

# QuickBooks®

## Premier: Professional Services

**QuickBooks Premier: Professional Services Edition** includes the ability to track job costs, write proposals, set up and track retainers, and track and manage labour rates.

### Key Features

Professional Services Menu	The Professional Services menu lists the most commonly used tasks that a professional needs to do in his or her working day. Think of this menu as a short-cut to those activities you do most often. Using it will help save you time!
Job costing	Job costs are all the costs of providing your service for a client. Once you know how much a project costs you, you can compare it to the revenue the project generated. That lets you see whether the project is profitable or not.
Proposal Writing	You can use an estimate to create a proposal or bid. After a client has approved your proposal and the work has been completed, you can invoice the client for your work directly from the original estimate.
Retainers	A retainer is a sum of money that is paid to you by a client, usually, on a monthly basis, regardless of the amount of work involved.
Charge-out rates by partner/ employee and by client	QuickBooks for Professional Services has made it easy for you to control varying labour rates so that you can: <ul style="list-style-type: none"> <li>• Make sure that your best customers get the best rates</li> <li>• Accommodate different rates for a variety of employees</li> <li>• Charge different rates for different individuals doing the same job (eg junior vs senior partners)</li> </ul>
Professional Services Reports	The Professional Services Edition provides reports to show you how you can leverage your strongest resources to make your business more profitable. Reports include: <ul style="list-style-type: none"> <li>• Project Costs Detail</li> <li>• Unbilled Expenses by Project</li> <li>• Expenses not Assigned to Projects</li> <li>• Billed vs. Proposal by Project</li> <li>• Billed/Unbilled Hours by Person</li> <li>• Billed/Unbilled Hours by Person and Project</li> <li>• Billed/Unbilled Hours by Person and Activity</li> <li>• Open Balances by Client/Project</li> <li>• A/R Ageing Detail by Class</li> <li>• Project Status</li> <li>• Project Contact List</li> </ul>

