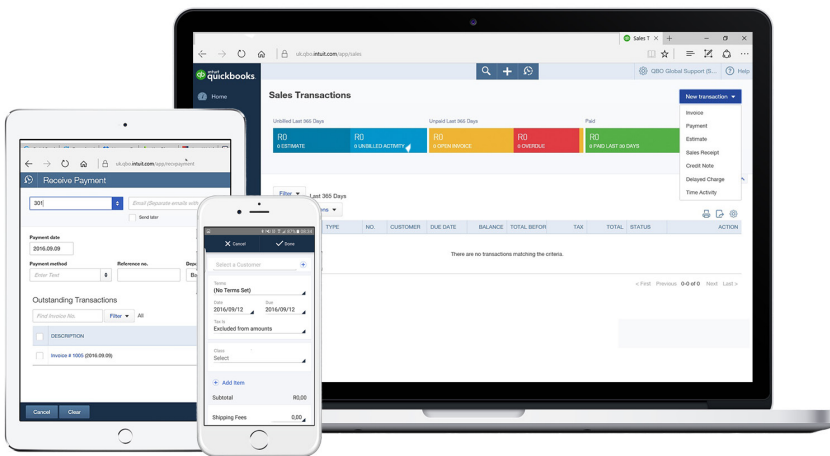


Work faster,
better and
smarter with
QuickBooks
2018

QuickBooks Online Accounting Software

“QuickBooks Online is one of the best accounting software applications we have reviewed and can meet the needs of most small- and medium-sized businesses.”

Top Ten Reviews



Welcome to the future of accounting. In this fast moving world, mobility has become the cornerstone of any business. With over 2,4 million users, QuickBooks Online is proving that it is the leading online accounting software in the world. There are many reasons for this. QuickBooks Online, like desktop, is seriously easy accounting software that, that is designed for small, medium, and growing businesses. Your updates and backups are automatic. However, its biggest advantage is that you can access and work on your company's financial information, anywhere and at anytime. Now, that's something to celebrate.

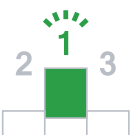
Then, having the most highly rated mobile app really helps a business owner keep his finger on the pulse of their business on the run. If you question this claim, read what GetApp, the leading premium business app discovery platform on the web had to say: "QuickBooks Online has held on to the top spot in the Category Leader ranking in a very competitive product market. The software scores highly for all data points, but most notably in the area of mobile, where it achieves a full 20 out of 20."



Dashboard



Integrates with banks



Know where your business stands



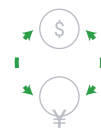
Customised invoices



Connect to an accountant



Free mobile app



Transact in multi-currencies



Take your business everywhere

Self-Employed

Save 50 % for the life of the subscription
For the self-employed

- Start working more effectively
- Create and send invoices on the go
- Snap and sort receipts
- Instant cashflow insights
- Download bank transactions
- Estimate tax payments & deductions
- Track mileage deductions

Simple Start

30-day FREE trial or buy on a monthly subscription
Start your business

- Track sales, expenses and profits
- Create and send unlimited invoices
- Track and manage your VAT
- Integrates with the 4 major banks
- Works on PC, Mac and mobile
- For 1 user, plus your accountant

Essentials

30-day FREE trial or buy on a monthly subscription
Run your business

- Get all the Simple Start features
- Manage and pay bills
- Transact in multiple currencies
- Generate sales quotes
- Company Snapshot
- For 3 users, plus your accountant

Plus

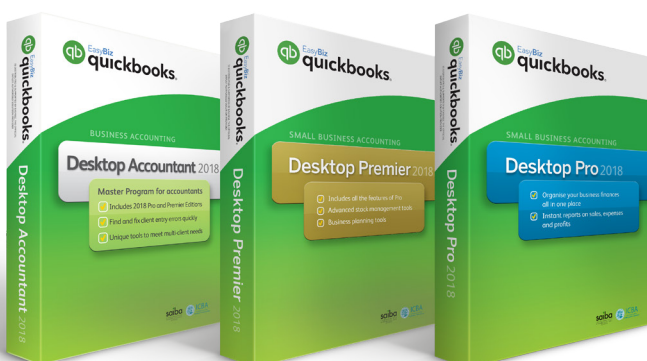
30-day FREE trial or buy on a monthly subscription
Grow your business

- Get all Essentials features
- Track inventory
- Create purchase orders
- Track project or job profitability
- Track Income and expenditure
- For 5 users, plus your accountant

QuickBooks Desktop Accounting Software

“QuickBooks Desktop is the perfect accounting software to keep me organised in the office. A quick look and I am able to see what invoices are outstanding, what bills need to be paid and what taxes are due. Very user friendly.”

