

New Features

What's New in QuickBooks® 2002 and QuickBooks 2002 Pro® (Version 10)

The new features and improvements in QuickBooks 2002 make managing your business even easier. Many of these features are based on improvements and suggestions from our base of ProAdvisors.

Helps You Get Paid, and Pay Others Even Faster

■ Sales Orders (Pro Only)

Tracking and managing orders is now simpler and more accurate. Use the new sales order form to create a sales order - then use it to generate an invoice. Or create a sales order based on an invoice when one or more items are not in stock.

■ Print Delivery Notes (Pro Only)

You can now print a delivery note to be included in the packing when you ship your goods. The delivery note is easily created from the sales order.

■ Accept Credit Cards and Online Payments

The new Credit Card Service not only makes it easier for your customers to pay their bills - it also ensures you get paid faster. Your customer receives an electronic version of the invoice and can pay online.

■ Make Lump Payments

Apply a single payment to several jobs or invoices.

■ New Fields in Customised Forms

Personalise sales forms by adding your customers' email, fax and web address.

Faster and Easier to Use, So You Save Time

■ Prepare Multiple Estimates for a Single Job (Pro Only)

It is easier than ever to bid on contracts or give your clients estimates. You can now create multiple estimates for a single job, and also duplicate estimates for other customers.

■ Improved Find Functionality

It is now easier and faster to find a specific transaction, such as a cheque or invoice.

■ Even Better Journal Entries

You'll appreciate auto-numbering for your journal entries.

■ Simple Upgrade Utility

You'll appreciate how simple it is to stay up-to-date.

■ Archive and Condense your Company File

Save space and keep older records on hand by archiving and condensing.

■ Launch Product Features from Help

A quick click takes you straight from a help topic to the QuickBooks feature that you need.

Improved Reports Showing you What you Want and Need to Know

■ List Data on Reports

Now you can add information from customer lists to reports.

■ Paid Stamp on Invoices

Use the new Paid stamp to make it easy to identify which invoices still have outstanding balances.

■ Sorting on Summary Reports

Bring the information you need to the front with new reports data sorting options.

■ Print P45s

Users simply need to fill in the employee's leaving date and go on to process the P45 on the Inland Revenue forms.

Euro

■ Euro Conversion (Pro Only)

The euro conversion facility automatically converts all historical EMU currencies. If you have EMU company files then you are likely to want to convert it to euro on 1 January 2002.

If your home currency is UK pounds and you have had dealings with companies within the EMU, the utility will convert all EMU-national currency transactions in your company's files to the euro.

Windows XP

QuickBooks supports and integrates with Windows XP.