

# 2022 New & Enhanced Features

## OVERVIEW

The new features for QuickBooks Enterprise 22.0 are outlined in this document along with instructions on how to access those features. A separate Quick Reference Guide covers non-Enterprise exclusive features. The new and enhanced features are:

- 3-Tier Cloud Access (formerly known as Hosting)  
**NOTE:** Details for this feature are included in a separate Quick Reference Guide.
- Bill Workflow Approvals
- Sales Order Fulfillment Worksheet

## FEATURES, BENEFITS & ACCESS INSTRUCTIONS

Refer to the following tables on the features, benefits, and how to access them within QuickBooks Enterprise 22.0. The *How to Access* section assumes the company is opened in QuickBooks Enterprise Desktop 22.0.

Feature: Bill Workflow Approvals	
Countries	United States
Purpose	Delegate with confidence, manage cash flow, and boost transparency with customizable bill workflow approvals.
Benefits	<ul style="list-style-type: none"><li>• Delegate accounts payable tasks confidently.</li><li>• Maintain cash flow oversight with a dashboard that tracks bills that need approval.</li><li>• Employees get timely reminders so they don't miss a bill approval deadline.</li></ul>
How to Access	
<p>To set up as Admin:</p> <ol style="list-style-type: none"><li>1. Select the <b>Company</b> tab in the QuickBooks Desktop main menu.</li><li>2. Select <b>Set Up Approval Processes</b>.</li><li>3. Click <b>Get Started</b>.</li><li>4. Click on <b>Bills</b>.</li><li>5. Enter the <b>Details and Conditions</b>.</li><li>6. Click <b>Save &amp; Activate</b>.</li><li>7. Review conditions and click <b>OK</b>.</li><li>8. Click <b>OK</b> in confirmation window.</li></ol>	

To set up as Requester:

1. Select the **Vendors** tab in the QuickBooks Desktop main menu.
2. Select **Enter Bills**.
3. Enter the **Address, Amount** and **other information** on the bill.
4. Click **Save & Close** or **Save & New**.
5. Click **Yes, Send for Approval** in the pop-up window.
6. Click **OK**.

To set up as Approver:

1. Select the **Company** tab in the QuickBooks Desktop main menu.
2. Select **Track and Approve Transactions**.
3. Click **Select** on the right side of a transaction.
4. Choose **Approve** or **Reject** in drop-down menu on the right.

## Feature: Sales Order Fulfillment Worksheet

<b>Countries</b>	United States
<b>Purpose</b>	Get paid faster and reduce billing complexity by managing the sales order process from a single location.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Reduce billing complexity with convenient batch invoice creation from within the sales order fulfillment worksheet.</li> <li>• Get paid faster with a prompt to generate an invoice when you mark an item as shipped.</li> </ul>

## How to Access

To create a single invoice:

1. Select the **Customers** tab in the QuickBooks Desktop main menu.
2. Choose **Sales Order Fulfillment Worksheet** in the drop-down menu.
3. Check the **Sales Order** in the left column.
4. Choose **Mark as Shipped** from the drop-down menu on the right.
5. Click **Yes** in the confirmation pop-up window.
6. Click **Yes** in the pop-up window if you would like to create an invoice.

To create batch invoices.

1. Select the **Customers** tab in the QuickBooks Desktop main menu.
2. Choose the **Sales Order Fulfillment Worksheet** in the drop-down menu.
3. Select two or more **Sales Orders** with a check mark on the left column.
4. Click the **Batch Actions** menu on bottom left of screen.
5. Choose **Create Invoice** from the drop-down menu.