McKenzie Rentals



What makes QuickBooks the world's favourite accounting software?

Every year QuickBooks updates their desktop accounting software for one important reason. We listen to what our loyal users like about the software, what they dislike about it, as well as what new applications they think could make their QuickBooks accounting experience easier for both accountants and non-accountants.

The QuickBooks Desktop 2018 theme is all about getting more done, more efficiently and faster than ever before. What's more, when you combine these new features with the ones that are already available in QuickBooks, your business has an incredibly powerful tool to manage its finances.

When you purchase a QuickBooks Desktop product, it includes a QuickPerks subscription which provides you with product updates, email and telephonic support as well as upgrades to any new versions of QuickBooks that may be available when you renew your subscription going forward.

QuickBooks Desktop 2018 is seriously easy accounting software. Managing your business will be so easy that before you realize it, another successful year will have passed by!

The new features in QuickBooks 2018:



Multi-Monitor Support

Refer to multiple different forms and accounts with the new multi-monitor support.



Merge Multiple Vendors

Search for duplicate vendors and merge their records together by merging and consolidating multiple vendors into one.



Switch between Accrual and Cash Basis

With QuickBooks 2018, your clients can switch between the two through the Reports window.



Chart of Accounts Search

It now takes seconds to find a particular account rather than minutes. Just type in a partial name, full name or account number and there it is.



Past Due Date Stamp

Your clients can improve their cash flow with this feature – it highlights the fact that an invoice is past-due date.



New Keyboard Shortcut

Boost the users productivity with these shortcuts – for example complete lines of transaction can be copied and pasted.



Security




With QuickBooks 2018, we have further secured email integration as well as Personally Identifiable Information, which have been further encrypted through the use of passwords.

QuickBooks 2018 - Product Comparison



	Pro	Premier	Accountant
Multiple Companies	✓	✓	✓
Multiple Users ¹ (Requires the purchase of additional licenses)	✓	✓	✓
Online Application ²			
OS ³ : Client- Win 7 (32/ 64 bit) & Win 8 (32/ 64 bit) , Win 8.1 & Win 10 , Server- Windows 2008, & 2012 / 2012 R22	✓	✓	✓
EASILY GET STARTED			
“Welcome to QuickBooks!” for first time users – featuring general tips & to-do’s.	✓	✓	✓
Quickly get started with common tasks using the Quick Start Centre	✓	✓	✓
Easy Step [®] interview to get you up & running quicker when creating a new company	✓	✓	✓
Help and Live Community	✓	✓	✓
Quick navigation using the Shortcut bar, Icon bar and Menu bar	✓	✓	✓
QuickBooks Coach and Video Tutorials	✓	✓	✓
Create a new company file by copying preferences and lists from existing company file			✓
Chart of Accounts customised for your industry	✓	✓	✓
ORGANISE AND COMPLETE EVERY DAY TASKS			
New: Multi-monitor Support⁴	✓	✓	✓
New: Past due date stamp in invoices	✓	✓	✓
New: Search in Chart of accountants	✓	✓	✓
New: Cash-accrual toggle on reports	✓	✓	✓
Search Types - Customer Type and Vendor Type	✓	✓	✓
Search as you type	✓	✓	✓
Improved Multi user mode – switch to single user mode easily. See who is logged in and give them time to save work ¹	✓	✓	✓
Easier Amount search	✓	✓	✓
Show Applied Filters on Reports – quickly view all applied filters on a report		✓	✓
Deleted users on Reports – Now you can see users that you have deleted on all reports by username, no longer seeing “unknown” as the user	✓	✓	✓
Scheduled Reports – QuickBooks now allows you to set up a schedule to automatically email memorised reports	✓	✓	✓
Bill Tracker – Simplify Supplier expense tracking by visualising flow of Supplier-related transactions	✓	✓	✓
Batch Delete Transactions – Invoices / Cheques / Bills ⁷	✓	✓	✓
Insights on Homepage – track your business health	✓	✓	✓
Bulk Remove – Send Forms & print Queue ⁷	✓	✓	✓
Customer Lead Centre – Track leads and convert easily to a customer	✓	✓	✓
Quickly locate an account, report, or invoice with QuickBooks F3 Search	✓	✓	✓
Stay on top of your receivables with the ‘Income Tracker’	✓	✓	✓
Add or edit multiple lists by copying from MS Excel in spreadsheet view ⁵	✓	✓	✓
Setup multiple email templates	✓	✓	✓
Email customer payment receipts	✓	✓	✓
Email memorized report groups in batch	✓	✓	✓
See all your customer information at a glance with the Customer Snapshot	✓	✓	✓
Payment Snapshot: one place to view payment flows	✓	✓	✓
Create an invoice for multiple customers in single window with batch invoicing	✓	✓	✓
Easily manage reports with new Report Centre	✓	✓	✓
Run reports and back up data while others work in the same company file	✓	✓	✓
Duplicate sales and purchase transactions and list items	✓	✓	✓
Progress invoicing and automatic recharge of expenses	✓	✓	✓
Integrate QuickBooks data with other applications ⁶	✓	✓	✓
Customisable reports and graphs	100+Reports	135+Reports	135+Reports
Alerts Menu. Stay on top of important tasks	✓	✓	✓
Short Term Cash Flow Projections	✓	✓	✓
Create a Budget	✓	✓	✓
Company Snapshot shows key performance indicators for your business	✓	✓	✓
Set billing rates by employee, customer/client, position or service		✓	✓



