

Scott Gregory  
**QuickBooks**® Expert

**QuickBooks**

**See What's New in QuickBooks 2011  
And What You've Been Missing in  
Prior Versions of QuickBooks!**

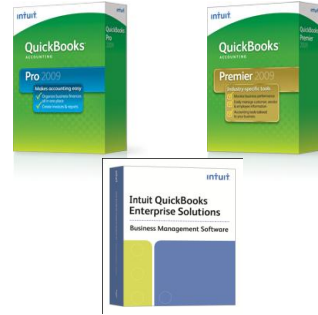
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*This guide complements of  
Scott Gregory,  
QuickBooks Specialist*



## See What's New in QuickBooks 2011 And What You've Been Missing in Prior Versions of QuickBooks



QuickBooks 2011 is here and now the big question...***should you upgrade?***

I've prepared this chart to help provide a quick overview for you of the new features in the 2011 versions to help you answer that question. In addition, I've listed some important features that were added in prior versions of QuickBooks. While not every new feature from the last four years is listed, you will definitely see those that could have the most impact in the table.

**Remember these key points:**

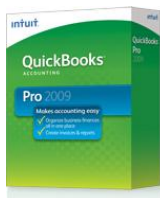
- **The data in your current QuickBooks file will upgrade to QuickBooks 2011 seamlessly.** You should not have any worries about that as you evaluate the purchase of QuickBooks 2011
- **Support for QuickBooks 2008 products will expire in the spring of 2011** (following the three year sunset cycle of Intuit). If you use any services such as QuickBooks Payroll or QuickBooks Merchant Services, you will have to upgrade to QuickBooks 2011 to keep using them.
- **[Buy your QuickBooks 2011 from my web site](#)** – save 20% on Pro and Premier, get an instant download or free shipping on your CD purchase.

Key Features	2011	2010	2009	2008
<b>Batch Invoicing</b> – create a template once and invoice many customers at once.	<b>NEW</b> ✓			
<b>Customer Snapshot</b> – allows users to quickly prioritize customers	<b>NEW</b> ✓			
<b>QuickBooks Search</b> – quickly locate any account, report or invoice	<b>NEW</b> ✓			
<b>Easy Access to Information</b> – Convenient access to customer or vendor balances and transaction history	<b>NEW</b> ✓			
<b>Collection Center</b> – Stay on top of receivables and email collection notices	<b>NEW</b> ✓			

Key Features	2011	2010	2009	2008
<b>Yahoo!, Gmail and Hotmail</b> – Send invoices and estimates right from business Yahoo!, Gmail or Hotmail account	NEW ✓			
<b>Vendor Remittance Addresses</b> – Keep track of these addresses with a convenient new field	NEW ✓			
<b>Paid Date Stamp</b> – Mark which invoices have been paid with the Paid Date stamp	NEW ✓			
<b>Online Product Registration</b>	NEW ✓			
<b>Document Management</b> – attach files of any type to the appropriate QuickBooks record (names, items, accounts, etc.)	✓	✓		
<b>Rapid List Entry</b> – allows users to enter, edit and save multiple list items (customer, vendor, etc.) all in one table	✓	✓		
<b>Favorites Menu</b> – users can configure this menu to centralize favorite, commonly-used and hard-to-find menu items	✓	✓		
<b>Check Signatures</b> – electronically print signatures on checks and paychecks from signature image files	✓	✓		
<b>Electronic Check Processing</b> – check scanning service offering through QuickBooks Merchant Service accounts	✓	✓		
<b>Forms Customization</b> – easier and faster to make QuickBooks forms look more professional	✓	✓		
<b>Company Snapshot</b> – allows users to customize what widgets they want to see and provides additional widgets for insight into the business	✓	✓		
<b>Condense/Archive</b> – improved logic to more reliably reduce the amount of data in the company file.	✓	✓		
<b>Product Registration</b> – improved workflow and reduced time to register QuickBooks	✓	✓		

Key Features	2011	2010	2009	2008
<b>Track Balance Sheet by Class</b>	<b>NEW</b> Enterprise Only			
<b>Create Custom Reports with ODBC-compliant applicants</b> – using a new direct connection to the QuickBooks database (applications sold separately)	<b>NEW</b> Enterprise Only			
<b>Work in two company files at one time</b>	<b>NEW</b> Enterprise Only			
<b>Advanced Inventory</b> – Track the quantity and value of inventory in multiple locations	<b>NEW</b> Enterprise Only			
<b>Remote Desktop Services – connect multiple locations and remote workers</b>	Enterprise Only	Enterprise Only		
<b>Additional Custom Fields</b> – more custom fields for items and names, with new data formats and data validation	Enterprise Only	Enterprise Only		
<b>Build Assemblies</b> – this transaction form is now a template. Line items can be modified on the fly and printed	Enterprise Only	Enterprise Only		
<b>Combine reports from multiple company files</b>	Enterprise Only	Enterprise Only	Enterprise Only	Enterprise Only
<b>User Security – set up far more secure user accounts</b>	Enterprise Only	Enterprise Only	Enterprise Only	Enterprise Only
<b>Quick Filter</b> – save time with customer, vendor and item lists – find information quickly	✓	✓	✓	
<b>E-mail directly from QuickBooks</b> using Outlook or Outlook Express	✓	✓	✓	✓
<b>Multiple unit of measure feature</b> – easily handles the need to purchase in one unit and sell in another	✓	✓	✓	✓

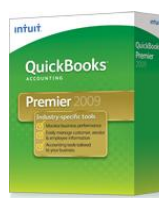
Key Features	2011	2010	2009	2008
<b>Track international sales and expenses</b> with multiple currency support	✓	✓	✓	
<b>Dashboard</b> – get a real-time snapshot of your business in one central location	✓	✓	✓	
<b>Backup Data in Multi-User Mode</b> – allows others to work while you back up the data	✓	✓	✓	
<b>QuickBooks Messenger</b> – instantly community with others using your QuickBooks file	✓	✓	✓	
<b>Instantly view any customer balance, transaction history and contact information in the Customer Center</b>	✓	✓	✓	✓
<b>View your balance with any vendor, see a list of POs, bills, and payments in the Vendor Center</b>	✓	✓	✓	✓
<b>Outlook synchronization</b>	✓	✓	✓	✓
<b>Upgrade data from prior versions of QuickBooks</b>	✓	✓	✓	✓



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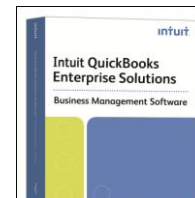
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## About Scott Gregory:

Scott provides a wide variety of QuickBooks solutions and profit improvement techniques to his clients in a relaxed yet very informative manner. Scott is a Certified QuickBooks ProAdvisor and Certified QuickBooks Enterprise



ProAdvisor. He has helped hundreds of businesses across the country use QuickBooks more effectively and efficiently without the “*accounting-speak!*” Scott has been providing QuickBooks and CFO services to businesses like yours for over twenty-five years. [Find out more about Scott!](#)



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