Intuit® Academy

Accountant-Centric Features in QuickBooks 2012

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In addition, she has written and presented educational material for The Sleeter Group, Intuit Canada, Intuit, Inc., and others. Her company's clients hail from all industries in a number of countries, and they depend on CompuBooks to provide them with seamless administrative and accounting systems.

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ACCOUNTANT-CENTRIC FEATURES IN QUICKBOOKS 2012

Many accounting professionals are drawn to QuickBooks purely to support and keep their clients, who have fallen in love with the software because of its power and ease of use. What these professionals may not realise is that in addition to great end-user features, there are many tools included in QuickBooks Premier (and, to a certain extent, in the other editions) that are aimed at helping accountants do their jobs more efficiently. These features range from tools to help you support multiple clients to clean-up tricks that make light work of detecting and correcting typical client errors.
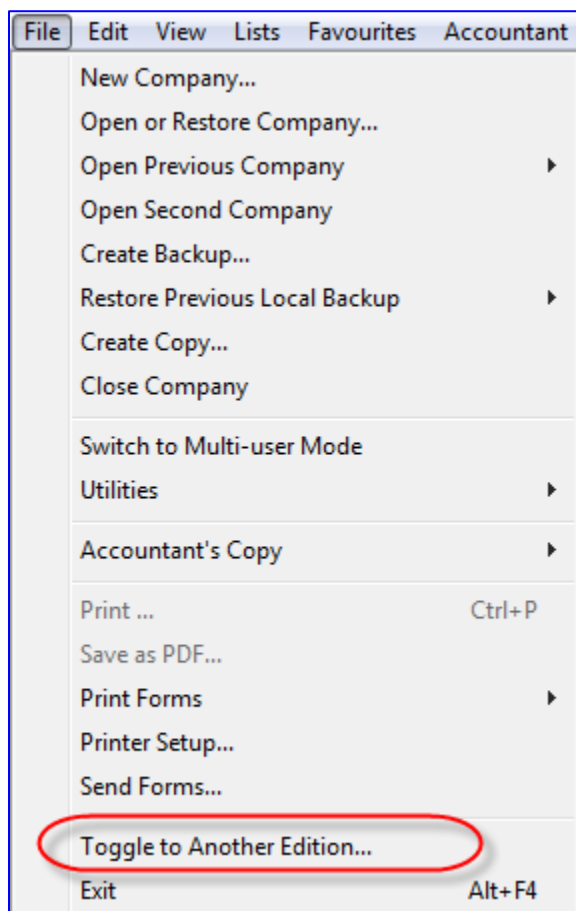
What follows is a list of "accountant-centric" features in QuickBooks. Some are in plain sight, while others are lurking behind the scenes. Without exception, these features and tools will make the accounting professional's life easier, while delighting their clients and saving time!

QUICKBOOKS PREMIER 2012: ACCOUNTANT EDITION FEATURES

TOGGLE TO ANOTHER EDITION (PREMIER ONLY)

Accountants using QuickBooks Premier 2012 often need to see the same interface their client sees when use QuickBooks. Especially helpful during phone calls from clients, "Toggle" helps the ProAdvisor or accounting professional see what the client sees. That way, they can tell if the client, who may be running QuickBooks SimpleStart or Pro, has access to the menu item, functions and reports which they will be advising them to use.

Access this feature by selecting **File** > **Toggle to Another Edition** and then select either **QuickBooks Pro** or **QuickBooks Simple Start**.

File	Edit View Lists Favourites Accountant
	New Company...
	Open or Restore Company...
	Open Previous Company ▶
	Open Second Company
	Create Backup...
	Restore Previous Local Backup ▶
	Create Copy...
	Close Company
	Switch to Multi-user Mode
	Utilities ▶
	Accountant's Copy ▶
	Print ... Ctrl+P
	Save as PDF...
	Print Forms ▶
	Printer Setup...
	Send Forms...
	Toggle to Another Edition...
	Exit Alt+F4

Choose Your QuickBooks Edition

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QuickBooks

Select the QuickBooks Edition you want to use.