	 Pro	 Premier	 Accountant
EFFICIENTLY MANAGE STOCK			
Track Stock, set reorder points & create Purchase Orders	✓	✓	✓
Stock Centre		✓	✓
Attach documents pertaining to stock using the Doc centre	✓	✓	✓
Create sales orders		✓	✓
Manage back orders using the Sales Order fulfillment worksheet (not available if multi-currency enabled)			✓
Generate Sales Orders from Estimates		✓	✓
Generate Purchase Orders from Estimates		✓	✓
Generate Purchase Orders from Sales orders		✓	✓
Easily set prices and determine discounts by customer or job (fixed %)	✓	✓	✓
Easily set prices and determine discounts by customer or job (per item)		✓	✓
Build and Track Inventory Assemblies to Finished Goods		✓	✓
Units of Measure – buy, sell stock in different units		✓	✓
Set maximum order levels in addition to the existing minimum reorder levels.		✓	✓
Store Manufacturers Part Numbers on Items	✓	✓	✓
TRADE IN MULTIPLE CURRENCIES			
Download currency exchange rates	✓	✓	✓
Support for over 140 currencies	✓	✓	✓
Exchange rate history calendar	✓	✓	✓
Create Summary Reports in Home and Foreign values	✓	✓	✓
Set multiple foreign sales prices for items		✓	✓
Credit memo exchange rates automatically change to match Invoice exchange rates	✓	✓	✓
Invoice templates show home and foreign currency totals	✓	✓	✓
VAT MANAGEMENT			
South Africa VAT201	✓	✓	✓
Report VAT liability on a Cash (payment) basis	✓	✓	✓
Report VAT liability on a Accrual (invoice) basis	✓	✓	✓
VAT Centre for easy access to common VAT tasks	✓	✓	✓
VAT Setup Wizard to change / add new VAT rates	✓	✓	✓
Access prior VAT returns once a period has been filed offline. (Online filing avail only in UK)	✓	✓	✓
ACCOUNTANT SPECIFIC TOOLS			
Audit Trail	✓	✓	✓
Create Accountant Copy Changes (.QBY)			✓
QuickBooks File Manager – managing multiple data files			✓
Accountant Centre			✓
Entering Cheques in a batch			✓
Password Protected Closing Date	✓	✓	✓
Auto Reverse of Journal entries		✓	✓
One Click Journal History			✓
Adjusted TB, Adjusting Journal Entries Report			✓
Financial Statement designer			✓
Toggle between different editions of QuickBooks (Pro and Premier 2018)			✓
OPTIMISED FOR MULTIPLE USERS AND LOCATIONS			
Track your Balance Sheet by Class		✓	✓
Open two different company files simultaneously on same machine			✓
Set basic permissions levels to control user access	✓	✓	✓
Multiple User Access (Purchase of additional licenses is required) 1	Up to 5 users ¹	Up to 5 users ¹	Up to 30 users ¹
Multituser tools (backup and file locking)	✓	✓	✓
QuickBooks Instant Messenger	✓	✓	✓

