

Sabel & Oplinger, CPA, PC

ACCOUNTANTS AND CONSULTANTS

106 PROSPECT STREET, P.O. BOX 1307
SOUTHAMPTON, NY 11969

TELEPHONE (631) 283-2370
FAX (631) 287-4347

e mail: socpapc@socpapc.com
web page: www.socpapc.com

TO: ALL QUICKBOOKS USERS
FROM: The QuickBooks Consultants at Sabel & Oplinger, CPA, PC

QuickBooks 2016 is now available. Our Certified QuickBooks (QB) Advisors recommend that you use a version of QB 2014 or newer. Intuit's most popular payroll packages the Enhanced Payroll for \$31.20 per month. (base fee – you file all taxes due and forms required) and the Full Service Payroll for \$79.00 per month (base fee – Intuit files all taxes for you and all forms necessary). If not already enrolled in either of these two programs, we highly recommend you do as quickly as possible to track payroll efficiently for 2016.

Please take a look at some of the 2016 enhancements and new features:

- **Bill Tracker** – Quickly shows the status of **ALL** bills paid and unpaid.
- **Bulk Clear Forms** – Under the send forms menu you now have the option to send, edit, remove all items or select individual forms.
- **Fiscal Year-to-Last Month Report Filter**– Previously this report required to manually enter dates for current financial reports.
- **Filter for Custom Fields in Item Reports**– Item-based reports will recognize the filter setting for custom defined fields.
- **Continuous Feed Label Printer Support** – From the Print Forms menu select Labels. Print a single address on a selected size label. No need to use Word to print any label you choose. Sort labels by Name or Zip Code. Also supports continuous feed label printers
- **Sort on Columns in Receive Payment** – Great help for recording payments for customers that have numerous invoices each month. It's now much easier to sort for invoices that customer is paying.
- **Improved E-Invoicing- (Fee-based service)** Turn this feature on in Preferences. Email invoices to customers, if they choose to take the option to pay directly through the payment link, the payment will be sent directly to your bank account (set up required). Additionally, when you record the payment in the "Received Payment" window it will automatically be applied to the proper invoice in QuickBooks.

The Following are New for Mac Users:

- **Print Directly to Envelopes** - You can access the print option from invoices, checks, purchase orders and statements.
- **Font Size Control In Report Toolbar** – Choose font size in any selected report.
- **Time Sheet Printing** – Select File>Print Forms> Timesheets.
- **QuickBooks Online** – Still not recommend by most accountants. Reports are still limited and bookkeeping is tedious and payroll is still a separate program outside of the working file. Information is integrated but still remains time consuming. The Online version has a way to go!

Feel free to call the office 631-283-2370 for more information.