations should be handled differently. [Tell me how to handle other situations.](#)

Show pay cheques dates from through Sort By

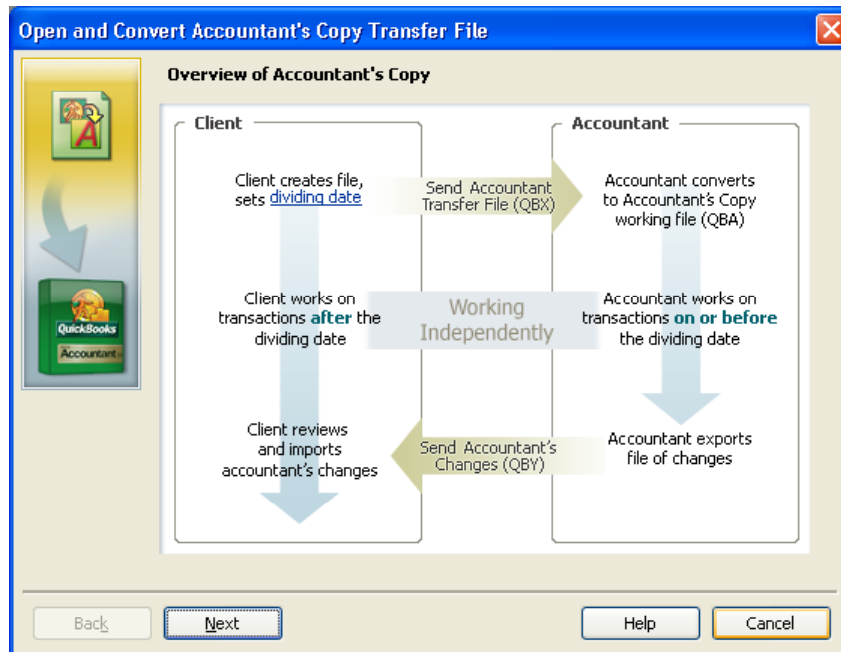
Pay Cheque Date	Pay Cheque No.	Employee	Memo	Net Amount
12/31/2012	135	Lynette Farriot		3,478.32

You may edit or void this pay cheque. If you have already given the pay cheque to the employee, you should void the pay cheque only if it hasn't been deposited yet. If you void a pay cheque that was issued in a previous month, you may have to re-file your CRA payroll forms.



Speed up communications with clients

- To review client's finances, no need for a site visit or mailed CD
- More functionality in Accountant Copy



Send Accountant's Copy

Information for sending the file (1 of 2)

Your accountant will be sent a notification e-mail with a link to download the file.

Accountant's e-mail address:

Reenter the accountant's e-mail address:

Your name:

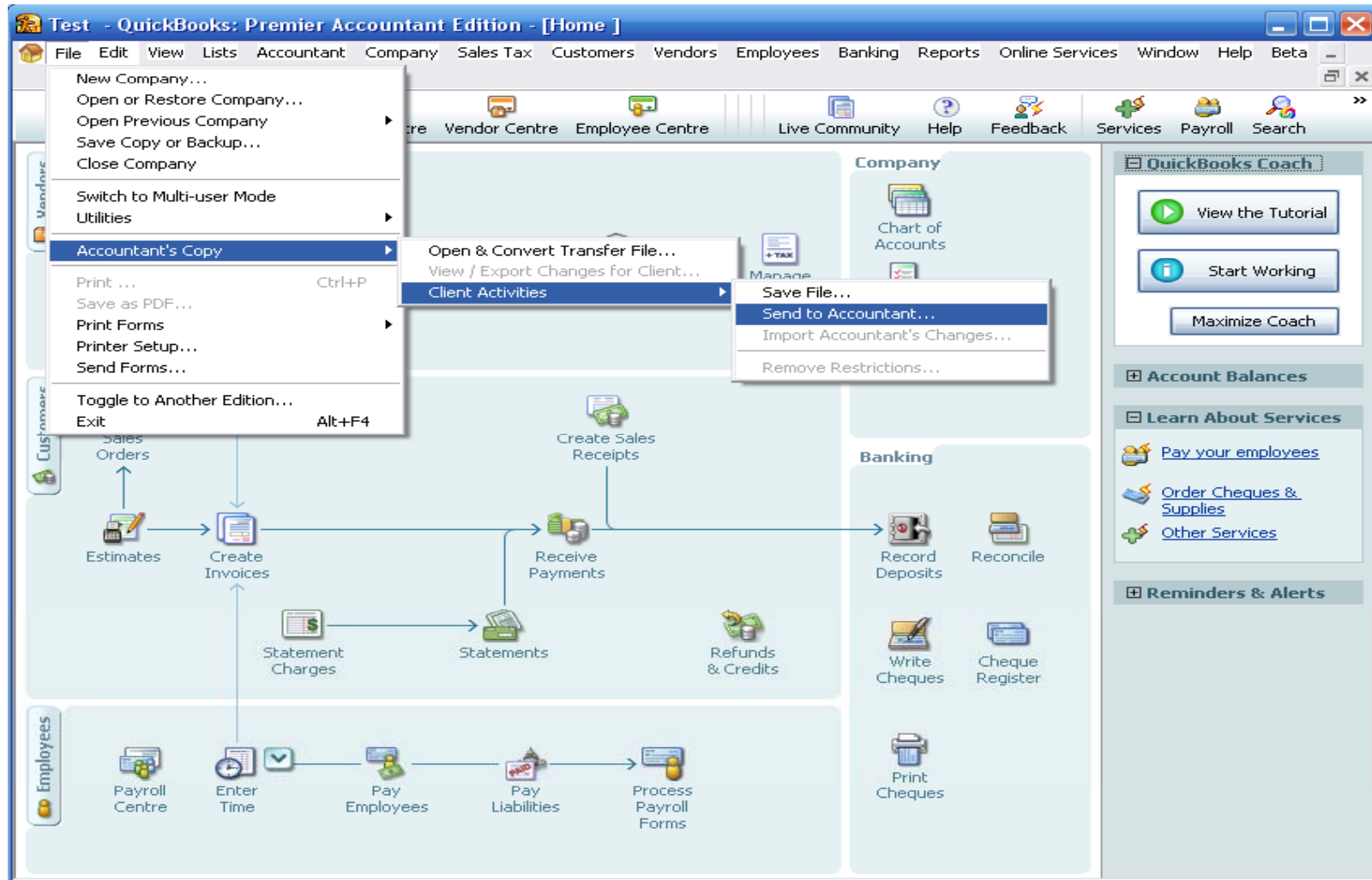
Your e-mail address:

Buttons: Back, Next, Help, Cancel

QB 2010 uploads data file to a QuickBase – much faster

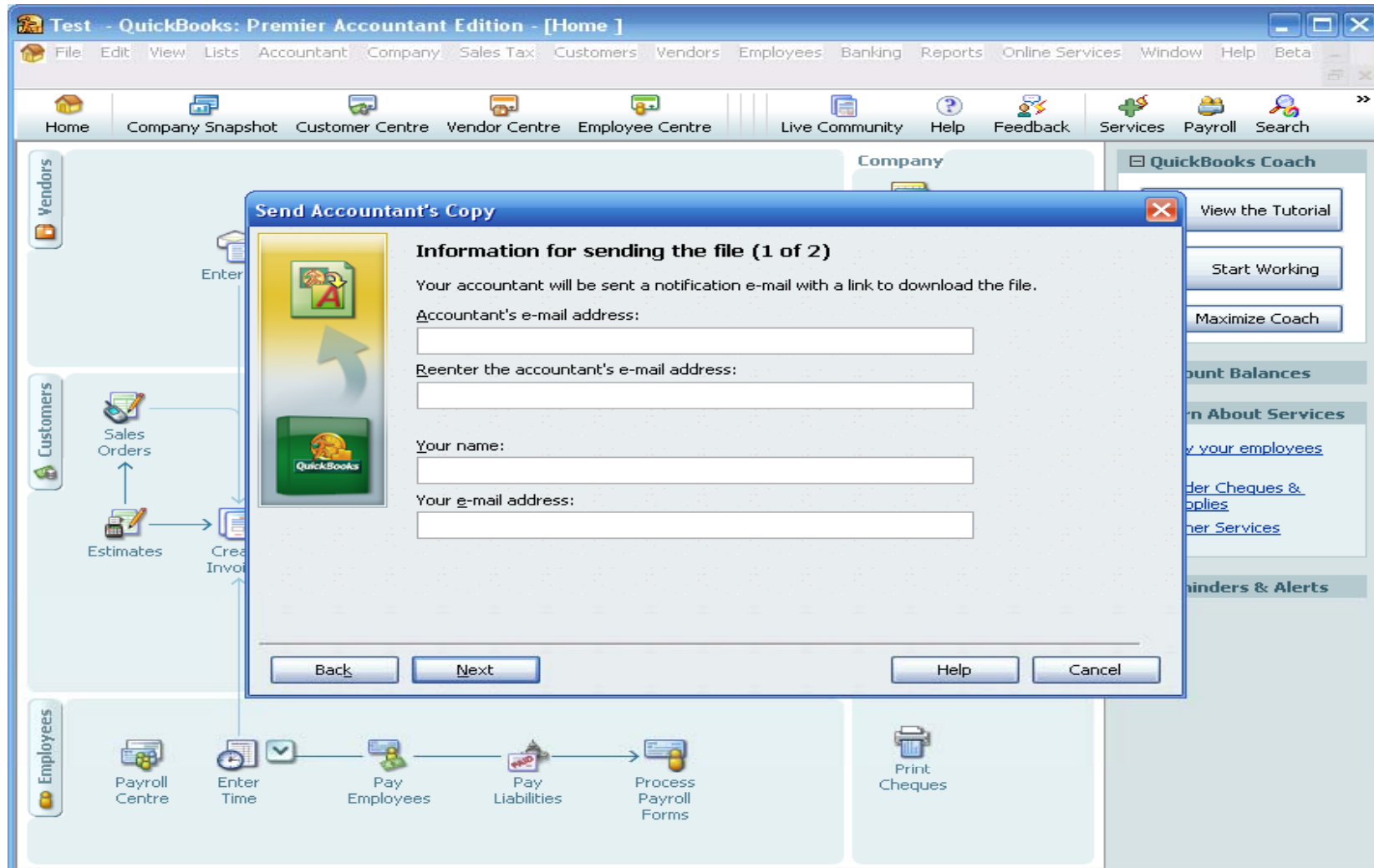


Speed up communications with clients



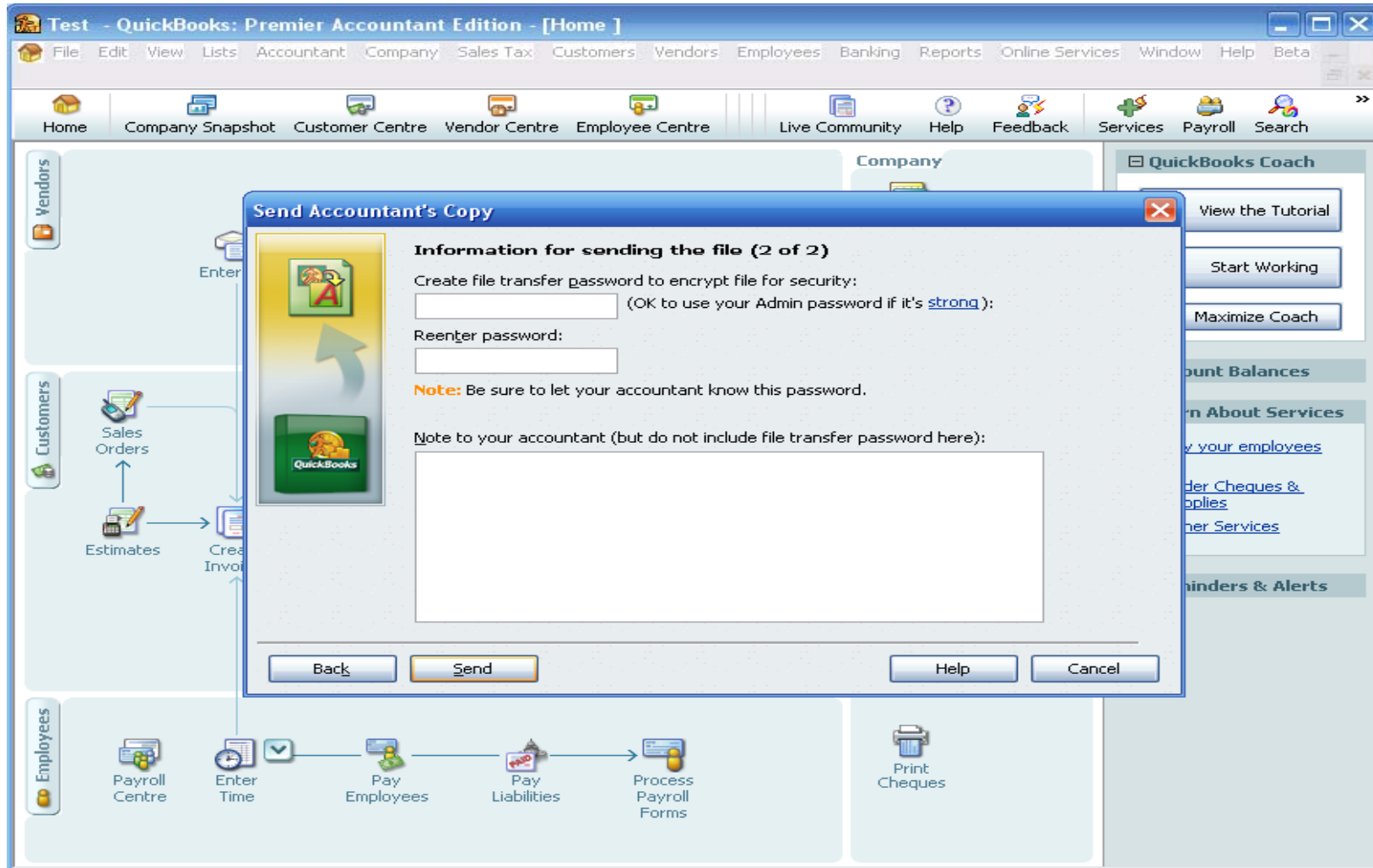


Speed up communications with clients





Speed up communications with clients





Speed up communications with clients

[Click here to enable Instant Search](#)

From	Message	Received	Size
Date: Today			
AcctCopyTransferCanada @ intuit...	Accountant's Copy File Available An Accoun...	Thu 07/16/2009 8:44 PM	18 KB

Accountant's Copy File Available

An Accountant's Copy Transfer File has been sent to you via the Intuit Accountant's Copy File Transfer secure server. [To download this file, click here.](#) (Just click "Save" in the box that comes up, not "Open". Go into QuickBooks to open the file.)

About this Accountant's Copy Transfer File:

File Name: [Test2010 \(Acct Transfer Jul 16,2009 08 42 PM\).QBX](#)
Sent by: Chris. cheaney4@coqeco.ca
Note: Hi,
Please let me know when you're finished
Uploaded: 07-16-2009 05:43 PM
Expires: **07-30-2009**

What Next?

No automatic notification is sent to your client when you download the file. Please contact your client to confirm receipt of this file.

To start using this file, go into QuickBooks Accountant Edition. In the **File** menu, click on **Accountant's Copy** and then **Open and Convert Accountant's Copy Transfer File**. You will be asked for a file transfer password to decrypt this file. You will need to get that password from your client.

Click [here](#) for help or contact QuickBooks Technical Support.