FOOTNOTE:1. Requires the purchase of additional licenses. Pro/Premier 5 concurrent users, Accountant 30 concurrent users. 2. QuickBooks UK Desktop is not an online application. It can however be accessed on Cloud using Windows Remote Desktop Protocols (Terminal Services) 3. QuickBooks UK Desktop is Windows based – cannot be directly installed on Mac or iPad. 4. Up to 3 monitors support. 5. Not available in a hosted environment. Microsoft Office Compatibility: Email requires MS Office Outlook 2007, 2010 or 2013 or 2016 (Click-to-Run not supported). Letter Writing requires MS Word 2007, 2010, 2013 and 2016. Excel integration requires MS Excel 2007, 2010, 2013 and 2016. Outlook synchronization requires QuickBooks Contact Sync for Outlook (www.quickbooks.com/contact_sync/) - requires MS Outlook 2007 & 2010 (2013 not supported). QuickBooks Statement Writer requires MS Excel 2007 and 2010 (2013 not supported). New! Net Tax Gross totals reporting – Replaced with Net to Gross pay calculation. 6. Third party applications that are compatible with the UK versions of QuickBooks 7. Not available when Multi-currency is enabled



Quick Payroll Software

“Quick Payroll is an advanced payroll solution that is simple, efficient and secure for all types of small to medium businesses. It takes the stress out of doing payroll.”

Diran Padayachee, Payroll Specialist

Whether you run a one-person business or a 2000 person one, the one piece of financial software you'll find essential (next to your accounting software) is payroll software. There is a reason why it is essential. Without fail, governments will update their statutory demands on both businesses and their staff. Quick Payroll is continually updated to meet statutory demands to make sure your payroll is always accurate.

Take the stress out of running your business by having the correct financial tools at your disposal, all the time.

- Like QuickBooks Accounting Software, it is easy to use
- You will always be updated with the latest software and legislative version
- Easily store and access comprehensive, statutory employee details
- Keep payroll data safe and secure with tight security control through password protection and user-set access levels
- It has the ability to set your own company payroll parameters such as fringe benefits and company contribution definitions
- Quick Payroll is SARS compliant
- EMP201/EMP501 tax submission returns are made quickly and simply
- Accurate PAYE, UIF, SDL and WCA calculations. Generate annual, electronic IRP5's and IT3A's
- Manage employee loans on a monthly basis as accumulative balances are displayed in an easy to understand format
- Manage all monthly, bi-annual and annual electronic submissions
- Payroll solutions that are automated protect your cash flow and bank balance
- Perform electronic fund transfers with the major banks in SA
- If you need support or training simply call 010 203 4300 or email us on support@quickbooks.co.za

ADD-ON MODULES

- Quick Payroll Key Player Bargaining Council Add-on Module
- Quick Payroll Key Player Multi-country Add-on Module
- Quick Payroll Key Player HR Add-on Module



Quick Payroll Key Player Features			
Number of companies	Unlimited	Process weekly/fortnightly/monthly pay periods across single or multiple companies	✓
Number of users (Network)	10*	Process special (additional payslips) payroll runs, bonus, or 13th cheque	✓
Number of employees	10**	Perform sample payslip calculations	✓
Database type	Pervasive.SQL	Automatic accrual of leave days due	✓
Free telephone & email support for first year	✓	Automatic leave pay calculations on termination of employees	✓
Legislative & product updates included***	✓	Automatic calculation of BCEA leave rates per employee	✓
After creating your company, you are good to go as you have all the statutory transactions	✓	REPORTING	✓
Create custom transactions for different rates of normal and overtime pay	✓	Included: EMP501 Reconciliation report for easy Tax submissions	✓
Import & export transaction values for use in batches e.g. Excel & Time System	✓	Caters for statutory reporting requirements such as EMP201's (UIF/SDL/PAYE)	✓
Assistants (Wizards) in the software for easy setup and processing	✓	Electronic monthly UIF submissions	✓
EFT bank transfers to all major banks in SA	✓		
Various password protection levels	✓		

*As per your purchased licence.
 ** Package can cater for unlimited employees. If you require more than 10 employees and companies or additional users, a fee will be applied.
 ***Subject to an annual licence fee after the completion of the first year. Quick Payroll is sold subject to an annual licence fee which covers all legislative upgrades as well as telephonic and email support. In addition, you are able to take on year-to-date totals, at any time of the year, without losing vital payroll information.

ARCollect

If you are an accountant, financial controller or an administrator that has a debtors book, this add-on is for you. ARCollect is the premier accounts receivable management and collection add-on for both QuickBooks Desktop and Online. ARCollect enables you to manage ALL your collections activities directly from your AR aging summary: Email, make notes, save Promises to Pay, assign reasons for non-payment, and track every unpaid invoice until it is paid.

