

# Intuit® QuickBooks®

## Small Business Resource Guide

- Get started
- Additional business resources
- Support tools



# Welcome

to Intuit QuickBooks

There are many things to worry about when you're running a business – your finances shouldn't be one of them. At Intuit, we're dedicated to helping you and your business succeed. Whether you're just starting out or you're a thriving small business, you can count on Intuit to help you manage your finances, make better business decisions, increase productivity and reduce costs.

Thank you for choosing QuickBooks and we look forward to helping your business succeed!

A handwritten signature in black ink, appearing to read "Gene Lewis", with a stylized flourish at the end.

Gene Lewis

Director, Sales & Marketing  
Intuit Global Business Division



# Getting Started

Everything you need to get started with QuickBooks is right here so you can start using QuickBooks right away. And if you have questions, we're here to help.

- **Installing QuickBooks**

Your QuickBooks CD has step-by-step instructions right on the CD sleeve. Follow these easy instructions to install QuickBooks on your computer.

- **Setting up your company file**

Once you've installed QuickBooks, it's time to set up your company file. Your QuickBooks software will walk you through this process but if you need assistance, just call **1-877-772-9158** for support. All QuickBooks customers **receive one free setup call** within 60 days of product registration.<sup>2</sup>

There are also free support resources right in your QuickBooks software:

- The EasyStep™ Interview guides you through setting up & customizing QuickBooks for your business by asking simple questions
- **New!** The QuickBooks Coach video demo shows you how to quickly create invoices, record expenses & more

# Support

Once you're set up with QuickBooks, it's time to start running your business – and QuickBooks will be there to support you in a number of ways.

## Free support resources

- **In-product: LiveCommunity** is a community of QuickBooks users & experts that can help provide answers to your questions right within QuickBooks.<sup>3</sup>
- **Online:** Post questions and view popular QuickBooks topics free at [quickbooks.ca/support](https://quickbooks.ca/support).<sup>3</sup>
- **Phone:** Receive one free setup call within 60 days of product registration<sup>2</sup> – call **1-877-772-9158**.



## QuickBooks Support Plan

Enjoy peace of mind by adding the QuickBooks Support Plan and receive personalized assistance from our QuickBooks Consultants – by phone, email and online chat. When you have a question, our QuickBooks experts will help you find the answer.<sup>4</sup>



## Payroll

### QuickBooks Payroll is the easy, worry-free payroll solution

Are you:

- Hiring employees for the first time?
- Doing payroll with spreadsheets and calculators?
- Outsourcing payroll?

If you said 'yes' to any of these questions, then consider **QuickBooks Payroll**. It's a complete & cost-effective, in-house payroll solution that will help save you time and money.

- No payroll experience required – pay your employees with confidence every payday
- Just enter employee information and everything is calculated for you
- Payroll data is tracked in one place and is always at your fingertips
- QuickBooks Payroll automatically downloads tax tables so you're always up-to-date
- No extra fees for adding employees, creating and processing forms (i.e., ROEs, T4s, RL-1s) or accessing payroll reports

Add QuickBooks Payroll to Pro or Premier by calling **1-888-333-8580**.<sup>5</sup>

**93%**  
of users agree:  
QuickBooks Payroll  
is easy to use and  
more accurate  
than spreadsheets  
& calculators.<sup>18</sup>

"I was doing payroll for 8 employees manually, and it took about 3 hours every other week. Since switching to QuickBooks Payroll, I've been able to reduce the amount of time it takes by 75 %!"

- Brenda Ross  
Award Renovations

# Find a Local QuickBooks Professional

## Local QuickBooks experts are ready to help you

You're a business owner, not an accountant.  
So why not hire a QuickBooks expert for help?



**Certified QuickBooks ProAdvisors®** are accountants, bookkeepers or small business advisors who have been certified on QuickBooks. They'll help you get set up with QuickBooks and tailor it to your business' needs.

Looking for an in-person QuickBooks consultation at your business? QuickBooks ProAdvisors are a great resource. ProAdvisors can also provide you with customized training to help you become more efficient and get the most from your QuickBooks product.<sup>7</sup>



Find a ProAdvisor in your community – visit [findaproadvisor.ca](https://findaproadvisor.ca) to search today!

# Business Supplies

## Promote your business with Intuit Supplies

Intuit Supplies is your complete solution for business supplies. Look more professional by using business supplies branded with your corporate identity or logo. Order customized cheques, business cards, invoices, forms and more.

- **Works with currently-supported versions of QuickBooks!**  
Save time & keep more accurate records by printing CPA-compliant cheques right in QuickBooks
- **Fully customizable** – choose a design that fits your business, including professionally designed logos<sup>4</sup>
- 30-day total satisfaction guarantee<sup>9</sup>

### Special offer for QuickBooks customers!

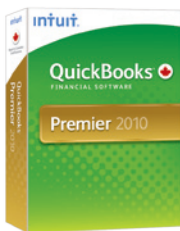
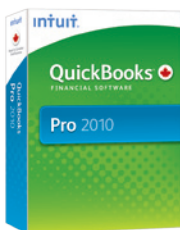
Call **1-877-445-3233**  
or visit [intuitsupplies.ca](http://intuitsupplies.ca)  
and quote code 373  
to save 20 % off your  
first order.<sup>8</sup>



## Grows With Your Business

### Solutions for all small businesses

In the future, your financial software needs may change. If your current version of QuickBooks doesn't meet your business' needs, we have additional solutions that will help your business succeed.