○ Premier Accountant Edition - Currently open

◉ QuickBooks Pro

○ QuickBooks SimpleStart

Next >   Cancel

Choose Your QuickBooks Edition

intuit

QuickBooks

You have selected: QuickBooks Pro

Important: To toggle back to Accountant Edition or to toggle to any other edition, go to the File menu and click Toggle to Another Edition.

Click Toggle to close QuickBooks and reopen as the edition you selected.

< Back   Toggle   Cancel

When you are finished simulating Pro or SimpleStart and you wish to return to the full QuickBooks Premier functionality, select **File** > **Toggle to Another Edition** again.
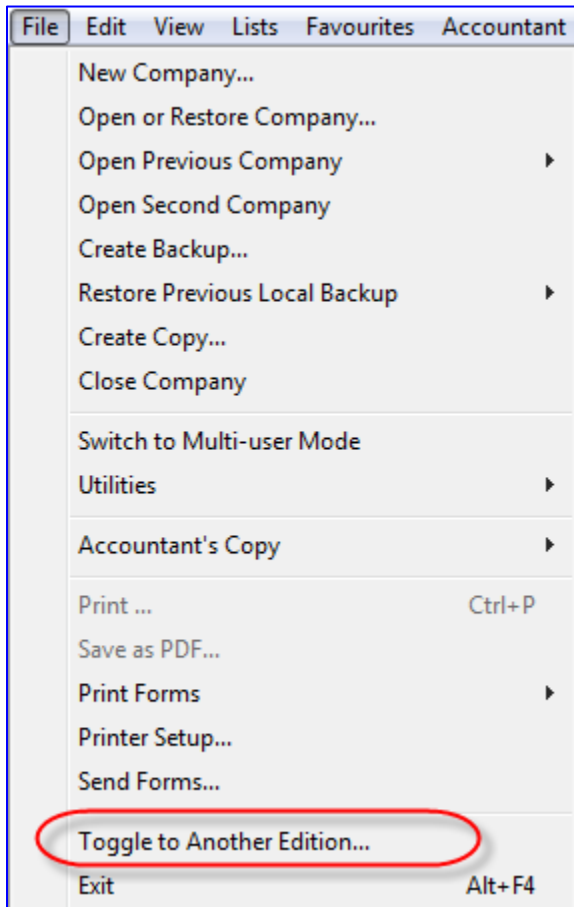
This time, you may toggle to the QuickBooks edition you did not choose in the first place, but in all likelihood you will want to return to QuickBooks Premier so choose **Premier Accountant Edition – Home**, which indicates that Premier Accountant Edition is the native software.
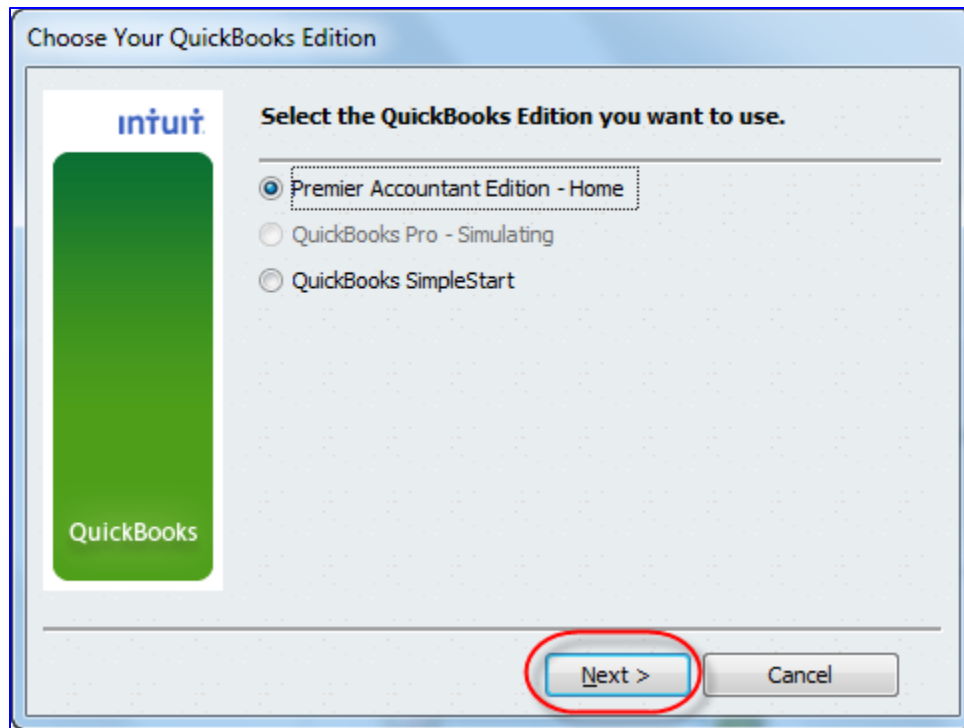
MULTI-INSTANCE (PREMIER ONLY)

