

# QuickBooks Desktop Enterprise

## 2018 New Features Enterprise

### OVERVIEW

The new features for QuickBooks Desktop Enterprise 2018 are outlined in this document along with instructions on how to access those features. The new features for QuickBooks Enterprise 2018 are:

- Enhanced Inventory Reports. (U.S. & Canada)
- Improved Sales Order Fulfillment. (U.S. Only)
- Mobile Inventory Scanner. (U.S. Only)

### NOTE THE FOLLOWING:

- QuickBooks Desktop Enterprise also includes any new features from QuickBooks Pro and Premier. Refer to the 2018 New Features Pro/Premier and Accountant document..
- This is a global document. As a result, there will be variations in spelling and screenshots de-pending on your location.

### FEATURES, BENEFITS, ACCESS INSTRUCTIONS

Refer to the following tables on the features, the benefits, and how to access each in QuickBooks Desktop Enterprise.

Feature: Enhanced Inventory Reports	
Purpose	<p>Improvements made to the following inventory reports by adding column customizations:</p> <ul style="list-style-type: none"> <li>• Inventory Valuation Summary</li> <li>• Inventory Stock Status by Item</li> <li>• Assembly Shortage by Item</li> </ul>
Benefits	<p>Customize reports to show the information needed to make business decisions regarding inventory.</p>

## How to Access

1. Click Reports from the top menu bar.
2. Highlight Inventory from the drop-down menu.
3. Choose a report from the list to view (Inventory Valuation Summary, Inventory Stock Status by Item, or Assembly shortage by Item).
4. Click Customize Report.
5. Add or Remove columns as necessary.
6. Click OK to display the report.

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Purpose	One worksheet that organizes all relevant information needed for the order fulfillment process.
Benefits	<ul style="list-style-type: none"><li>• All necessary information is in one place to provide visibility into pick, pack, or ship status of sales orders. This includes the availability across warehouses.</li><li>• Create pick lists and send to mobile inventory scanner paired with QuickBooks.</li></ul>

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## How to Set Up & Access

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### Enable Sales Order Fulfillment Worksheet

1. Select Preferences from Edit in the top menu bar.
2. Select Items & Inventory from the Preferences side bar.
3. Click on the Company Preferences tab.
4. Click on Advanced Inventory Settings.
5. Click on the Site Operation tab.
6. Check the box next to New Sales Order Fulfillment Worksheet.
7. Click OK.
8. Click OK on the Preferences window.
9. Click OK on the Warning window.

NOTE: This action closes QuickBooks and apply any changes.

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## QuickBooks Desktop Enterprise

### Create a Picker

The picker plays a crucial role in the order fulfillment process. He or she picks the items needed to complete the sales order to pack and get ready for shipment. The directions include how to set up a picker with within QuickBooks Desktop Enterprise.

1. Click Vendor Center from Vendors in the top menu bar.
2. Click on New Vendor from the New Vendor drop-down.
3. Type in the name of the picker in the Vendor Name field.
4. Click on Additional Info on the side bar.
5. Select Warehouse User from the Vendor Type drop-down. Click OK.

NOTE: The new picker is added to the list of vendors.

### Create Picklists for Order Fulfillment

The Picker must be set up in QuickBooks prior to completing this process to create picklists.

1. Click Sales Order Fulfillment Worksheet from Customers in the top menu bar.
2. Find the order to assign and select the site to fulfill the sales order. Click Next.
3. Select items for the picklist. Click Next.

NOTE: Multiple sites can be selected.

4. Select a picker and add a short note if necessary.
5. Click Create & Send.
6. Click OK on the Picklist created window.



## QuickBooks Desktop Enterprise

### Update Sales Order After Pick Process

The picker must be set using the mobile inventory scanner paired with QuickBooks to have the data synced automatically after the pick process.

1. Click Sales Order Fulfillment Worksheet from Customers in the top menu bar.
2. Click on the Picklist tab.
3. Select the picklist to use and update for the sales order.
4. Click on Update Sales Order.
5. Click on OK.

NOTE: The pick status for the entire sales order can be seen in QuickBooks when the sales order number is clicked. The three statuses for the pick process are Picked, Pick in Progress, and Partial-ly Picked.

### Feature: Mobile Inventory Scanner (Available in a future release for Canada)

Purpose	Allows workers to use a mobile inventory scanner for inventory management.
Benefits	<ul style="list-style-type: none"> <li>• Send sales orders to workers to scan inventory and transfer data wirelessly.</li> <li>• Seamlessly works with QuickBooks to track real-time status of inventory movements for order fulfillment.</li> <li>• Enables users to speed up the picking process for order fulfillment by eliminating the need for written pick lists.</li> <li>• Decreases the amount of data entry errors.</li> </ul> <p>NOTE THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>• The mobile inventory scanner model supported at launch is Zebra MC40. Later releases will support bluetooth scanners.</li> <li>• The mobile inventory scanner will only work for picking inventory items at launch if the customer has Internet Explorer 11 for software.</li> <li>• The mobile scanner and QuickBooks when connected to internet, should be able to pair.</li> </ul>



## QuickBooks Desktop Enterprise

### How To Set Up & Access

#### Mobile Inventory Scanner Set Up

The QuickBooks Desktop Warehouse app needs to be installed to the mobile inventory scanner and available for this process.

1. Select Preferences from Edit in the top menu bar.
2. Select Items & Inventory from the Preferences side bar.
3. Click on the Company Preferences tab.
4. Click on Advanced Inventory Settings.
5. Click on the Site Operation tab.
6. Click Add in the Add Device section to display the Enter Passcode window.
7. Select the QuickBooks Desktop Warehouse app on the mobile inventory scanner.
8. Select Let's Get Started in the app.
9. Enter the passcode displayed in QuickBooks on the Enter Passcode window.
10. Select Link.
11. Click on Yes in the Confirm Linking window displayed in QuickBooks.


NOTE: The Success message will display on the mobile inventory scanner.

#### Picking Items for Order Fulfillment

1. Open the QuickBooks Desktop Warehouse app on the mobile inventory scanner.
2. Select the name of the picker to open My Picklists assigned.
3. Click on the pick list to select items.  
  
NOTE: Any notes added from the create picklist process will display. This may include due dates or times items need to be picked.
4. Select the item from the order. Items from the picklist can be scanned or manually added by clicking + to increase the Quantity Picked.
5. Follow the directions on the next page for picking items for the sales order.





IF THE LINE ITEM QUANTITY PICKED IS	THEN
All available	a. Click Pick. NOTE: The status of the line item will show as Picked.
Partially Available	a. Click on Add a note icon  b. Click on Select message . Select the reason why the item is only partially available from the drop down. c. Type in comments in the Add more details section and click the checkmark. d. Click Pick. NOTE: The status of the line item will show as Partially Picked.
Not Available	a. Click the Item not available? link. b. Click on Select message. Select the Out of Stock from the drop down. c. Type in comments in the Add more details section and click the checkmark. d. Click Pick. NOTE: The status of the line item will show as Not Available.

5. Select Complete when finished updating the pick list for the order.
6. Select Yes to confirm the picklist.

NOTE: If you have items that are partially available or not available a Quantity Mismatch warning will appear. Click Continue to sync data with QuickBooks.