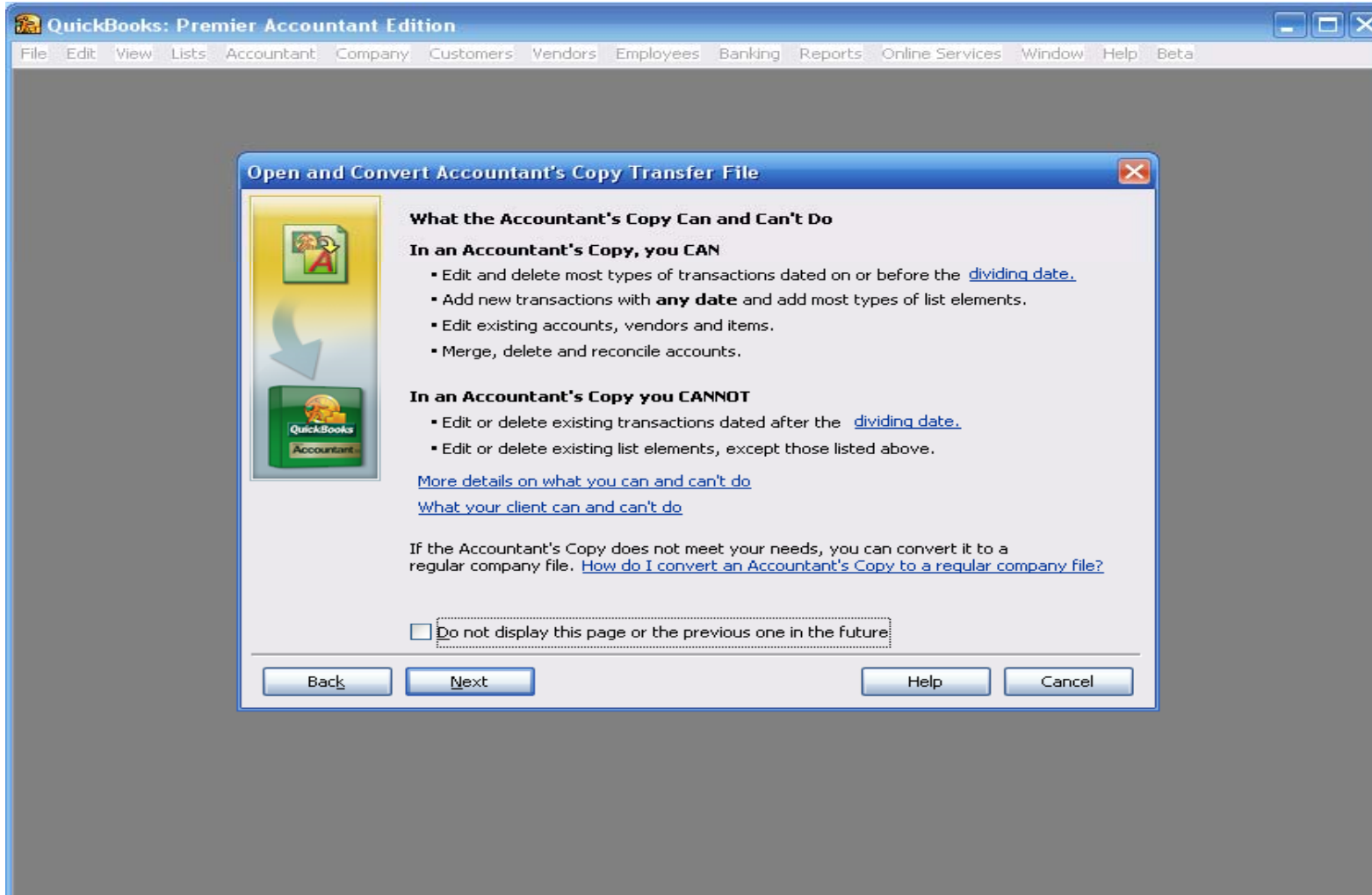


Speed up communications with clients

The screenshot displays the QuickBooks Premier Accountant Edition software interface. The title bar reads "Test (Accountant's Changes Pending) - QuickBooks: Premier Accountant Edition - [Home]". The menu bar includes File, Edit, View, Lists, Accountant, Company, Sales Tax, Customers, Vendors, Employees, Banking, Reports, Online Services, Window, Help, and Beta. The main workspace is divided into several sections: "Company" (Chart of Accounts, Items & Services), "Banking" (Record Deposits, Reconcile, Write Cheques, Cheque Register, Print Cheques), "Employees" (Payroll Centre, Enter Time, Pay Employees, Pay Liabilities, Process Payroll Forms), and "Customer" (Sales Orders, Estimates, Create Invoices, Create Sales Receipts, Receive Payments, Refunds & Credits, Statements, Statement Charges). A "QuickBooks Coach" panel on the right offers options like "View the Tutorial", "Start Working", and "Maximize Coach". Below it are sections for "Account Balances" (a table with columns for Name and Balance), "Learn About Services" (Pay your employees, Order Cheques & Supplies, Other Services), and "Reminders & Alerts" (View Reminders). The "File" menu is open, showing options such as "New Company...", "Open or Restore Company...", "Accountant's Copy" (which is highlighted), "Print...", "Save as PDF...", "Print Forms", "Printer Setup...", "Send Forms...", "Toggle to Another Edition...", and "Exit". A sub-menu for "Accountant's Copy" is also visible, containing "Open & Convert Transfer File...", "View / Export Changes for Client...", and "Client Activities".

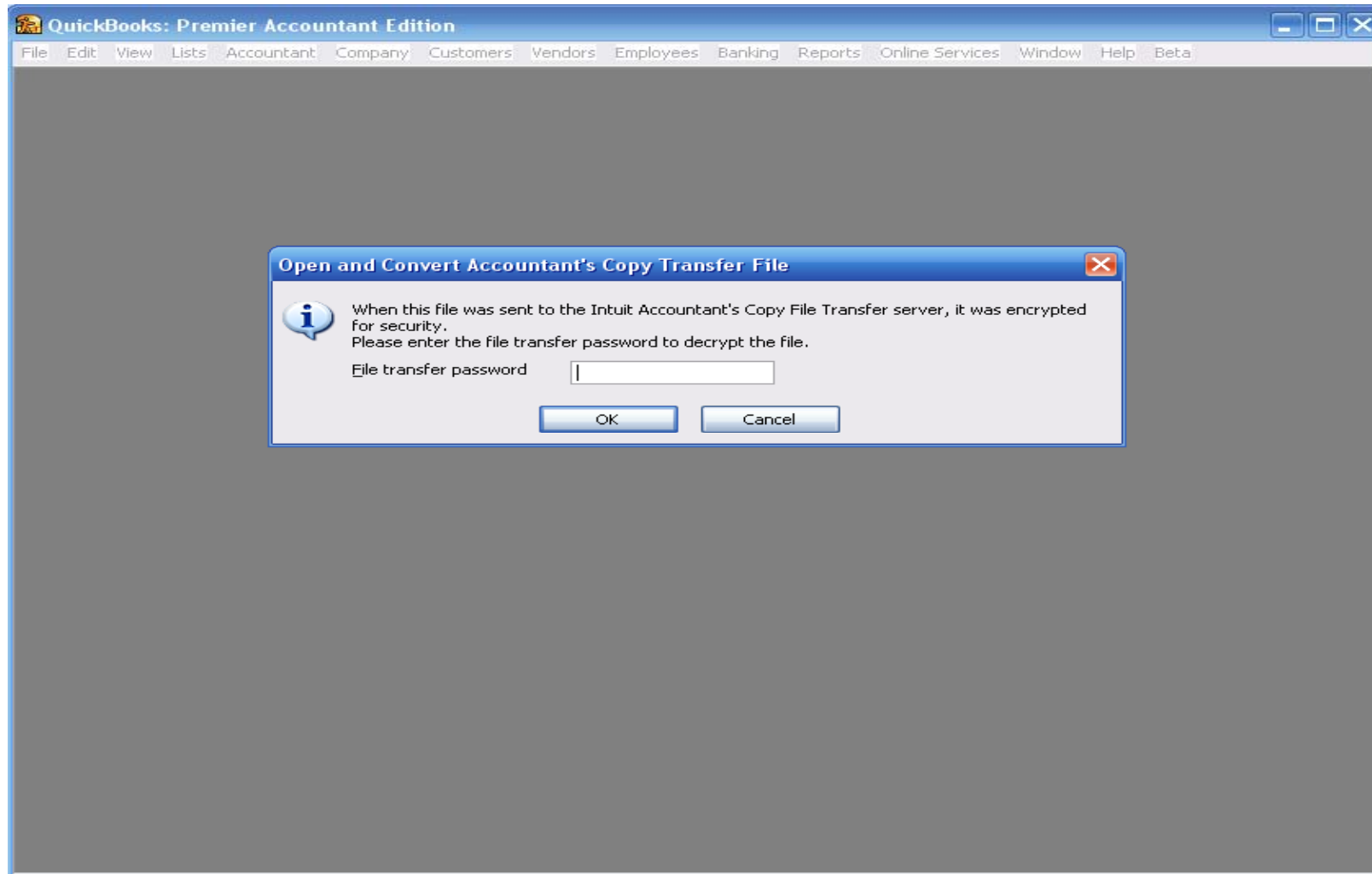


Speed up communications with clients





Speed up communications with clients





Improved Accountant Copy

The screenshot shows the QuickBooks Premier Accountant Edition software interface. A dialog box titled "Accountant's Copy" is open in the center. The dialog box contains the following text:

Accountant's Copy

In the Accountant's Copy, only fields with a highlighted background will go back to your client. Fields with a white background will **NOT** go back.

Example:

Will go back:	Will not go back:
150.00	123 Main St.

Some windows also have buttons or fields that are disabled because they cannot be sent back to your client.

Please keep in mind you can change only transactions dated on or before the dividing date and those that you've created in this Accountant's Copy.

Do not display this message in the future:

OK Help

The background interface shows various navigation options like Home, Company Snapshot, Customer Centre, Vendor Centre, Employee Centre, Live Community, Help, Feedback, Services, Payroll, and Search. There are also sections for Vendors, Customers, and Employees with various icons for actions like Sales Orders, Estimates, Payroll Centre, Enter Time, Pay Employees, Pay Liabilities, Process Payroll Forms, Write Cheques, and Cheque Register.



