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MEMO

To: Quick-Books Users

From: Greg Barford

Date: December 4, 2003

Subject: Quick-Books Program Updates

Quick-Books will discontinue providing technical support for versions 2000 and 2001 on April 30, 2004. Also, you will no longer be able to get payroll updates for these versions if you are using the Quick-Books payroll service. Thus, if you are using versions 2002, 2003 or 2004 you will be okay. **If you are using version 2000 or 2001 you should upgrade to 2004 soon.** Be sure to purchase the Pro with the upgrade version. Do not get the new user version if you are an existing Quick-Books user. The upgrade version is \$200 and new user is \$300. If you can not find the upgrade version at your local store, call my office and I can get the upgrade version for you. The basic version is very weak; do not purchase it. It is not necessary for you to upgrade every year unless the new version has features you want.

The Quick-Books Pro 2004 version is an excellent value. New features for 2004 include:

- * Loan Manager- the ability to track loans which will automatically calculate principal and interest
- * Invoice Detail- the ability to add a customer balance to an invoice
- * Mileage Tracker- track miles for specific vehicles and bill to customers
- * Fixed Asset Tracker- Track fixed asset purchases, sales and descriptions
- * Print packing slips and shipping labels

The Premier version has a few more bells and whistles and costs an additional \$200. However, most users will not need these features, and I do not recommend this version.

In addition, Quick-Books has developed industry specific versions that cost \$500 and have additional features:

Contractor Edition- The ability to track and print change orders from estimates is a nice feature. There are additional management reports also. This edition is okay but nothing to brag about.

Nonprofit Organizations - The ability to generate thank you letters and easy donor entry forms is a plus. The ability to automatically create budgets works well and statement of function expense is useful. A good value.

Professional Service Firms - The time tracking is more flexible and allows multiple rates for different clients. The automatic alerts feature lets you know about unbilled time and expenses. A good value.

Manufacturer & Wholesalers - Build assemblies from inventory items and create sales and work orders; customizable price levels for different items is powerful. A good value.

Customer Manager - *This stand alone software is priced at \$80 and functions just like Microsoft Outlook. This software integrates with Quick-Books and eliminates the need to enter customer information twice. You will be able to view all customer transactions in one screen, schedule to dos, set up appointments, etc. This software has the potential to be very powerful and save you huge amounts of time. I am testing this software now and will report my results in a future newsletter.*

A five user version is available for all products mentioned above, which allows up to 5 people to use the software at the same time. The Enterprise version allows up to 10 users at the same time and is available for all products. In addition, the Enterprise edition will handle a much larger data base and processes transactions and reports much faster.

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