




























# QUICKBOOKS DESKTOP

























## DETAILED PRODUCT COMPARISON

	Pro	Premium	Accountant
Multiple Companies			
Multiple Users 1 (Requires the purchase of additional licenses)			
Online Application 2			
OS <sup>3</sup> : Client- Win 7 (32/ 64 bit) & Win 8 (32/ 64 bit) , Win 8.1 & Win 10 , Server- Windows 2008, & 2012 / 2012 R22			

























### WHAT'S NEW IN 2020

Automated Payment Reminders: You can schedule, review and send payment reminders to your customers for their due/overdue invoices.			
Automatically add customer PO# to Invoice emails. Add PO numbers as the first customers see in the subject of invoice email.			
Combine multiple emails: Improve customer service by combining all invoices meant for a single customer into one email just by checking a box.			
Company file search: Easily find and open your company files with the addition of a file search option on the No company open screen.			
Enhanced Accessibility: Accessibility enhancements to improve usability for vision-challenged users on the Bills, Invoice and Write Check screens.			

## EASILY GET STARTED

"Welcome to QuickBooks!" for first time users – featuring general tips & to-do's.			
Quickly get started with common tasks using the Quick Start Centre			
Easy Step® interview to get you up & running quicker when creating a new company			
Help and Live Community			
Quick navigation using the Shortcut bar, Icon bar and Menu bar			
QuickBooks Coach and Video Tutorials			
Create a new company file by copying preferences and lists from existing company file			
Chart of Accounts customised for your industry			

## ORGANIZE AND COMPLETE EVERYDAY TASKS

Multi-monitor Support 4			
Past due date stamp in invoices			
Search in Chart of accountants			
Cash-accrual toggle on reports			
Search Types – Customer Type and Vendor Type			
Search as you type			
Improved Multi user mode – switch to single user mode easily. See who is logged in and give them time to save work1.			
Easier Amount search			

Show Applied Filters on Reports – quickly view all applied filters on a report			
Deleted users on Reports – Now you can see users that you have deleted on all reports by username, no longer seeing “unknown” as the user			
Scheduled Reports – QuickBooks now allows you to set up a schedule to automatically email memorized reports			
Bill Tracker – Simplify Supplier expense tracking by visualizing flow of Supplier-related transactions			
Batch Delete Transactions – Invoices / Cheques / Bills 7			
Insights on Homepage – track your business health			
Bulk Remove – Send Forms & print Queue 7			
Customer Lead Centre – Track leads and convert easily to a customer			
Quickly locate an account, report, or invoice with QuickBooks F3 Search			
Stay on top of your receivables with the ‘Income Tracker’			
Add or edit multiple lists by copying from MS Excel in spreadsheet view 4			
Setup multiple email templates.			
Email customer payment receipts			
Email memorized report groups in batch			
See all your customer information at a glance with the Customer Snapshot			
Payment Snapshot: one place to view payment flows			
Create an invoice for multiple customers in single window with batch invoicing			
Easily manage reports with new Report Centre			
Run reports and back up data while others work in the same company file			
Duplicate sales and purchase transactions and list items			
Progress invoicing and automatic recharge of expenses			
Integrate QuickBooks data with other applications			

Customisable reports and graphs

100+ REPORTS 135+ REPORTS 135+ REPORTS

Alerts Menu. Stay on top of important tasks



Short Term Cash Flow Projections



Create a Budget



Company Snapshot shows key performance indicators for your business



Set billing rates by employee, customer/client, position or service



Invoice Status Tracker Get real-time visibility of invoice statuses to expedite collections and stay on top of your cash flow.



Transfer Credits Transfer customer credits across jobs, quickly and easily.



Check to Bill Pay Easily keep track of what you owe suppliers, from check to bill pay



Inactive Item and Industry Reports  
A filter to include/exclude inactive inventory in reports is now available for you to have an up-to-date assessment of inventory.













































Easy Upgrade  
Save a lot of time and effort by upgrading to the latest version with just a few clicks!
























IIF Imports With the enhanced IIF import, you are sure your imported data is accurate.





















## EFFICIENTLY MANAGE STOCK

Track Stock, set reorder points & create Purchase Orders			
Stock Centre			
Attach documents pertaining to stock using the Doc centre.			
Create sales orders			
Manage back orders using the Sales Order fulfilment worksheet (not available if multi-currency enabled)			
Generate Sales Orders from Estimates			
Generate Purchase Orders from Estimates			
Generate Purchase Orders from Sales orders			
Easily set prices and determine discounts by customer or job (fixed %)			
Easily set prices and determine discounts by customer or job (per item)			
Build and Track Inventory Assemblies to Finished Goods			
Units of Measure – buy, sell stock in different units			
Set maximum order levels in addition to the existing minimum reorder levels.			
Store Manufacturers Part Numbers on Items			

## TRADE IN MULTIPLE CURRENCIES

Download currency exchange rates			
Support for over 140 currencies			
Exchange rate history calendar			
Create Summary Reports in Home and Foreign values			
Set multiple foreign sales prices for items			
Credit memo exchange rates automatically change to match Invoice exchange rates			
Invoice templates show home and foreign currency totals			

## VAT MANAGEMENT

South Africa VAT201			
Report VAT liability on a Cash (payment) basis			
Report VAT liability on a Accrual (invoice) basis			
VAT Centre for easy access to common VAT tasks			
VAT Setup Wizard to change / add new VAT rates			
Access prior VAT returns once a period has been filed offline. (Online filing avail only in UK)			

## TRADE IN MULTIPLE CURRENCIES

Audit Trail			
Create Accountant Copy Changes (.QBY)			
QuickBooks File Manager – managing multiple data files			
Accountant Centre			
Entering Cheques in a batch			
Password Protected Closing Date			
Auto Reverse of Journal entries			
One Click Journal History			
Adjusted TB, Adjusting Journal Entries Report			
Financial Statement designer			
Toggle between different editions of QuickBooks (Pro & Premier 2017)			

## OPTIMISED FOR MULTIPLE USERS AND LOCATIONS

Track your Balance Sheet by Class			
Open two different company files simultaneously on same machine			
Set basic permissions levels to control user access			
Multiple User Access (Purchase of additional licenses is required)	5 users	5 users	30 users
Multuser tools (backup and file locking)			
QuickBooks Instant Messenger			