Speed up communications with clients

The screenshot displays the QuickBooks Premier Accountant Edition interface. The 'File' menu is open, showing options such as 'New Company...', 'Open or Restore Company...', 'Open Previous Company', 'Save Copy or Backup...', 'Close Company', 'Switch to Multi-user Mode', 'Utilities', 'Accountant's Copy', 'Print ...', 'Save as PDF...', 'Print Forms', 'Printer Setup...', 'Send Forms...', 'Toggle to Another Edition...', and 'Exit'. The 'Accountant's Copy' sub-menu is also open, showing 'Open & Convert Transfer File...', 'View / Export Changes for Client...', and 'Client Activities'. The main dashboard features a central workflow area with icons for 'Estimates', 'Create Invoices', 'Sales Orders', 'Create Sales Receipts', 'Receive Payments', 'Statements', 'Statement Charges', 'Refunds & Credits', 'Payroll Centre', 'Enter Time', 'Pay Employees', 'Pay Liabilities', and 'Process Payroll Forms'. On the right side, there are sections for 'Company' (Chart of Accounts, Items & Services), 'Banking' (Record Deposits, Reconcile, Write Cheques, Cheque Register, Print Cheques), and 'QuickBooks Coach' (View the Tutorial, Start Working, Maximize Coach). Below the Coach are sections for 'Account Balances', 'Learn About Services' (Pay your employees, Order Cheques & Supplies, Other Services), and 'Reminders & Alerts'.



Speed up communications with clients

Accountant's Changes

- Review your changes and add a note for your client.
- When your changes are complete, create a file of your changes to send to your client.
- Your client can then incorporate these changes back into his or her company file.

Dividing date: 06/30/2009
Test

Note for your client

Call me if you have any questions

Action	Type	Num	Date	Name	Account	Memo	Amount	Currency
1 Changed	Bill	030709	15/03/2009	Bell Canada	Accounts Payable		88.82	
2 Changed	Bill	Apr 02 - May 01 2009	17/04/2009	Cogeco	Accounts Payable		59.95	

Expand All Collapse All Refresh Save as PDF Print Create Change File for Client Help



Speed up communications with clients



Speed up communications with clients

The screenshot displays the QuickBooks Premier Accountant Edition interface. The 'File' menu is open, showing options like 'New Company...', 'Open or Restore Company...', and 'Accountant's Copy'. The 'Accountant's Copy' sub-menu is also open, highlighting 'Import Accountant's Changes...'. The main dashboard shows various business management tools categorized into 'Company', 'Banking', and 'Employees'.

File Menu:

- New Company...
- Open or Restore Company...
- Open Previous Company
- Save Copy or Backup...
- Close Company
- Switch to Multi-user Mode
- Utilities
- Accountant's Copy**
 - Open & Convert Transfer File...
 - View / Export Changes for Client...
 - Client Activities**
 - Save File...
 - Send to Accountant...
 - Import Accountant's Changes...**
 - Remove Restrictions...
- Print ... (Ctrl+P)
- Save as PDF...
- Print Forms
- Printer Setup...
- Send Forms...
- Toggle to Another Edition...
- Exit (Alt+F4)

Main Dashboard:

- Company:** Chart of Accounts, Manage
- Banking:** Record Deposits, Reconcile, Write Cheques, Cheque Register, Print Cheques
- Employees:** Payroll Centre, Enter Time, Pay Employees, Pay Liabilities, Process Payroll Forms
- Customer:** Sales Orders, Estimates, Create Invoices, Statement Charges, Statements, Receive Payments, Refunds & Credits
- Vendor:** Vendor Centre
- Employee:** Employee Centre
- Live Community:** Live Community, Help, Feedback
- Services:** Services, Payroll, Search

Right Panel:

- QuickBooks Coach:** View the Tutorial, Start Working, Maximize Coach
- Account Balances:** Table with columns Name and Balance.
- Learn About Services:** Pay your employees, Order Cheques & Supplies, Other Services
- Reminders & Alerts:** View Reminders



Speed up communications with clients

Test (Accountant's Changes Pending) - QuickBooks: Premier Accountant Edition - [Incorporate Accountant's Changes]

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

Beta

Home Company Snapshot Customer Centre Vendor Centre Employee Centre Help Invoice Item MemTx Cheque Bill Reg Acct

Accountant's Changes - Not Yet Incorporated

Review and print these changes for your records.
 Select Incorporate Accountant's Changes to bring these changes into your file.
 Quickbooks will backup your existing data before incorporating your accountant's changes.

Dividing date: 06/30/2009

Note from your Accountant

Action	Type	Num	Date	Name	Account	Memo	Amount	Currency
1 Changed	Bill	030709	15/03/2009	Bell Canada	Accounts Payable		88.82	
2 Changed	Bill	Apr 02 - May 01 2009	17/04/2009	Cogeco	Accounts Payable		59.95	

Exchange Rate Amounts Include no
Tax

Account	Amount	Memo	Customer:Job	Class	Sales Tax Code	Billable
Telephone and Internet Expense	57.10	Services for Apr 02 - May 01 2009			G	

Expand All Collapse All Save as PDF Print

Incorporate Accountant's Changes Close Help



Accountant Transfer Demo



External Accountant User

The screenshot shows the QuickBooks Premier Accountant Edition interface. A dialog box titled "Set up user password and access" is open, with the subtitle "Access for user: Accountant". The dialog asks "What do you want this user to have access to?" and provides three options:

- All areas of QuickBooks
- Selected areas of QuickBooks (You will make the selections in the screens that follow)
- External Accountant (Access to all areas of QuickBooks except sensitive customer data, such as credit card numbers)

The dialog box has "Back", "Next", "Finish", "Help", and "Cancel" buttons. The background interface shows a navigation menu with categories like Vendors, Customers, and Employees, and a main workspace with various transaction and reporting icons.



Accountants: Easy to find/fix mistakes

- Client Data Review Tool is a checklist of problem areas to review

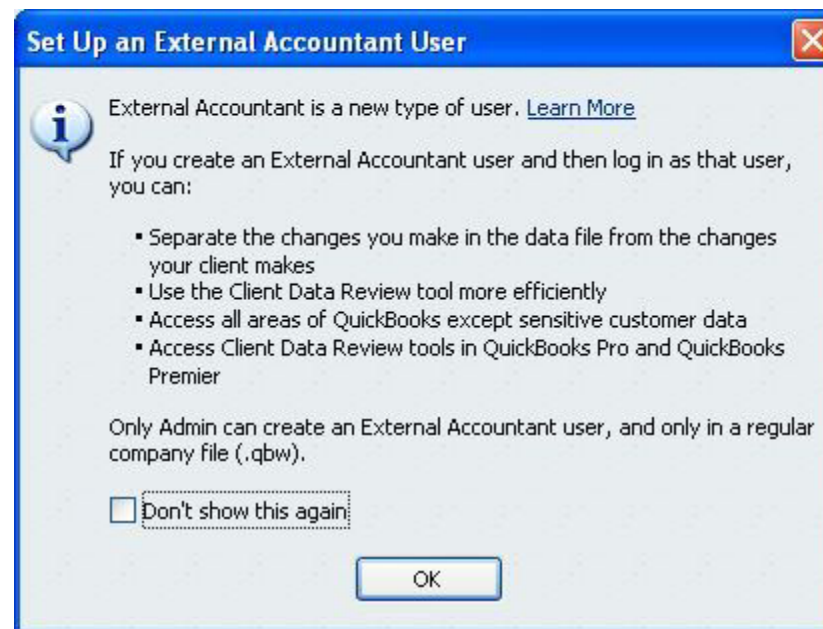
- Helps you clean up:
 - unlinked transactions
 - opening balances
 - list changes
 - review status tracking
- Very well received during usability -- participants predicted up to 70% productivity gains

QB 2010 automates finding common client errors



Accountant > Client Data Review

- This window will appear when you open the company file and when you first choose Client Data Review.
- You can create an External Accountant User specifically for your accountant that has certain restrictions built in for the user.





Accountant > Client Data Review

- Client Data Review - Start Review
- Enter your Date Range and Review Basis and click **Start Review**

Client Data Review - Start Review

The Client Data Review tool streamlines your client file cleanup tasks. To begin, specify the date range and basis for the review.

Review Date Range

Dates: Last Fiscal Year (From the first day through the last day of last fiscal year.)

From: 01/01/2008 To: 31/12/2008

Review Basis

Accrual Cash

Task Notes

Keep task notes from previous review

Start Review Cancel Help



Client Data Review

- This Data review window will open up to a web page.
- This is attached to the company file and allows the Accountant to maintain notes with each company file on the computer.