This is a feature that accountants have been requesting for years. Until now, QuickBooks users could open only one company data file at a time. This became tedious for users who had more than one company to track. In particular, accounting professionals found it cumbersome as they would generally want to have more than one client file open at a time (especially important for tracking and reconciling intercompany loans), or one client's company data file and another client's file.

Multi-instance allows the QuickBooks user to open two files at the same time. With one company file already open, select **File** > **Open Second Company**.
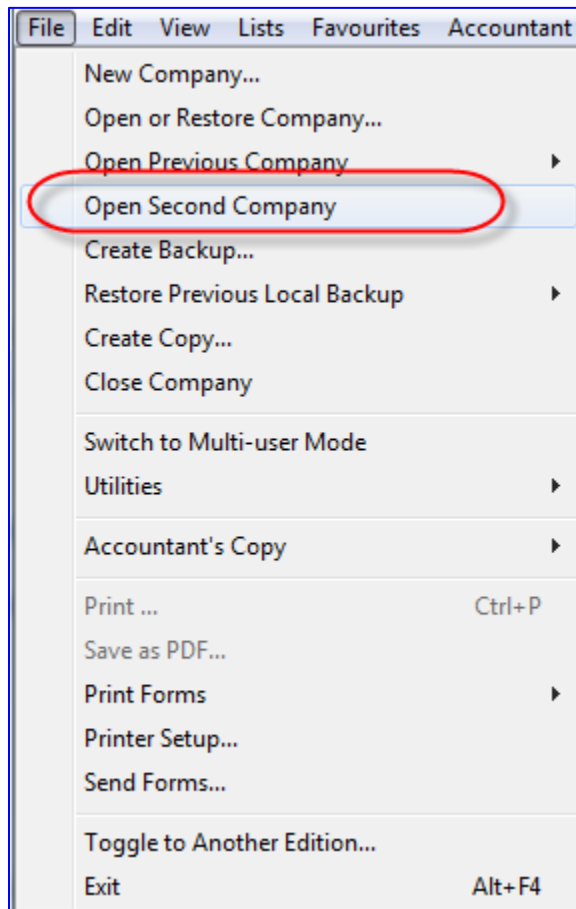
When the second company opens, a window will advise you that now a Primary window (the first company file that was already open) and a Secondary window (the second company file that was just opened) will be open, and that there are certain restrictions (very few in the Primary company, but more in the Secondary company) on what functions can be accessed when more than one company file is open:
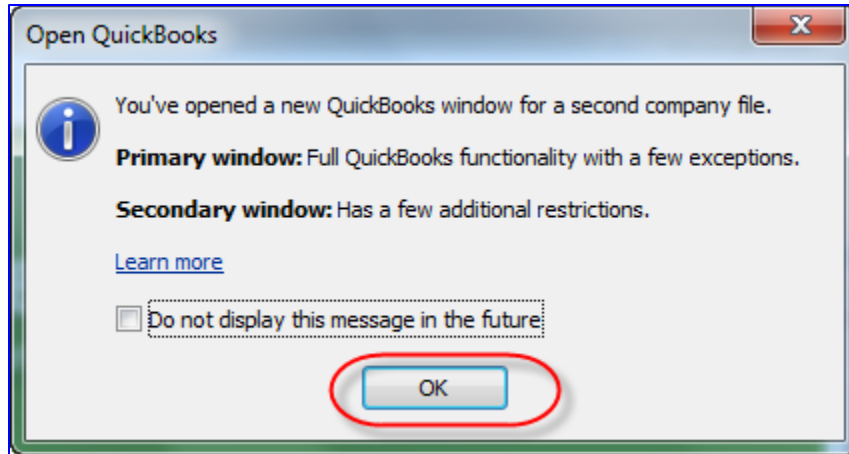
Each company file's QuickBooks window has a title bar that indicates the name of the company as well as whether the company file is the "Primary" or "Secondary" QuickBooks file:
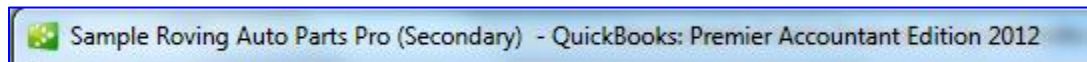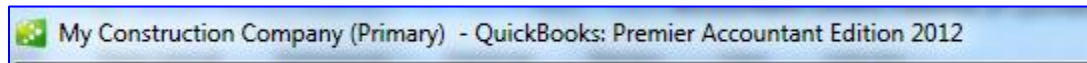
Below is a list of the restrictions on the two company files:

Open two company files at once

You can only open two company files at the same time in QuickBooks Accountant . The first file you open is labelled **Primary** and has a few limitations. The second file is labelled **Secondary** and has more limitations. If you close the pri
becomes the primary file.

How to open the Secondary file

There are two ways to open a secondary file

- Navigate to the company file in the file system and double-click the file name.
- Double-click the icon that starts QuickBooks.

Don't use the Open command on the File menu to open a second company file.

Restrictions on both files

When two company files are open, you can't perform the following operations listed in the table below in either file.

Area	Restriction
Accountant Menu Items	Financial Statement Designer
Add QuickBooks Services	Adding any QuickBooks Add ons
Internet Connection Setup	Setting up an internet connection from the Windows Control Panel
Registration and Licensing	Registering QuickBooks, License Sync, Changing a License, Unlocking to Premier, and Adding Seats
SDK Applications	Any application that use the QuickBooks Software Development Kit (SDK) to connect to QuickBooks.
Update QuickBooks	Download an update to QuickBooks. If Automatic Download is on, the updates download, but are not installed until you exit from both file w

Restrictions on the Secondary file

When two company files are open, in addition to the operations listed above, you can't perform the operations listed in the table below in the secondary file.

Area	Restriction
Banking	Order Cheques and Envelopes Set up Account for Online Services Import Web Connect File Create Online Banking Message Loan Manager Set Cheque Reorder Reminder Participating Online Institutions
Company Menu Items	Alerts Manager Customer Credit Card Protection Manage Currency Planning and Budgeting Tools Prepare Letters with Envelopes
Customer Centre	The Collections Centre The following Credit Card Processing activities: Link Merchant Account to Company File
Complex Password	The Complex Password Setup for Credit Card Protection
Customise Design and Layout	Estimate, Purchase Order, Sales Order, Invoice, Sales Receipt, and Credit Note forms
File Menu Items	All items on the Import and Export submenus of the Utilities menu Send Forms Synchronise Contacts
New Business Checklist	All items on the checklist
Payroll	My Payroll Service (all items) Pay Employees (including starting scheduled payroll) Setup Add, Edit, and Delete Payroll Items Get Payroll Updates Process End of Year Forms Pay or Adjust Payroll Liabilities Edit/Void Payroll Payments Advance Holiday Payments Change SER Status Process P45/P46
Printer Setup	You can only setup a printer in the Primary window.
QuickBooks Messenger	Restricted in the Secondary window
Template List	New Edit Delete Duplicate Active/Inactive Download

Restrictions on QuickBooks Help

QuickBooks Help can only open in the current window. If Help is already open in one widow and you click Help in the other window, Help doesn't open again. Use the Help in the other window to search for a topic.

