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Here it is—the latest resource to keep you informed of important QuickBooks news, tips, and product updates.

What Features are in QuickBooks® 2010?

QuickBooks® Pro 2010

- Easily print checks, pay bills and track expenses.
- Track sales, sales taxes and customer payments.
- Manage payroll and payroll expenses; offer Direct Deposit (sold separately).
- E-mail estimates, invoices, and reports.
- Create and customize professional-looking invoices and forms.
- Organize and back-up documents by attaching them to your QuickBooks® records.
- Accept credit and debit cards right in QuickBooks®.
- Scan and deposit your checks with Intuit Check Solution for QuickBooks® (subscription required).
- Track time and expenses to bill clients.
- Allows up to 5 users to work in QuickBooks® at the same time.
- One-click business reports.
- Import data from Excel, Quicken, Microsoft Office Accounting and prior QuickBooks® versions.
- Track inventory, set reorder points and create purchase orders.
- Download your bank and credit card transactions into QuickBooks®.
- Get an immediate view into your bottom line all in one page with a Company Snapshot.
- Track international sales and expenses in multiple currencies.

QuickBooks® Premier 2010

- All of the features of Pro plus;
- Easily create a business plan.
- Forecast sales and expenses.
- Sample files, menus and chart of accounts tailored to your industry.
- Create industry-specific reports and install industry features such as; Profitability by Product, Job/Project Costs, Donor Contribution Summaries, Sales Tax Liability, and many more.

Upgrading your current version of QuickBooks® is fast and simple. In addition, all of your company's data is transferable into the new software even if it is from an older version of QuickBooks®. All of your personalized preferences are also automatically updated, which means you'll be using your new software even faster once installed.

If you haven't upgraded in the last three years, we strongly recommend upgrading now. If you would like assistance in deciding which version best meets your needs, please contact Nathan at (802) 878-1963.

QuickBooks® 2010 Feature: The App Center



A new feature in QuickBooks® 2010 is the App Center. It is available in both the Pro and Premier editions, allowing users to upgrade QuickBooks® with plug-ins that will help users grow their businesses, manage their workflow and customers, and even help reduce costs.

Intuit has launched the Intuit Partner Platform, which allows outside developers to create plug-ins that can improve QuickBooks®. Users will be able click a button inside QuickBooks® and be brought to a website where they can purchase apps that plug into the software and existing financial data. There are 4 categories:

1. Running your business;
2. Managing your productivity;
3. Managing your customers; and
4. Reducing costs. This category even includes ways to make your company more environmentally friendly.

An example of this would be *ExpenseWare*. *ExpenseWare* automates Travel and Entertainment (T&E) expense reporting processes from Capture, Allocation and Submission to Approval, Reimbursement and Bill Back. *ExpenseWare* can import credit card data, manage out-of-pocket expenses, integrate data to QuickBooks® and other accounting systems and generate custom invoices and reports. Benefits include improved speed and accuracy, better management insight, increased employee satisfaction and an immediate ROI.

Primary Users

- Employees, consultants and other affiliates of small businesses who need to submit expense reports quickly and efficiently.
- Administrative and accounting staff who need to approve and process expense data and record it in the General Ledger Accounting system quickly and accurately.
- Business owners and Managers who wish to have complete transparency into company-wide spending and effectively control expenses.

ExpenseWare is being offered via the Intuit Partner Platform and is an affordable solution geared towards any small firm with limited resources that wishes to save time and money and

improve financial reporting. It can be securely accessed by 1 or 1000 users from anywhere using an Internet connection and browser so there's no hardware, software, backups, maintenance or IT staff to deal with. *ExpenseWare* can be implemented in minutes and is immediately scalable as a firm grows.

Product Features Integrates Credit Card Statements

- Manages cash out-of-pocket expenses
- Intuitive Expense Wizard design guides users step-by-step through the expense reporting process
- Allows users to create, allocate, submit, approve and process expense claim reports electronically
- Automatically integrates expense data with back office accounting systems
- Highlights out of policy and spending limit violations
- Creates custom invoices and reports for client bill-back
- Generates detailed reports for expense tracking and management spending analysis

Another app is called *Rypple*. *Rypple* helps your employees learn and execute tasks faster by getting honest and actionable feedback from colleagues, clients, and advisers.

- **Personal Feedback:** Reach your personal goals faster with quick, actionable feedback from trusted advisers.
- **Decision Support:** Make informed decisions based on your advisers' honest and actionable feedback.
- **Customer Engagement:** Understand what your customers think every day. Protect, defend, and grow revenue.
- **Rapid Peer Reviews:** Enhance periodic and formal 360s with regular, quick, and actionable feedback.
- **Team Feedback:** Learn about your team's strengths and weaknesses.
- **Quick Pulse:** Use *Rypple* to regularly find out what your organization really thinks.