Client Data Review

Basis: Accrual Review Period: Last Fiscal Year (01/01/2008 - 31/12/2008) Modify Review Currently logged in as: Admin

Customize Cleanup Tasks

Account Balances

Cleanup Tasks	Status	Task Notes
Troubleshoot Account Balances	Not Started	<input type="checkbox"/>
Open Working Trial Balance	Not Started	<input type="checkbox"/>

Review List Changes

Cleanup Tasks	Status	Task Notes
Chart of Accounts	Not Started	<input type="checkbox"/>
Items	Not Started	<input type="checkbox"/>
Fixed Asset Items	Not Started	<input type="checkbox"/>
Payroll Items	Not Started	<input type="checkbox"/>
Customers	Not Started	<input type="checkbox"/>
Vendors	Not Started	<input type="checkbox"/>

Accounts Receivable

Cleanup Tasks	Status	Task Notes
---------------	--------	------------

Review Notes Edit

Print Save as PDF Audit Trail of Review Mark Review Complete Close

- Client Data Review (CDR) tool



Troubleshoot Account Balances

Troubleshoot Account Balances - Review Period: Last Fiscal Year (08/01/2007 - 07/31/2008)

Prior Review Period: From To Basis [Learn about Differences](#)

Account	Last Review Balances		Balances from QuickBooks		Difference	
	Debit	Credit	Debit	Credit	Debit	Credit
ASSETS						
1030 · Royal Bank CAD	2,721.92		2,721.92			
1040 · Royal Bank USD	1,569.72		1,569.72			
1100 · Investments						
999999 · TEMP US ACCOUNT			0.00			
1200 · Accounts Receivable - CAD	385,329.11		386,239.29			910.18
1205 · Accounts Receivable USD	368,792.54		368,792.65			0.11
1210 · Accounts Receivable - Euro	3,301.00		3,301.00			
TEMP AR ACCOUNT			0.00			
1201 · CAD Doubtful Accts		23,051.00		23,052.00		1.00
1206 · USD Doubtful Accts		82,593.33		82,593.33		
1211 · Euro Doubtful Accounts		3,301.00		3,301.00		
1215 · Allowance for Doubtful Accounts						
1220 · Advances						
1300 · Prepaid Expenses	44,004.55		40,004.48			4,000.07
1320 · Federal ITCs receivable			0.00			
1330 · Ontario OITCs receivable			0.00			
TOTAL	805,718.84	108,945.33	2,772,964.10	2,772,964.10	4,001.07	910.29

Only show accounts with different balances



Troubleshoot Account Balances

Audit Trail

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Date Entered/Last Modified Custom From 08/01/2007 To 07/05/2009

3:13 PM
07/05/09

Bitty & Barthow Luthiers

Transaction Change Report

Entered/Last Modified August 1, 2007 through July 5, 2009

Item	Entered/Last Modified	Last modified by	State	Date	Memo	Account
Transactions entered or modified by Admin						
Credit Memo CH2005-105						
▶ CN20...	07/05/2009 13:02:40	Admin	Latest	07/31/2005	Bad debt ex...	1200 · Accounts R... 5670 · Bad Debts
Credit Memo CH2005-116						
CN20...	07/05/2009 13:02:41	Admin	Latest	07/31/2005	Bad debt ex...	1200 · Accounts R... 5670 · Bad Debts
Credit Memo CH2006-37						
CN20...	07/05/2009 13:02:43					
Credit Memo CH2006-25						
CN20...	07/05/2009 13:02:34					

Transactions by Account

Modify Report... Memorize... Print... E-mail Export... Hide Header Expand Refresh

Dates Custom From 08/01/2006 To 07/31/2007 Total By Account List Sort By Default

3:14 PM
07/05/09

Bitty & Barthow Luthiers

Transactions by Account

As of July 31, 2007

Type	Date	Item	Adj	Memo	Cl	Split	Debit	Credit	Balance
1300 · Prepaid Expenses									
▶ General Journal	08/31/2006	51		Expense pre...		-SPLIT-	5,680.20		78,118.63
General Journal	09/30/2006	AJE6...		Expense pre...		-SPLIT-	5,680.20		72,438.43
General Journal	10/31/2006	47		Expense pre...		-SPLIT-	5,680.20		66,758.23
General Journal	11/30/2006	52		Expense pre...		-SPLIT-	5,680.20		61,078.03
Cheque	12/23/2006	136		Atinity Fee ...	1040 · Royal ...		5,555.55		55,522.48
General Journal	12/31/2006	56		Expense pre...		-SPLIT-	6,143.00		60,953.38
General Journal	01/31/2007	61		Expense pre...		-SPLIT-	6,139.20		54,810.36
Cheque	02/16/2007	1542			1030 · Royal ...		14,623.20		48,671.18
General Journal	02/28/2007	62		Expense pre...		-SPLIT-	5,441.92		63,294.36
General Journal	03/31/2007	66		Expense pre...		-SPLIT-	5,441.92		57,852.46
General Journal	04/30/2007	72	✓	Expense pre...		-SPLIT-	5,441.92		52,410.54
Cheque	05/01/2007	1561			1030 · Royal ...		12,600.00		46,968.62
General Journal	05/31/2007	81	✓	Expense pre...		-SPLIT-	8,591.92		59,568.62
General Journal	06/30/2007	85	✓	Expense pre...		-SPLIT-	5,486.13		50,976.70
General Journal	07/31/2007	91	✓	Expense pre...		-SPLIT-	5,486.09		45,490.57
Total 1300 · Prepaid Expenses							32,778.75	70,892.90	40,004.48
TOTAL							32,778.75	70,892.90	40,004.48



Fix Unapplied Payments and Credits

Fix Unapplied Customer Payments and Credits - Review Period: Last Fiscal Year (08/01/2007 - 07/31/2008)

Brady & Brady Inc. [Help](#)

Customers Vendors **Invoices & Charges** Deposits

Accounts Receivable: 1200 · Accounts Receivable - CAD

First, select payments and credits.

<input checked="" type="checkbox"/>	T.	Date	Total A...	Amt Av...	Amt to Apply
<input checked="" type="checkbox"/>	C..	03/31/...	5,333.36	5,333.36	5,333.36
			Total: 5,333.36		

Then, select invoices & charges and click Apply.

<input checked="" type="checkbox"/>	T.	Date	Total Am...	Bal Due
<input type="checkbox"/>	I...	07/31/2...	17,225.00	10,372.82
<input type="checkbox"/>	I...	08/01/2...	17,225.00	17,225.00
<input checked="" type="checkbox"/>	I...	07/31/2...	5,889.36	5,889.36
			Total: 33,487.18	



Client Data Review Demo



Easy to find/fix client mistakes

- Working Trial Balance: No more switching between reports and GJEs

Account	Beginning Balance	Transactions	Adjustments	Ending Balance	Workpaper Reference
Checking	191,037.97	-89,506.61		101,531.36	Need to reconcile, print, file
Savings	29,500.00			29,500.00	Reconciled & filed
Accounts Receivable		33,730.88		33,730.88	
Tools & Equipment	5,000.00			5,000.00	
Inventory Asset		4,391.88		4,391.88	
Undeposited Funds		37,578.59		37,578.59	
Land	90,000.00			90,000.00	QuickBooks Fixed Asset Manager
Buildings	325,000.00			325,000.00	QuickBooks Fixed Asset Manager
Trucks	33,852.91			33,852.91	QuickBooks Fixed Asset Manager
Trucks:Depreciation	0.00	0.00		0.00	QuickBooks Fixed Asset Manager
Computers	4,001.00	24,500.00		28,501.00	QuickBooks Fixed Asset Manager
Furniture	5,225.00	2,100.00		7,325.00	QuickBooks Fixed Asset Manager
Accumulated Depr...	-107,066.20		-14,821.58	-121,887.78	QuickBooks Fixed Asset Manager
Pre-paid Insurance		3,811.00	-446.49	3,364.51	
Accounts Payable	-694.00	-21,021.38		-21,715.38	
CalOil Card	-65.88	-5,000.00		-5,065.88	
Totals	0.00	0.00	0.00	0.00	

Net Income -26,073.61

Only show accounts with transaction activity

Make Adjustments... Print...

Now can review and adjust account balances in one place



Working Trial Balance Demo



Customer Credit Card Protection

- Set up secure passwords that protect credit card information.
- You must change the passwords every 90 days.

Customer Credit Card Protection Setup

Create Complex QuickBooks Password

To complete customer credit card protection setup, create a new complex QuickBooks password that you must change every 90 days. [Explain](#)

All Fields required

User Name

New Password Requires at least 7 characters, including one number and one uppercase letter

Confirm New Password

Example: coMplEx

Set Up Password Reset

Select a challenge question and enter answer. [How will this help me reset my password?](#)

Challenge Question

Answer

Answer is not case sensitive

OK Cancel



Customer Credit Card Protection

Sample Premier Hockey School - QuickBooks: Premier Accountant Edition - [Home]

File Edit View Lists Accountant Company Sales Tax Customers Vendors Employees Banking Reports Online Services Window

Help Beta

Home Company Snapshot Customer

Company

- Home Page
- Company Snapshot
- Company Information...
- Set Up Users and Passwords
- Customer Credit Card Protection...**
- Set Closing Date...
- Planning & Budgeting
- To Do List
- Reminders
- Alerts Manager
- Chart of Accounts Ctrl+A
- Make General Journal Entries...
- Manage Currency
- Enter Vehicle Mileage...
- Prepare Letters with Envelopes

Account Balances

Name	Balance
Royal Bank -...	110,354.86
Credit Cards	17,620.20
MasterCard	9,654.15
Visa	7,966.05
American Ex...	0.00



Customer Credit Card Protection

Sample Premier Hockey School - QuickBooks: Premier Accountant Edition - [Home]

File Edit View Lists Accountant Company Sales Tax Customers Vendors Employees Banking Reports Online Services Window

Help Beta

Home Company Snapshot Customer Centre Vendor Centre Employee Centre Live Community Invoice Item MemTx Cheque Bill F

Customer Credit Card Protection

Enable QuickBooks Customer Credit Card Protection

[Why is this important to me?](#)

Enabling customer credit card protection will:

- Help you comply with credit card industry security requirements to protect customer credit card numbers.
- Require you and all other users who view complete credit card numbers to create a complex password.
- Track your business' compliance with credit card security requirements.

