

## QuickBooks Enterprise

# 2020 New & Enhanced Features

### PURPOSE

The new and enhanced features specific to QuickBooks Enterprise 2020 are outlined in this document along with instructions on how to access those features. The new and enhanced features are:

- Express Pick and Pack
- Landed Cost
- Alternate Vendors

### FEATURES, BENEFITS & ACCESS INSTRUCTIONS

Refer to the following tables on the features, benefits, and how to access them within QuickBooks Desktop Enterprise 2020. The *How to Access* section assumes the company is opened in Enterprise 2020.

Feature: Express Pick and Pack (Enhanced Feature)	
<b>Countries</b>	United States (Platinum)
<b>Purpose</b>	Flexibility to save time by consolidating the picker/packer roles, actions, and approvals.
<b>Benefits</b>	Saves time by streamlining the order fulfillment process.
How to Access	
<ol style="list-style-type: none"> <li>1. Select <b>Customers</b> from the QuickBooks menu at the top of the screen.</li> <li>2. Click <b>Sales Order Fulfillment worksheet</b>.</li> <li>3. Select <b>Dashboard</b> tab.</li> <li>4. Select orders from list.</li> <li>5. Choose option from the <b>Action</b> column drop-down (ex: <b>Send for picking, Send for packing, Send for exp. pick pack</b>)</li> <li>6. Select <b>Packer</b> group.</li> <li>7. Click <b>Send to device</b>.</li> <li>8. Select <b>Express pick-pack</b> tab to view order status.</li> </ol>	

## Feature: Landed Cost (New Feature)

<b>Countries</b>	United States, Canada (Platinum)
<b>Purpose</b>	Provides greater visibility into actual product costs by factoring in freight, duties, insurance and other miscellaneous costs by quantity, value, weight or volume.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Easily identify true product costs to make better profit, pricing and sales decisions and asset valuations.</li> <li>• Reduce the time, money, and errors associated with manual landed costs workarounds.</li> </ul>

### How to Access

Landed Cost Account Setup:

1. Select **Preferences** from the QuickBooks menu at the top of the screen.
2. Click **Items and Inventory**.
3. Click **Advanced Inventory Settings**.
4. Select **Landed Cost** tab.
5. Click **Setup landed cost account**. Enter information.
6. Click **Save & Continue**.
7. Click **Add items to Map Shipping and Handling Items**.
8. Click **Save and Close**.

Calculate Landed Cost:

1. Select **Inventory** from the QuickBooks menu at the top of the screen.
2. Click **Calculate Landed Cost**.
3. Click **Add Bills**.
4. Select bills from list to calculate costs.
5. Click **Add Bills**.
6. Click **Post to Bills**.

## Feature: Alternate Vendors (Enhanced Feature)

<b>Countries</b>	United States, Canada (Platinum)
<b>Purpose</b>	Centralized information center containing vendor contact and pricing data.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Increase visibility into vendor contact, item and pricing information.</li> <li>• Save time by quickly importing vendor price lists.</li> <li>• Easily create purchase orders with vendor information automatically included.</li> </ul>

### How to Access

1. Select **Vendors** from the QuickBooks menu at the top of the screen.
2. Click **Item List**.
3. Right-click item name from list.
4. Click **Edit Form**.
5. Click the **Manage** button next to **Alternate Vendor**.
6. Select vendor.
7. Select **Alternate** or **Preferred** status for vendor from **Status** drop-down.
8. Click **Save Changes**.