### You're ready for QuickBooks Pro if you need to...

- manage accounts payable
- track inventory and purchase orders
- pay employees<sup>4</sup>
- download your bank & credit card transactions into QuickBooks<sup>3</sup>
- buy or sell in foreign currencies

### You're ready for QuickBooks Premier if you need to...

- track units of measure
- forecast sales and expenses
- use advanced inventory tools
- access your information any time, anywhere<sup>3</sup>



Call us at **1-888-333-8580**  
to upgrade today!



Canada's #1 best-selling tax software<sup>12</sup>

**QuickTax  
Business**

**Do your own  
business taxes  
with ease and  
confidence**



## **QuickTax Business Unincorporated Edition**

Simplify tax time! Ideal for contract workers, sole proprietors and home businesses – manage your personal & self-employment income with one product. Import QuickBooks data easily into QuickTax.<sup>13</sup> You can also add Audit Defence<sup>14</sup> to protect yourself in case of an audit and get tax tips & advice on the Live Community. Includes 8 returns.



## **QuickTax Business Incorporated Edition**

Easily file your T2 return online!<sup>15</sup> QuickTax Business Incorporated helps you maximize tax savings for your business & double-checks your return for errors. Save time by quickly importing QuickBooks data into QuickTax Business.<sup>16</sup> Includes free product support by toll-free phone or email.<sup>17</sup>

Visit [quicktax.ca/biz](http://quicktax.ca/biz) to learn more about QuickTax Business products.



QuickBooks can help you make better business decisions. Find out more by visiting [quickbooks.ca](http://quickbooks.ca) or by calling us.

Sales: 1-888-333-8580

Support: 1-877-772-9158

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PO Box 4182  
Edmonton, AB  
T6E 4T2 Canada  
[quickbooks.ca](http://quickbooks.ca)

**1** Based on U.S. & Canadian July 2009 NPD Reports. **2** Support hours: 8am to 8pm EST, Monday to Friday. Intuit reserves the right to limit each telephone call to one hour and each contact to one question or issue ("incident"). An incident is defined as (a) a single issue or problem that a Plan member asks a support representative to analyze or resolve; (b) a product usage question that involves a single topic on a drop-down menu or one QuickBooks report, or (c) a single question on a specific QuickBooks topic. The support representative will determine how many incidents will be handled during the course of the telephone contact. Support availability subject to occasional downtime for systems and server maintenance, company events, observed Canadian holidays, and events beyond our controls. **3** Internet access required. **4** Additional fees apply. **5** Subscription, Internet access and download of tax table required. Direct Deposit is available for an additional fee. **6** This testimonial represents the individual experience of this customer. Intuit does not guarantee that results will apply to all customers. **7** ProAdvisor fees apply. **8** Limited time offer available to new QuickBooks customers. Offer is subject to change without notice. **9** If you're not satisfied, contact Intuit Canada's supplies vendor, Davis & Henderson Ltd. ([www.dhltd.ca](http://www.dhltd.ca)), within 30 days of receipt of your completed order and they will refund your money. Excludes shipping and handling. **10** Online services vary by participating financial institutions or other parties & may be subject to application approval, additional terms, conditions & fees. **11** Sold separately. **12** Based on aggregate retail software sales, as sourced by NPD for year ending June 2008. **13** Imports from QuickBooks 2009, 2008 and 2007 (sold separately). **14** If you get a larger refund or smaller tax due from another tax preparation method, we'll refund the applicable QuickTax purchase price paid. Claims must be submitted within sixty (60) days of your QuickTax purchase date and no later than 5/31/10. QuickTax Free, QuickTax Student (Free), QuickTax Business Incorporated products and optional add-on services are excluded including Audit Defence and technical support fees. This guarantee cannot be combined with the QuickTax 100% Satisfaction (Easy) Guarantee. **15** Please check [quicktax.ca/update](http://quicktax.ca/update) for updated delivery information. Internet connection and acceptance of product update is required to access Audit Defence purchase details. Audit Defence is not available for QuickTax Business Incorporated or residents of the Province of Quebec. **16** Requires Internet access. Income tax preparation software companies must seek Corporation Internet File certification from the Canada Revenue Agency (the "CRA") for tax preparation software products which are to be used in conjunction with CRA's Corporation Internet File electronic tax filing service. Corporation Internet File Certification of this product from the CRA may or may not have been obtained at this time. Please consult the CRA website at [arc.gc.ca/eservices/tax/business/corpnat/menu-e.html](http://arc.gc.ca/eservices/tax/business/corpnat/menu-e.html) or [quicktax.ca](http://quicktax.ca) beginning February 2009 to determine the status of this product's application for certification. **17** Technical support by phone and email is free. Intuit reserves the right to limit each telephone call to one hour and each contact to one question or issue ("incident"). An incident is defined as (a) a single issue or problem that a customer asks a support representative to analyze or resolve. The support representative will determine how many incidents will be handled during the course of the telephone contact. Support availability subject to occasional downtime for systems and server maintenance, company events, observed Canadian holidays, and events beyond our controls. See [quicktax.ca/support](http://quicktax.ca/support) for more details. **18** Based on 2009 survey of QuickBooks Payroll customers who expressed an opinion.



## Mixed Sources

Product group from well-managed  
forests and other controlled sources  
[www.fsc.org](http://www.fsc.org) Cert no. SW-COC-1383  
© 1996 Forest Stewardship Council

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