Enable Protection Cancel

You are using a sample company file

Start your new company file now

QuickBooks Coach

Account Balances

Name	Balance
Royal Bank -...	110,354.86
Credit Cards	17,620.20
MasterCard	9,654.15
Visa	7,966.05
American Ex...	0.00

Learn About Services

- [Pay your employees](#)
- [Order Cheques & Supplies](#)
- [Start Email Marketing](#)

Reminders & Alerts

- [View Reminders](#)



Customer Credit Card Protection

Sample Premier Hockey School - QuickBooks: Premier Accountant Edition - [Home]

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User Name

New Password Requires at least 7 characters, including one number and one uppercase letter

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Example: coMp1ex

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Challenge Question

Answer

Answer is not case sensitive

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QuickBooks Coach

Account Balances

Name	Balance
Royal Bank -...	110,354.86
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MasterCard	9,654.15
Visa	7,966.05
American Ex...	0.00

Learn About Services

- [Pay your employees](#)
- [Order Cheques & Supplies](#)
- [Start Email Marketing](#)

Reminders & Alerts

- [View Reminders](#)



Sample Premier Hockey School - QuickBooks: Premier Accountant Edition - [Home]

File Edit View Lists Accountant Company Sales Tax Customers Vendors Employees Banking Reports Online Services Window

Home Company Snapshot Customer Centre Vendor Centre Employee Centre Live Community Invoice Item MemTx Cheque Bill

Set up user password and access: Chris

Sales and Accounts Receivable

Page 1 of 11

Access to this area includes activities such as: entering invoices, sales receipts and sales orders, receiving payments, and writing estimates and statements. It also includes access to the Customer Centre and accounts receivable reports.

What level of access to Sales and Accounts Receivable activities do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create transactions only
 - Create and print transactions
 - Create transactions and create reports

View complete customer credit card numbers and manage terminal IDs:
[Tell me about customer credit card protection.](#)

Back Next Finish Help Cancel



Change QuickBooks Password

- For added file security you can create a password on the file that expires every 90 days. You can also create a Challenge Question and Answer to help you remember the password.

Change QuickBooks Password

To better protect the information in this company file, we encourage you to create a complex password and change it every 90 days. [Explain](#)

A complex password is harder to guess and requires at least 7 characters, including one number and one uppercase letter (e.g. coMp1ex, Xample2).

User Name:

New Password:

Confirm New Password:

Set Up Password Reset

Select a challenge question and enter answer. [How will this help me reset my password?](#)

Challenge Question:

Answer:

Answer is not case sensitive

OK Cancel

- <Select>
- Name of oldest nephew
- Name of oldest niece
- City where you went to high school
- Name of your high school
- Best man's name at your wedding
- Maid of honor's name at your wedding
- Best friend's last or first name
- Name of the first company you worked for
- City where your vacation home is located
- First boyfriend or girlfriend's name
- Name of your first manager
- Name of your first pet
- Your high school mascot
- Favorite restaurant in college
- Where you met your spouse
- City where your father/mother grew up
- City where your father/mother went to high school
- Grandfather's nickname
- Favorite teacher's name
- Name of your junior high school
- Street where your best friend in high school lived
- First college roommate's name



Paycheck Password Protection

The screenshot shows the QuickBooks Premier Accountant Edition interface. The main window is titled "Sample Premier Hockey School - QuickBooks: Premier Accountant Edition - [Review and Create Pay Cheques]". The menu bar includes File, Edit, View, Lists, Accountant, Company, Sales Tax, Customers, Vendors, Employees, Banking, Reports, Online Services, and Window. The toolbar contains icons for Home, Company Snapshot, Customer Centre, Vendor Centre, Employee Centre, Live Community, Help, Feedback, Services, Payroll, and Search. The main content area shows the "Employee Centre: Payroll" section with a "Confirmation and Next Steps" dialog box open. The dialog box has three steps: "Enter Payroll Information", "Review & Create Pay Cheques", and "Print & Distribute Pay Cheques". The "Enter Payroll Information" step is completed, and the "Review & Create Pay Cheques" step is active. The "Print & Distribute Pay Cheques" step is also active. The dialog box contains a "Next Steps" section with two items: "1) Print your pay cheques" and "2) Distribute the pay cheques to your employees." There is a "Print Pay Cheques" button next to the first item. A "Password Protection" dialog box is also open, displaying an "Important" message and a table of examples.

Confirmation and Next Steps

Enter Payroll Information → Review & Create Pay Cheques → Print & Distribute Pay Cheques

Next Steps:

- 1) Print your pay cheques
- 2) Distribute the pay cheques to your employees.

Password Protection

Important

QuickBooks now requires your employees to enter a password to view their paystubs when you e-mail them. QuickBooks generates the passwords automatically; each password consists of the first three letters of the employee's last name followed by the last three digits of their Social Insurance Number.

Examples

Name:	SIN:	Paystub Password:
Ben Narramore	111-111-118	nar118
Deb D'Spain	222-222-226	dsp226
Jimmy Wu	333-333-334	wu334

Note that all characters must be entered in lowercase and punctuation characters are not included in the password. When a last name has fewer than three characters, the whole last name is used but no additional characters are added.

You will need to inform each employee of this new password requirement.



Increased Security

Sample Premier Hockey School - QuickBooks: Premier Accountant Edition - [Home]

File Edit View Lists Accountant Company Sales Tax Customers Vendors Employees Banking Reports Online Services Window
Help Beta

Home Company Snapshot Customer Centre Vendor Centre Employee Centre Live Community Invoice Item MemTx Cheque Bill F

Company

You are using a sample company file

Start your new company file now

QuickBooks Coach

Account Balances

	Balance
Bank ...	110,354.86
Cards	17,620.20
Card	9,654.15
	7,966.05
an E...	0.00

Learn About Services

Pay your employees

Order Cheques & Supplies

Start Email Marketing

Reminders & Alerts

View Reminders

Print Cheques Enter Credit Card Charges

Payroll Centre Enter Time Pay Employees Pay Liabilities Process Payroll Forms

Set up user password and access: Jamie

Sensitive Accounting Activities

Page 8 of 11

This area allows the user to perform activities such as transfer funds between accounts, make general journal entries, and do online banking.

What level of access to Sensitive Accounting Activities activities do you want to give this user?

- No Access
- Full Access
- Selective Access
 - Create transactions only
 - Create and print transactions
 - Create transactions and create reports