NOTE: When the Primary company file is closed, the company previously tagged as "Secondary" now becomes the new Primary file.

ADJUSTING GENERAL JOURNAL ENTRIES (PREMIER ONLY)

This feature allows the user to tag a General Journal Entry as "adjusting" by checking the box next to **Adjusting Entry** at the top of the form.

Selecting this checkbox will segregate the general journal entry determined as necessary at a year-end or period-end (such as accruals and depreciation) from other entries that are made in the course of recording normal business activities.

WORKING TRIAL BALANCE (PREMIER ONLY)

Especially useful during year-end accounts reconciliations and preparation for tax returns and financial statement preparation, the Working Trial Balance feature allows the accountant to see the beginning balance, the net effect of all transactions for the selected period, plus the net effect of all adjusting entries, and to add workpaper references.

Access this feature by selecting **Accountant** > **Working Trial Balance**. Then select the desired date range, either by choosing a pre-set period from the drop-down box or by selecting a custom period with user-determined **From** and **To** dates.

The user may double-click or "drill down" (see the magnifying glass with the **Z** in the middle in the screen capture below, indicating that a QuickZoom drill-down function is possible.) into any number in this report to find the transactions for this account, and may continue to drill down until a specific transaction is opened for viewing or editing.

The Adjusting General Journal Entries (see previous section, above) are segregated into their own column so that there is a separation between normal entries that are made during the year and any adjustments that are determined by the controller or accounting professional to be necessary for such items as accruals and depreciation.

For simplicity, there is also the option to show only accounts with transaction activity by selecting a checkmark in the box in the bottom left corner: **Only show accounts with transaction activity**.

The Working Trial Balance feature allows the accountant to enter adjusting general journal entries directly from this window. Simply select the **Make Adjustments** button in the bottom right section of this window.

HIDE/SHOW LIST OF JOURNAL ENTRIES IN GENERAL JOURNAL ENTRY WINDOW (PREMIER ONLY)

When entering or reviewing previously-posted general journal entries, it is possible to see a list of general journal entries (for a wide variety of pre-set date ranges) which were already entered. This can be quite helpful in deciding whether to post an entry such as depreciation or an accrual, or to determine the amount of the entry. Access this feature in a general journal entry by selecting the box "Show List of Entries" in the bottom left corner of the Make General Journal Entries window.

Conversely, if you do not wish to see the list of previously-entered general journal entries in this window, select the box **Hide List of Entries**, which is in the bottom left corner of the window.

AUTO-REVERSING JOURNAL ENTRIES (PREMIER ONLY)

This feature on general journal entries in QuickBooks Premier enables the user to open a previously-entered entry and select the **Reverse** icon at the top of the journal window.

This will generate a reversing entry dated the first day of the next month, with all debits and credits reversed, along with a checkmark in the box next to the words **Adjusting Entry** and a memo in the first row indicating that it is a reversal of a particular journal entry.

This is very useful for accruals at financial year-end.

