

# QuickBooks® Plus 2009/10

## Features & Benefits

**Timesaving features and powerful functionality make QuickBooks Plus a must-have for efficiency-minded businesses that manage inventory and track payroll.**

### Easy to set-up, learn and use

QuickBooks uses plain English and has an Easy Setup Wizard to get your business up and running within minutes.

QuickBooks' user-friendly home page ensures all frequently used activities and features are available within a few clicks of your mouse. Simply fill out familiar forms on your screen – such as cheques or invoices – and QuickBooks does the accounting for you.

### Comprehensive payroll management

All payroll information is centralised and available at your fingertips in the Payroll Centre. From here you can perform all payroll tasks, drill down to previous payroll transactions, enter time, create and schedule payments, email pay slips to your employees, and even split their pays into multiple bank accounts.

QuickBooks Plus integrated payroll will save you time and money by avoiding duplicate data entry and will help you avoid hassles associated with incorrect payroll withholding.

### Monitor business performance

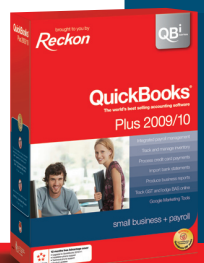
More than 100 reports and graphs can be generated within the Reports Centre to help you keep a close eye on your business. With just one click you can also drill down into reports to find detailed financial information. You can even convert the report into a PDF file for email, so the recipient views the report just as you see it in QuickBooks.

### Manage your business more effectively

QuickBooks is much more efficient than spreadsheets, word-processing or paper ledgers. Quickly and easily manage basic tasks like printing cheques, paying bills, generating reports, invoicing customers and tracking expenses. You'll spend less time and money on bookkeeping and paperwork – and have more time to work on other important areas of your business.

### Record, track and reconcile your inventory balance

QuickBooks allows easy entry and tracking of all your inventory movements and costs.



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## Straight forward tracking of tax and GST

QuickBooks now contains an intuitive and more accurate tax tracking system for day-to-day transactions and for tax and BAS reporting.

Tax Items are now linked to Tax Codes so you can't accidentally assign the wrong sales or purchase tax code.

## Payroll enhancements

- A new **Payroll Setup Wizard** helps first-time users set up integrated payroll with clear and concise instructions at every step.
- All employee records and payroll transactions are now centralised and available at your fingertips in the **Payroll Centre**. Plus you can now customise your employee list to suit your requirements.
- A new **Scheduled Payroll Wizard** helps make payroll processing convenient and hassle free. You can group your employees in the way that suits you, and set group attributes that makes payroll processing even easier.
- You can now **edit or void past payroll payments** avoiding the need to recalculate entire pay cheques, with inbuilt security safeguards and information messages. For example, when changing actual payroll hours and items pay you can work in either Lock Net Pay or Unlock Net Pay mode.
- The new **Enter Payroll Information** window allows for an overall view of the payroll process. You can enter the hours for all employees in a single window making payroll entry much easier.
- Quickbooks now comes with an **enhanced superannuation** module providing more calculation options, including the ability to store multiple super fund details for all existing and past super accounts.

## Improved features for working with your accountant

The Accountant's copy of your company data file has been improved to streamline the way you work, with new features including:

- A new dividing date that clearly delineates which periods are for your accountant to work in, and which are for you.
- Improved warnings for canceling the Accountant's copy.
- Expanded areas that you and your accountant can work in while the Accountant's copy is active.
- Review, accept or reject changes from your accountant as a batch.
- Receive notes and instructions from your accountant inside the Accountant's copy.

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## QuickBooks home page

All key tasks and functions are now available within a few clicks of the home page with new Customer, Supplier, Employee, Company and Banking centres. You can also customise how information is displayed in each of these centres.

## Customise and re-size displays and the appearance of your desktop

QuickBooks now works even harder for you as you can customise and re-size displays, reports and workflows. The company desktop can also be customised by each user. You can customise colour and content, and arrange toolbars and icons to suit the way you work.

## An 'always on' Audit Trail

The 'always on' Audit Trail makes it easier for your accountant to spot possible trouble spots or mis-postings in your accounts.

## QuickBooks Google Desktop Search

QuickBooks Google Desktop Search now indexes your entire data file making it much easier to find exactly what you're looking for.

## New Features

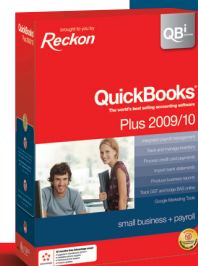
### Smarter employee management

The new Employee Organiser allows you to record detailed employee information such as leave, wages, promotions and contacts using the Employee Organiser Wizard, as well as produce sophisticated summaries of your employee's details and history. By storing your important employee information in one easy-to-access location you can better manage your employees and improve business efficiency.

### Reach more potential customers

The easy-to-use QuickBooks Wizard integrates Google Marketing Tools to help you create Google Adwords\*, allowing you to reach more potential customers. By creating your own online advertisements you will increase your business' visibility, as well as help customers quickly locate your business with Google Maps.

\*Google Adwords is an additional product that can be purchased separately.



## New Features (cont.)

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### Control access to confidential account balances

Controlling access to your confidential account balances is easy with the QuickBooks' Hide/Show preference. Simply switch your Account Balance previews to off to ensure only you have access to your business' confidential account balances.

### Identify multiple company files and users

Quickly and easily identify multiple company files and users by selecting different homepage colours. Helping to ensure users work on the right company file, your business can take advantage of increased efficiency and accuracy.