Back Next Finish Help Cancel

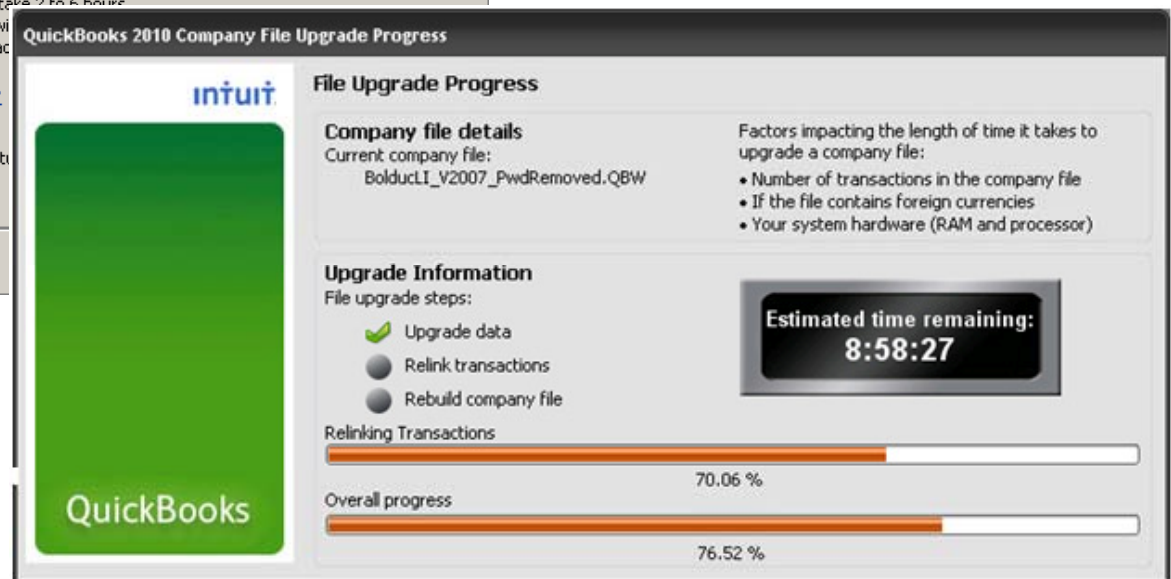
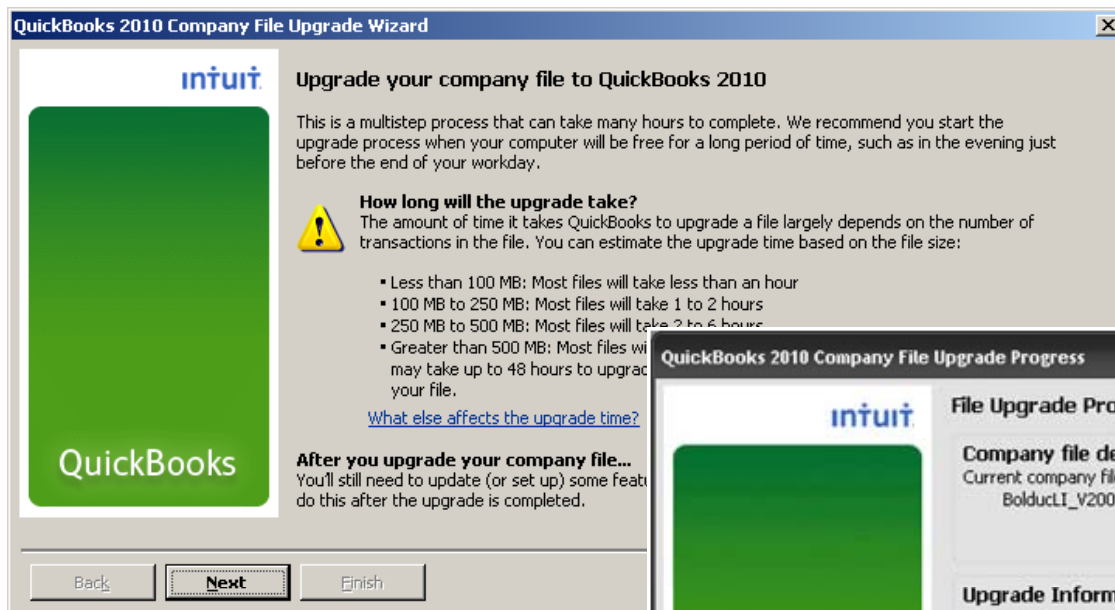


QuickBooks 2010 Upgrade Experience



Upgrading from all versions

- Upgrading data may take a long time so we added messaging about the expected upgrade time



We expect 70% of customers to experience an upgrade time of less than 30 minutes



Upgrading from all versions

- Added videos to help users get up and running quickly

The screenshot displays the QuickBooks Learning Centre interface. On the left is a navigation menu with categories like 'Overview & Setup', 'Customers & Sales', 'Vendors & Expenses', 'Inventory', 'Payroll', and 'What's New'. The main content area is titled 'Overview & Setup' and includes a 'New to QuickBooks?' section with links to 'Getting around in QuickBooks' and 'What QuickBooks can do for you'. Below that is a 'Learn how to set up the basics' section with links to 'Understanding the QuickBooks Chart of Accounts', 'Adding and using QuickBooks accounts', 'Items (products & services you sell)', 'Multiple Currencies', and 'Reports'. At the bottom of the main area are links to 'Return to the Learning Centre any time' and 'Connect with other QuickBooks users and advisors'.

The video player shows a window titled 'Multiple Currencies' with a menu bar (File, Edit, View, Lists, Company, Customers, Vendors, Employees, Banking, Reports, Online Services, Window, Help) and a toolbar (Home, Company Snapshot, Customer Centre, Vendor Centre, Employee Centre, Report Centre, Live Community, Help, Feedback). The video content includes the following text and table:

Exchange rate: 1 unit foreign currency = x units home currency
Example: 1 EUR (foreign) = 1.500000 CAD (home)

Currency (1 unit)	Code	Exchange Rate	As of Date
Canadian Dollar	CAD		
Euro	EUR	1.5	12/15/2012
Japanese Yen	JPY	.012	12/15/2012
US Dollar	USD	1.15	12/15/2012

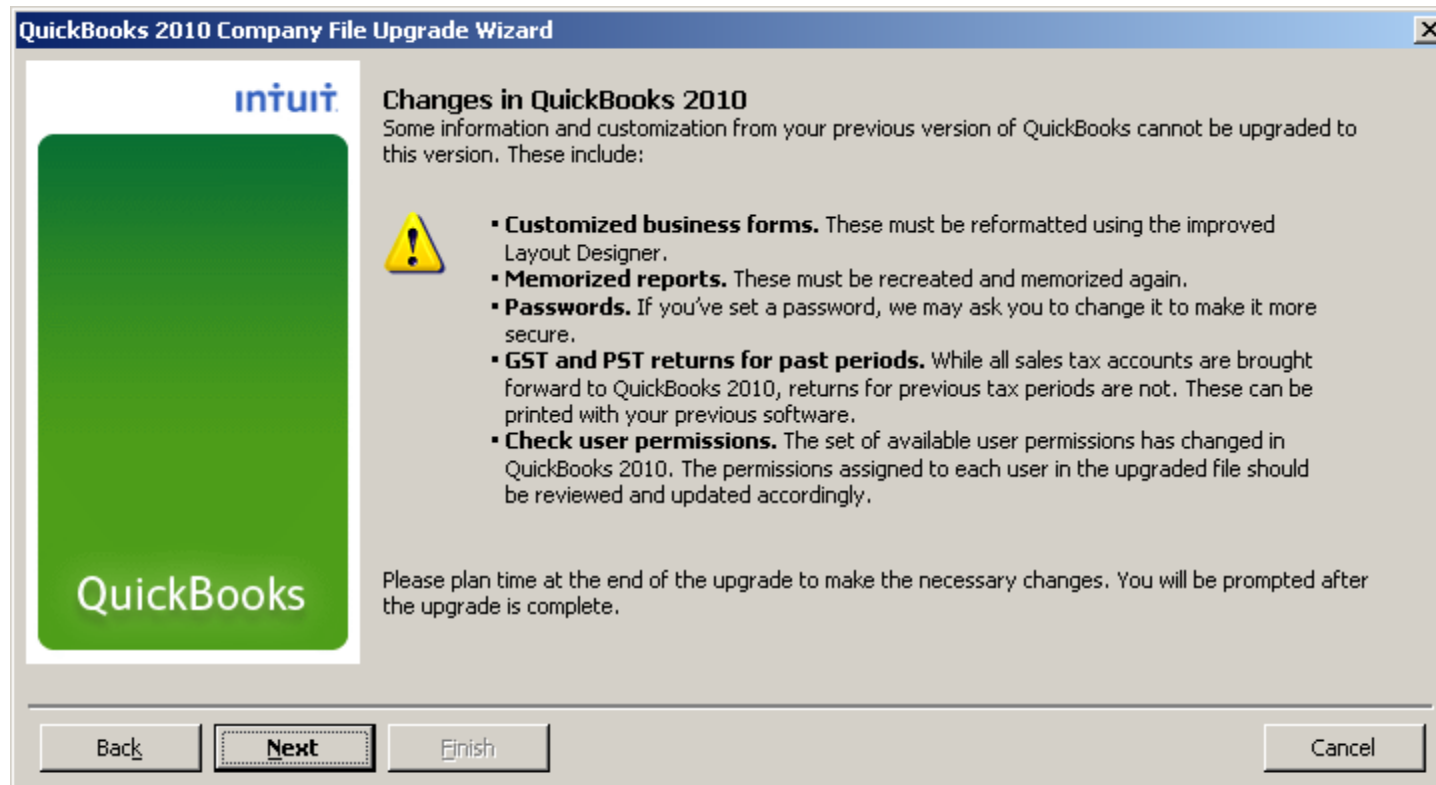
The video also features a visual representation of currency conversion: a 1 Euro coin is shown equal to one Canadian Dollar (a banknote) and two 25-cent coins.

At the bottom of the video player, there is a 'Currency' dropdown menu, 'Activities' and 'Reports' dropdowns, an 'Include inactive' checkbox, the 'intuit.' logo, a progress bar, and a timestamp '1:37 / 6:58'.



Multicurrency, 2007 & earlier versions

- Improved & added messaging about the limitations of the upgrade





Multicurrency, 2007 & earlier versions

- Added Upgrade Centre to help users complete 5 critical tasks:

QuickBooks 2010 Upgrade Centre
You're almost finished upgrading...

Important: About your upgrade
During the upgrade, we detected some items that need to be addressed before you begin using QuickBooks 2010, follow the links to learn more.