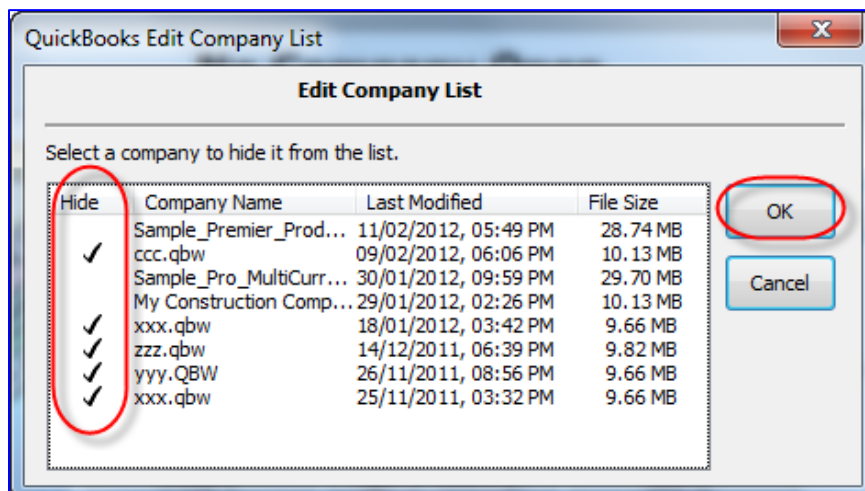## EDIT "NO COMPANY OPEN" WINDOW (PRO AND PREMIER)

ProAdvisors, bookkeeper and accountants who support multiple clients and often restore, rename, and move client files after opening them will appreciate this feature.

After a company file has been opened in QuickBooks, it populates both the **No Company Open** window list when a company file is closed as well as the **Open Previous Company** list in the **File** menu. Before QuickBooks 2012, if a company file had been moved or renamed, the old file location or filename would continue to appear on the both these lists for some time unless some tedious workaround steps were taken.

Now, with QuickBooks 2012, simply open QuickBooks Pro or Premier and, if a company file opens, select **File** > **Close Company**. The **No Company Open** window will appear. Access this feature by selecting **Edit List** to remove the files you wish to disappear from this window (and the Open Previous Company list).
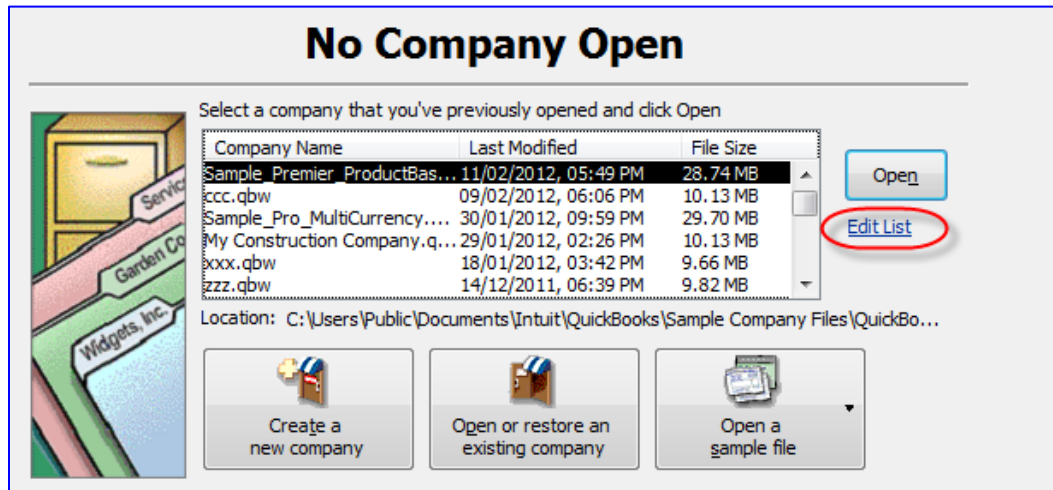
The **QuickBooks Edit Company List** window appears. Click a checkmark next to each company file you wish to be removed from this list (and the Open Previous Company list) and select **OK**.