In the true QuickBooks tradition, it is easy to use. Expect to collect 100% with this easy to use software. For more information and video demonstrations please go to www.quickbooks.co.za/add-ons/arcollect/

Our Services

QUICKPERKS

Every QuickBooks Desktop package is sold with a QuickPerks subscription. This means that you will automatically get the following benefits:

- When your subscription is renewed, you will automatically be upgraded to the latest version of QuickBooks Desktop. This means that your business will always be operating on the latest version of this world-renowned accounting software.
- In addition to this benefit you will receive FREE telephone and email support and other benefits when available.

SUPPORT, ONSITE AND DATA SERVICES

Telephone and email support:

- Should you have a problem, no matter how small, you can contact our Support Centre on 0861 726 657 or email support@quickbooks.co.za and one of our highly trained support consultants will be ready to help you.
- If we need to work on your computer, one of our consultants will use TeamViewer to solve your problem (charges will apply)
- However, if we cannot solve your problem on the telephone or by email and you need to come into our offices or get a consultant to come to yours, there is a charge for these services.
- Our Support Consultants are available from 7am every weekday.

Data Services:

We can service any version of QuickBooks, we can convert clients from the US to UK versions as well as being able to do the following:

- **File Repair Services:** QuickBooks File Repair • Data Recovery • QuickBooks Data Repair
- **Data Maintenance:** QuickBooks Database Optimisation • Data Condense Services
- Version Upgrading and Downgrading
- Other Services: Password Removal • Backup counselling and planning
- Data conversion from other accounting software
- Quick Payroll Services: Outsourcing of Payroll • Onsite Training of Payroll • Customisation of Reports
- Setting up Payroll onsite or in our offices.

This division also offers **Onsite Support** services to our clients:

One-on-one training • Company setup (setting up of additional users, invoice setup, payroll setup) • Network setup on QuickBooks.

Please call 0861 726 657 or email dataservices@quickbooks.co.za

REGISTRATIONS:

QuickBooks 2018 Registration procedure: Please note that an internet connection is required for the installation and activation of this product. Alternatively, you can contact us on **0861 726 657** from Monday to Friday, between 08:00am and 16:30pm. You will only be able to make use of this product once it has been registered and activated. Once you have registered your software we will capture all your information on our database. You will then have unlimited access to your product. For any queries regarding the registration of your product, contact us during office hours on **0861 726 657**, or alternatively, you can email us at registrations@quickbooks.co.za

TRAINING:

We offer training courses for all of our QuickBooks and Quick Payroll users at our accredited training centres in Johannesburg, Durban, Cape Town, Port Elizabeth and Bloemfontein. These training courses allow our users to harness the true potential of the software and will increase the company's accounting and bookkeeping efficiency. If you live outside these business centres you can do the QuickBooks Essentials training programme through eLearning, which is coming soon. Please go to www.quickbooks.co.za/training/ to register.

For any queries regarding training, please contact us during office hours on one of the following numbers: **Johannesburg 0861 726 657; Durban +27 31 566 2960; Cape Town +27 21 671 4410; Port Elizabeth +27 41 364 0360; Bloemfontein +27 51 430 0156.** Alternatively, you can email us at training@quickbooks.co.za

RENEWALS:

QuickBooks and Quick Payroll are subject to an Annual Maintenance Plan, which can be renewed through our Renewals Department. The Annual Renewal includes email and telephone support as well as product updates, legislative updates and new version releases. For any renewal related queries, please contact us during office hours on 0861 726 657, or alternatively you can email us at renewals@quickbooks.co.za

DATABASE:

Our database consultants are continuously ensuring that our clients are kept up to date with the latest news and products from EasyBiz and to do this, we need to have your correct contact details on hand at all times. We are here to assist and are updating our database on a daily basis. For any queries regarding your account, kindly contact us during office hours on **0861 726 657**, or alternatively, you can email us at database@quickbooks.co.za

STATIONERY:

QuickBooks can help you create and maintain a professional image by offering a range of stationery forms suited to your business requirements. For more information regarding our stationery, please contact our sales team at your nearest branch, or alternatively, please log onto our website at www.quickbooks.co.za

Johannesburg
Tel 0861 726 657
(International) +27 10 203 4300

Cape Town
Tel+27 21 671 4410

Durban
Tel +27 31 566 2960

Port Elizabeth
Tel +27 41 364 0360

Bloemfontein
Tel + 27 51 430 0156

For more information, go to www.quickbooks.co.za