With these being just a couple of the hundreds of anticipated apps soon to be available, QuickBooks® will soon grow with your business to become everything you need it to be.

Ask Nathan

In this section Nathan Rice, Entrepreneurial Advisor, will answer some of the most recently asked QuickBooks® questions. To ask Nathan a question, please call our office at 802-878-1963 or send an email to nathan@dh-cpa.com.

I remember recently hearing about a grant Davis & Hodgdon Associates is offering to local organizations. Can you explain this further and let me know how it will benefit me?

We are currently offering a grant to area business owners and non-profit organizations, which has two specific programs.

- Program A involves QuickBooks® and we are awarding copies of the Pro and Premier versions to provide organizations with the opportunity to upgrade from an older version of the software, or convert from an existing accounting program over to QuickBooks®.
- Program B of the grant deals with our business consulting services. The grant awards business owners and non-profit organizations \$1,000 in Davis & Hodgdon Associates services that can be applied in a variety of ways based upon the specific needs of the client. The services can be used for QuickBooks® training and accounting assistance, or on a variety of general business consulting services such as creating budgets, financial benchmarking, break-even analysis, job costing, etc. **Please note that as a part of this grant program, organizations will be required to match the \$1,000.**

Both of these grant programs can benefit all business owners and non-profit organizations because it will help to improve the accounting functionalities, as well as by providing valuable specialized services that can focus on improving a specific area within the organization.

To apply for either of the grant programs or for more information, please visit the following website <http://www.dh-cpa.com/whatsnew.php> and click on the link that says “Grant Application.”

For specific questions please also feel free to call our office at (802) 878-1963.



Nathan Rice
Entrepreneurial
Advisor

QuickBooks® Tips

Finding related transactions. Often, we need to find related transactions in QuickBooks®, like a check that paid a certain bill, related deposits and the like. QuickBooks® has a simple solution with a History button in the transactions screens. Open a transaction, like a bill payment, click on the History button at the top, and a list of bills paid by the bill payment check will be displayed. You can double-click on the bill to drill down into that bill’s details. This feature works on all related transactions in QuickBooks®. If you don’t see the History button, just press Ctrl+H on the keyboard.

Report filters. When you generate a report in QuickBooks®, it uses default information to generate that report. How often do you generate a report, just to change it and regenerate it? You can have the Modify Report screen come up prior to generating the report. Choose Edit – Preferences from the menu, then select the Reports & Graph option. On the My Preferences tab, check the box titled ‘Prompt me to modify report options before printing a report’. This will open the

modification screen before the report is generated.

More report modifications. A lot of users do not realize that they can control the order of the columns on a customer report. It’s important to keep external reports looking good for those outside the company to use, so it’s nice to be able to customize them in a way that makes sense.

Open a new transaction report (Reports - Custom Transaction Detail Report). To move the “Name” column, for example, place your mouse over the word “Name” in the name column. See how the cursor has changed to a hand icon? Click and hold the left mouse button and drag the “Name” column to where you’d like it. When you get it where you’d like it, you’ll notice a red arrow appear. Let go of the mouse and the “Name” column will shift to where you placed it. You can also resize by holding your cursor over the diamond between a column until it turns into a cross icon. Then just click and drag to shrink or to enlarge the column.

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Quarterly QuickBooks® Reviews

If you are a **QuickBooks®** user, now is a great time to have us review your files to make sure they are up to date and accurate prior to year end. This will allow you to better track your business, see the trends, and prepare for your year end filings.

For us to prepare an accurate personal tax projection, we must be sure we are working with accurate figures for your business. Fees for a QuickBooks® review tend to average \$350-\$550, and a projection averages \$350-\$450.

After we review your information, we will provide you with a written summary of our findings. If you prefer, we can also schedule a meeting to discuss our findings and recommendations with you in person.

Call Nathan at (802) 878-1963 to schedule an appointment today.



Davis & Hodgdon Associates CPAs' Secure FTP Site

Davis & Hodgdon is proud to announce that we will be offering a secure FTP (File Transfer Protocol) site for our Clients to use for transferring sensitive data and large files such as confidential financial data, QuickBooks® files, and valuable business documents.

Based on our Client's needs, we will provide a Client with a secure FTP IP address to enter into their internet browser along with a unique user name and password. This will open up the Client's own "box" on our Firm's FTP computer to upload files. Upon completion of the upload, a designated Davis & Hodgdon Associate will be able to access the secure "box" and download your files.

For specific questions please feel free to call our office at (802) 878-1963 or send an e-mail to kathryn@dh-cpa.com.