### Backup your company data automatically

Reckon Tools Backup† makes it easy to securely backup your important company data file. Seamless integration with QuickBooks means your company data file is automatically uploaded to the remote backup server, allowing you to rest assured that your business data is always safe and secure.

† Reckon Tools Backup is an additional product that can be purchased separately. Prices start from \$29.95 per annum.

### Superannuation compliance

QuickBooks now integrates seamlessly with Reckon Tools SuperLink by incorporating a new Super Fund Identification Field that links to a comprehensive list of Australia's superannuation funds; providing you an easier way of managing your Super Choice compliance and superannuation payments.

\*Reckon Tools SuperLink is an additional product that can be purchased separately. Prices start from \$100 per annum for 0-5 employees.

### Easier data file management

QuickBooks allows you to select from 27 Industry-specific Charts of Accounts, meaning you can set up and manage your company file for your specific industry with ease, while improving data integrity with more accurate reports.



*"The new list interface is a huge step forward making functions more readily accessible, better supporting multitasking users."*

**Kurt Best, PC User**, June 2008

# Product Comparison

**QuickBooks®**  
Plus 2009/10

	QuickBooks EasyStart	QuickBooks Accounting	QuickBooks Plus	QuickBooks Pro	QuickBooks Premier	QuickBooks Enterprise
Unlimited transactions	✓	✓	✓	✓	✓	✓
Invoice, pay bills & track expenses	✓	✓	✓	✓	✓	✓
Track GST & prepare BAS	✓ <sup>1</sup>	✓	✓	✓	✓	✓
Easy to setup and access help	✓	✓	✓	✓	✓	✓
Weekend support available <sup>2</sup>	✓	✓	✓	✓	✓	✓
Portable company file	✓	✓	✓	✓	✓	✓
Integrated online data backup	✓	✓	✓	✓	✓	✓
27 Industry-specific Charts of Accounts		✓	✓	✓	✓	✓
Homepage Customisation		✓	✓	✓	✓	✓
Google Marketing Tools		✓	✓	✓	✓	✓
Integrated BAS & online lodgement		✓	✓	✓	✓	✓
12 months updates & upgrades <sup>3</sup>		✓	✓	✓	✓	✓
Import bank statements <sup>4</sup>		✓	✓	✓	✓	✓
Microsoft Office integration		✓	✓	✓	✓	✓
Process credit card payments <sup>5</sup>		✓	✓	✓	✓	✓
Track and manage inventory		✓	✓	✓	✓	✓
Reports Centre		✓	✓	✓	✓	✓
Payroll & employee management			✓	✓	✓	✓
Employee Organiser			✓	✓	✓	✓
Reckon Tools SuperLink integration			✓	✓	✓	✓
Advanced inventory features				✓	✓	✓
Microsoft Outlook integration				✓	✓	✓
Estimates, quotes & job costing				✓	✓	✓
Multicurrency enabled				✓	✓	✓
Multi-user enabled				✓ <sup>6</sup>	✓	✓
Multiple licences					5 <sup>7</sup>	30 <sup>8</sup>
Multiple price levels per item					✓	✓
Advanced reporting tools					✓	✓
Industry-specific versions					✓	✓
Enhanced multi-user security features						✓
Multi-site						✓
Multi-company reporting						✓
Variable service billing rates						✓

## Recommended

- 1.8 GHz Intel Pentium IV (or equivalent) with 512 MB RAM (or 1 GB RAM for Windows Vista™)
- 1024 x 768 resolution with small fonts
- High speed internet access

## Minimum

- Windows 2000/XP/Vista™\*
- 500 MHz Intel Pentium II (or equivalent) with 256 MB of RAM
- Windows Vista™ users: 1.2 GHz Intel Pentium III (or equivalent) and 1 GB RAM
- 1 GB of disk space for QuickBooks installation
- Internet Explorer 6.0 required
- At least 256 colour SVGA video
- 800 x 600 resolution with small fonts
- Works with any printer supported by Windows 2000/XP/Vista™
- 24 x CD-ROM
- All online features/services require Internet access with at least a 56 Kbps modem
- Microsoft .NET Framework Common Language Runtime 1.1 (provided on CD, requires an additional 150 MB)

\* The 64 bit versions of Windows XP, Windows Vista and Server 2008 operating systems are not supported.

## Integration Requirements

Microsoft® Word and Excel Integration requires Microsoft® Word and Excel 2000, 2002, 2003 or 2007. Integration limited to export only.

Compatible with Reckon Retail Point of Sale 2009/10 Professional and Lite versions upon release. Reckon does not support Adobe Acrobat 9.0.

## Terms and conditions:

1. GST Reporting on cash basis only.
2. Minimum call cost is \$4.90 per minute. Higher from mobile and public phones. Call costs are subject to change.
3. For full versions and upgrades of QuickBooks Accounting, Plus, Pro and QuickBooks Premier: free Advantage membership for 12 months from purchase includes weekday support, product updates and upgrades. For subscription products: updates and upgrades are available as long as the subscription is current.
4. Check with your financial institution to see if they support this feature.
5. Additional fees and charges may apply. An Internet Merchant account is required – contact your financial institution.
6. QuickBooks Pro includes one licence – you must purchase multiple copies for a multi-user environment.
7. Three licences included, additional licences required for up to 5 multi-users.
8. Ten licences included, additional licences required for up to 30 multi-users.