Key Features QuickBooks Pro	Versions of QuickBooks Pro			
Expand All	Collapse All	**2011**	**2010**	**2009**	**2008**

Save time and streamline your everyday tasks

New! Track your Balance Sheet by Class
Whether your company has several funds, departments, or locations, you can now track the data separately within a single, easy to access report.

	2011	**2010**	**2009**	**2008**
	New			

New! See all your key customer information at a glance with the Customer Snapshot
Customer Snapshot gives you a consolidated view so you can assess at a glance your customer's purchase history, average days to pay, and outstanding balance and make timely decisions on customer requests. You can also identify your top customers by revenue and payment consistency, and prioritize them accordingly.

	2011	**2010**	**2009**	**2008**
	New			

New! Save time with Batch Invoicing
Automatically create a full set of invoices for customers with the same service. Just create the invoice once and select the customers you want to send it to.

	2011	**2010**	**2009**	**2008**
	New			

New! Quickly locate any account, report, or invoice with QuickBooks Search.
Your QuickBooks file is the repository of record for your business, but finding the exact information you need is not always easy. With QuickBooks Search, all you need to do is enter the keyword, and it will pull up all the related reports, invoices, contacts and transaction details.

	2011	**2010**	**2009**	**2008**
	New			

New! Stay on top of your receivables with the Collections Center.
Quickly identify overdue and almost due invoices, and email all collection notices from your Outlook, Yahoo, Gmail or Hotmail [2] account in a few steps.

	2011	**2010**	**2009**	**2008**
	New			

New! Complete transactions faster with convenient access to your customer or vendor's balance and transaction history.
See at a glance important details such as your customer's payment history, estimates, and past orders with vendors right at your fingertips on the same screen, so that you can complete the transaction at one time instead of switching back and forth between screens.
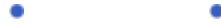
	2011	**2010**	**2009**	**2008**
	New			

Key Features
QuickBooks Pro

Versions of
QuickBooks Pro

Feature	V1	V2	V3	V4
Add or edit multiple entries in QuickBooks list from one spreadsheet view. Batch entry and edit for customers, vendors, and items means you save significant time.[1]	●	●		
Auto-sign checks Upload your signature and apply to the checks you create in QuickBooks.	●	●		
Create professional-looking invoices and forms Stand out from the crowd with fast and easy invoice customization. Create a distinct look for your small business with professional designs and apply it across all your invoices, statements, and other forms all at once. Free trial available.	●	●		
Easily find customer, vendor, and items with QuickFilter Save time from scrolling through customer, vendor and item lists - find the information you need quickly and easily using QuickFilter.	●	●	●	
Track international sales and expenses Track international sales & expenses with multiple currency support	●	●	●	
Run reports and back up data while others work in the same company file Use a multi-user version of QuickBooks to run reports and locally back up your data while others work in the same company file.[3]	●	●	●	
Create email estimates, invoices, reports Send e-mail directly from QuickBooks using MS Outlook & Outlook Express[4]	●	●	●	●
Allow multiple users to work in QuickBooks at the same time Allow multiple users to work off the same, up-to-date QuickBooks company file at the same time. You can also set user permission levels to control what information each user can access.[5]	●	●	●	●
Download transactions from your financial institution Save time on data entry and increase the accuracy of your financial records by downloading transactions from your financial institution directly into QuickBooks.[6]	●	●	●	●
Manage payroll & track key tax dates in the	●	●	●	●

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Payroll Center
Keep track of payroll, taxes, and other liabilities at a glance in the Payroll Center; a to-do list tells you when taxes are due. See dates for payroll, taxes, and other liabilities, and get confirmation when payroll is rescheduled.[7] (Additional fees apply)

Get Insights So You Make Better Decisions			

Customize your Company Snapshot
Stay on top of your business by customizing your Company Snapshot. Get an immediate view into your bottom line all in one page with the at-a-glance reports that are most important to you.

| ● | ● | ● | |

Get a quick view to key data with the Customer, Vendor, and Employee Centers
Easily see any customer's balance, transaction history, and contact info in the Customer Center. Review your balance with any vendor and a list of POs, bills, and payments in the Vendor Center. View all paychecks and contact information for any employee instantly with the Employee Center.

| ● | ● | ● | ● |

Get insights to make better decisions from the new re-designed Report Center
Get insights to make better business decision in the new re-designed Report Center. Find just the report you need to understand how your business is doing. And, more easily access the reports you rely on in Favorite Reports.

| ● | ● | ● | ● |

Import from prior versions of QuickBooks
Import from prior version of QuickBooks [8]

| ● | ● | ● | ● |

Allow accountant to review historical data while you work
Improve efficiency by allowing your accountant to review historical data and make changes while you work[9]

| ● | ● | ● | ● |

Instantly communicate with others with QuickBooks Messenger
Instantly communicate with others using your company's QuickBooks file with QuickBooks Messenger[7]

| ● | ● | ● | |

Customized for Your Contractor Needs			

Identify unbilled time & expenses in one screen; invoice clients with one click
You can decide who to bill by seeing all clients

| ● | ● | ● | |

with unbilled time and expenses on a single screen. Instead of creating an invoice from scratch, simply open the Invoice for Time & Expenses screen and select the client and job combination. Outstanding billable time and expenses are transferred directly to an invoice.

Feature				
Get alerts when worker's comp insurance expires Subcontractor insurance tracking features alerts you when the sub's liability or worker's comp insurance has expired	●	●	●	●

Customized for Your Manufacturer and Wholesale Needs				
Buy and sell the same item in different units of measure Unit of Measure conversion allows you to buy and sell the same item in different units of measure	●	●	●	●
Track back orders on sales orders and POs Easy-to-use sales order features will allow you to track pending orders without affecting your accounts receivable accounts, prioritize open sales orders, and manage partial fulfillment.	●	●	●	●

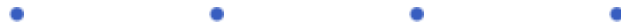| **Customized for Your Professional Services Needs**				
View unbilled time & expenses on one screen; transfer to an invoice You can decide who to bill by seeing all clients with unbilled time and expenses on a single screen. Instead of creating an invoice from scratch, simply open the Invoice for Time & Expenses screen and select the client and job combination. Outstanding billable time and expenses are transferred directly to an invoice.	●	●	●	●

Customized for Your Nonprofit Needs				
View year-end summary by donor Demonstrate financial accountability for your Board of Directors, donors, and accountant with nine Nonprofit-specific reports	●	●	●	●
View Nonprofit-specific reports Demonstrate financial accountability for your Board of Directors, donors, and accountant with nine Nonprofit-specific reports	●	●	●	●

Customized for Your Retail Needs				
Track Service Work Orders and service histories Track Service Work Orders and service histories	●	●	●	●

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Track materials and kits automatically, along
with their costs
Track materials and kits automatically, along
with their costs

	•	•	•	•
	2011	2010	2009	2008

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