- Adjust for sales tax overpayment or underpayment**
It appears that the amount of sales tax you've collected in the past doesn't match the amount paid. Resolve the outstanding amount here. [Add Reminder](#)
- Recreate custom form templates with the Template Wizard**
We weren't able to bring your custom templates forward into this version, but you can use the Template Wizard to easily create new custom templates. [Add Reminder](#)
- Identify your previously memorized reports**
We weren't able to bring your memorized reports forward to this version. However, we've created a list of your prior memorized reports so you can see which ones you'd like to memorize again. [Add Reminder](#)
- Review changes to Memorized Transactions and Units of Measure**
We've made changes to Units of Measure, Price Levels, and Foreign Sales Prices, which have impacted your tax amounts on Memorized Transactions. Please review the Upgrade Report for details. [Add Reminder](#)
- Download currency exchange rates**
We weren't able to bring your currency exchange rates forward into this version, but you can download them now. [Not applicable to your file](#)

Learn More about QuickBooks 2010...
Over the coming weeks take some time to learn about what QuickBooks 2010 has to offer your business.

The simplified QuickBooks Home Page
As soon as you start using QuickBooks 2010, you'll notice its new look and feel. From the Home Page easily navigate and discover QuickBooks.

Where's my company file?
Your company file is stored at C:\Documents and Settings\All Users\Documents\Intuit\QuickBooks\Company Files

Important changes to Multicurrency in QuickBooks 2010
QuickBooks is now more flexible with how Multicurrency interacts with items, customers, and vendors. Click the link for more details.

[Help with this screen](#) [Watch this video about the Upgrade Centre](#) [Close](#)



Adjust for Sales Tax over/under payment

- Wizard will help customers adjust for this under/overpayment

Sales Tax Filing

Before you adjust for sales tax overpayment or underpayment...

You may have overpaid or underpaid your sales tax. To calculate the amount, we'll need the following once. [Why do I need to do this?](#)

Do you make GST or PST instalment payments?
[Read this guide before proceeding.](#) There are special steps you need to take to calculate your

Federal Taxes - GST/HST/QST

Payment details
The last filed date was: 03/31/2009 [Explain](#)
Have you entered your refund or payment in QuickBooks?
[Help me find this information](#)

Yes
 No

The total amount of the payment/refund was:

Payment
 Refund

The date of the payment/refund was:

[Where do I find the refund or payment information in QuickBooks?](#)
[What happens if the dates are wrong?](#)
[Where do I find the dates?](#)

Resolve your Sales Tax

Your sales tax may have been overpaid or underpaid

When you upgraded to QuickBooks 2010, we detected mis-entered transactions for sales tax returns you've already filed. These transactions affect the sales tax you owe or may be owed. [Learn more here.](#)

What was mis-entered?

Two of the most commonly mis-entered transactions are:

1. Transactions that contained sales tax but no sales tax codes
2. Transactions that were modified after sales tax was filed

What can I do about it?

In the area to the right, start the first of three steps: Select the tax you wish to resolve. Then, we'll show you the options available to correct the difference. And finally, you can confirm your selections.

[Watch a video](#) to understand how to resolve your overpayment or underpayment

[See a report](#) that shows how these numbers occurred

If you need help

Click the Help menu anytime to get information, like:

- [How-to videos](#)
- [Finding a QuickBooks ProAdvisor near you](#)
- [Getting QuickBooks technical support](#)

[Help with this screen](#)

1) Tax discrepancies... Receiver General

2) Resolve the amount

A total of **50.00** was mis-entered and, accordingly, has not been reported or paid in previous sales tax returns. How would you like to reconcile this? (Choose one.)

The 50.00 is just an error. Move it to an Income or Expense account

Increase Income account

Decrease Expense account

Add the 50.00 to my next sales tax return

Pay the 50.00 now. I'll need to send an explanation letter with my cheque

Click Help with this screen to fully understand each choice

Back Next Save & Close



Adjust for Sales Tax over/under payment

- Replaced 'Uncategorized' with 2 terms:
 - Amount not reported or paid
 - Amount not assigned a line on your tax return

Tax Agency Report

Modify Report... Memorize... Print... E-mail... Export... Hide Header Collapse Refresh

Tax Agency: Receiver General

Dates: Today From 08/06/2009 To 08/06/2009

File Tax Return

File Sales Tax

Tax Agency: Receiver General Dates: Today

From: 08/06/2009 To: 08/06/2009

Your Calculated Tax Return			
Sales Tax Description	Line	Amount	Balance
Sales and other revenue	101	0.00	
GST/HST collected or collectible	103	0.00	
Adjustments	104	0.00	
Total GST/HST and adjustments for period	105		0.00
Input tax credits (ITCs)	106	0.00	
Adjustments	107	0.00	
Total ITCs and adjustments	108		0.00
Net Tax	109		0.00
Instalment and other annual filer payments	110	0.00	
Rebates	111	0.00	

Adjust Return
Print Return

⚠ Your sales tax return is NOT ready to file

In addition to the balance of **0.00** above, there are mis-entered transactions that you should include with your return.

Fix the issue:

Amount not reported or paid [Explain](#) **50.00**

Resolve

Amount not assigned a line on your tax return [Explain](#) **197.52**

Add to Tax Return

Amount you owe in sales tax [How is this calculated?](#) **247.52**

File Return

[Help with this screen](#)

Cancel

**BC
GST/HST Return Report**
August 6, 2009

Aug 6, 09

Line 101 Sales and other revenue	0.00
Line 103 GST/HST collected or collectible	0.00
Line 104 Adjustments	0.00
Line 105 Total GST/HST and adjustments for period	0.00
Line 106 Input tax credits (ITCs)	0.00
Line 107 Adjustments	0.00
Line 108 Total ITCs and adjustments	0.00
Line 109 Net Tax	0.00
Line 110 Instalment and other annual filer payments	0.00
Line 111 Rebates	0.00
Line 112 Total other credits	0.00
Line 113A Balance	0.00
Line 205 GST/HST due on acquisition of taxable real p...	0.00
Line 405 Other GST/HST to be self-assessed	0.00
Line 113B Total other debits	0.00
Line 113C Balance	0.00
Sales Tax amounts not reported or paid	50.00
Unassigned Sales Tax amounts	197.52



Reconciling Sales Taxes

QuickBooks 2010 Upgrade Centre

You're almost finished upgrading...

Important: About your upgrade

During the upgrade, we detected some items that need to be addressed before you begin using QuickBooks 2010, follow the links to learn more.

Adjust for sales tax over- or under-payment

It appears that the amount of sales tax you've collected in the past doesn't match the amount paid. Adjust the outstanding amount here.

 [Add Reminder](#)

Recreate custom form templates with the T

We weren't able to bring your custom templates for the Reports Wizard to create new custom templates easily.

Recreate memorized reports with the Mem

We weren't able to bring your memorized reports for the Reports Wizard to create new memorized reports easily.

Review changes to Memorized Transactions

We've made changes to Units of Measure, Price Level amounts on Memorized Transactions. Please review.

Learn More about Quickbooks 2010...

[Learn More](#)

Your sales tax may have been over- or under-paid

When you upgraded to QuickBooks 2010, we detected mis-entered transactions for sales tax returns you've already filed. These transactions affect the sales tax you owe or may be owed. [Learn more here.](#)

What was mis-entered?

- Two of the most commonly mis-entered transactions are:
1. Transactions that contained sales tax but no sales tax codes
 2. Transactions that were modified after sales tax was filed

What can we do about it?

Simply fill in the area to the right, and we'll help you identify when these errors happened. We'll also show you what options are available to rectify the differences in your sales tax.

If you need help

- Use QuickBooks Help anytime to get more info, like:
- i. [How To videos](#)
 - ii. [Finding a QuickBooks ProAdvisor near you](#)
 - iii. [Getting a QuickBooks technical support rep to help](#)

1) Select the tax discrepancy to reconcile

2) Choose how to reconcile it

A total of 2,499.90 was mis-entered and, accordingly, has not been reported or paid in previous sales tax returns. How would you like to reconcile this? (Choose one.)

- The 2,499.90 is just an error. Move it to an Income or Expense account
- Add the 2,499.90 to my next sales tax return

Decrease tax on purchases

Increase tax on sales


Note: refer to the help topic to understand steps associated with this choice.

- Send an explanation letter and pay 2,499.90 now



Reconciling Sales Taxes

Confirmation and Next Steps [X]

 **You've successfully reconciled your previous sales tax returns.**

Minister of Finance owing:

0.00

As of last date of filing: 6/30/09

What should you do next?

- 1) File your sales tax return
- 2) Repeat this process for another agency

[Explain when and how to complete these steps](#)



Changes to Multicurrency

- Customers can learn about the new multicurrency implementation from the Upgrade Centre. The main changes are:
 - Foreign Sales Prices replaced with Price Levels
 - Default Sales Tax code feature is used to configure how Sales Tax is charged for foreign customers & vendors – set to 'E' by default during upgrade
 - Exchange gain/loss expense account changes to be an 'other expense' type
 - Currency codes replace symbols
 - QuickBooks will retain and store exchange rates in a calendar to assist when adding/modifying earlier transactions
 - Summary reports can be shown in Home or Foreign currencies
 - New wizard to make home currency adjustments