The **No Company Open** window refreshes without the files that were checked to be deleted.
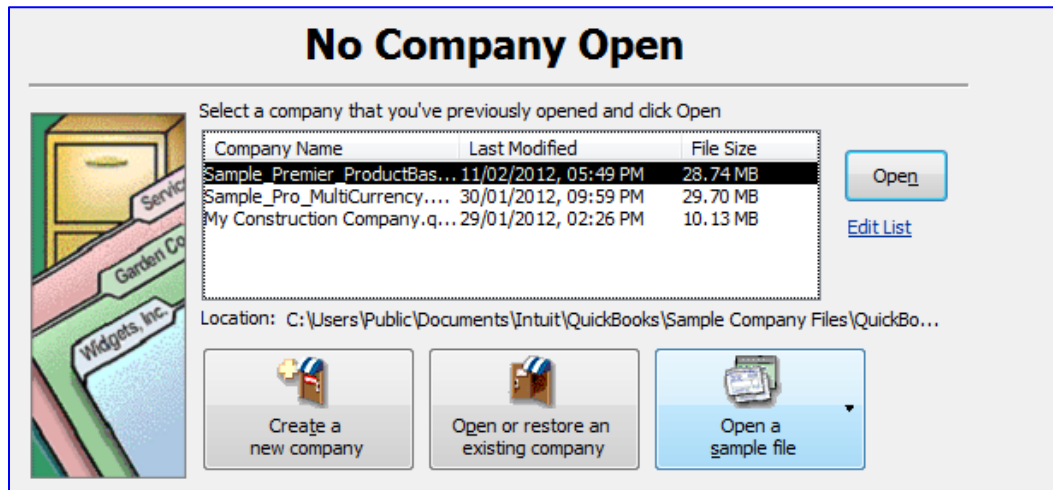
The **Open Previous Company** list also reflects the remaining filenames only:
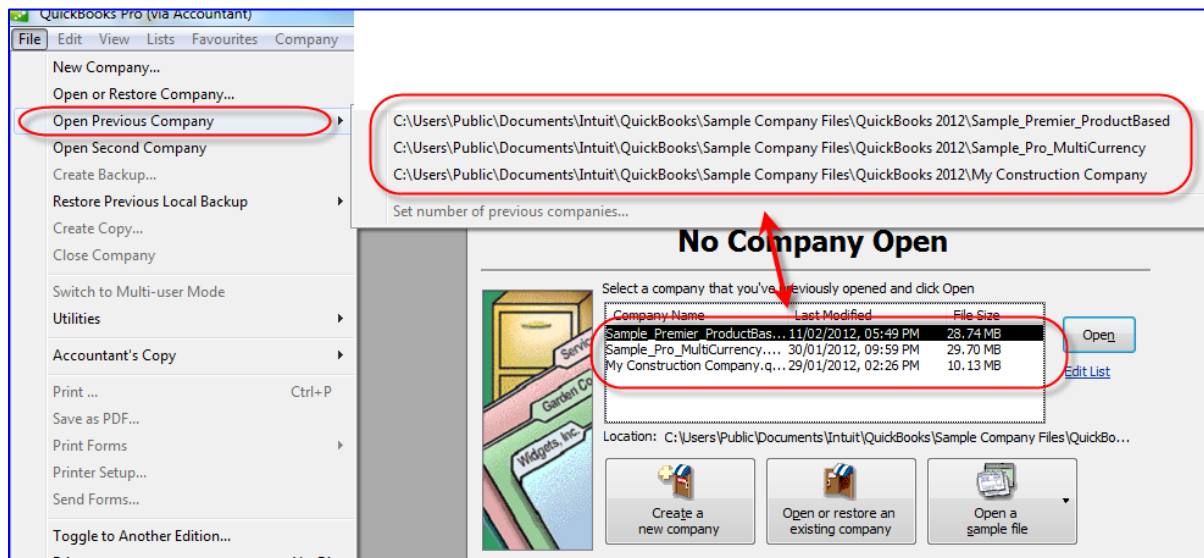
ACCOUNTANT REPORTS

TRIAL BALANCE (SIMPLESTART, PRO AND PREMIER)

Access this report by selecting **Reports** > **Accountant & Taxes** > **Trial Balance**. (In SimpleStart, select **Reports** > **Accountant** > **Trial Balance**.)
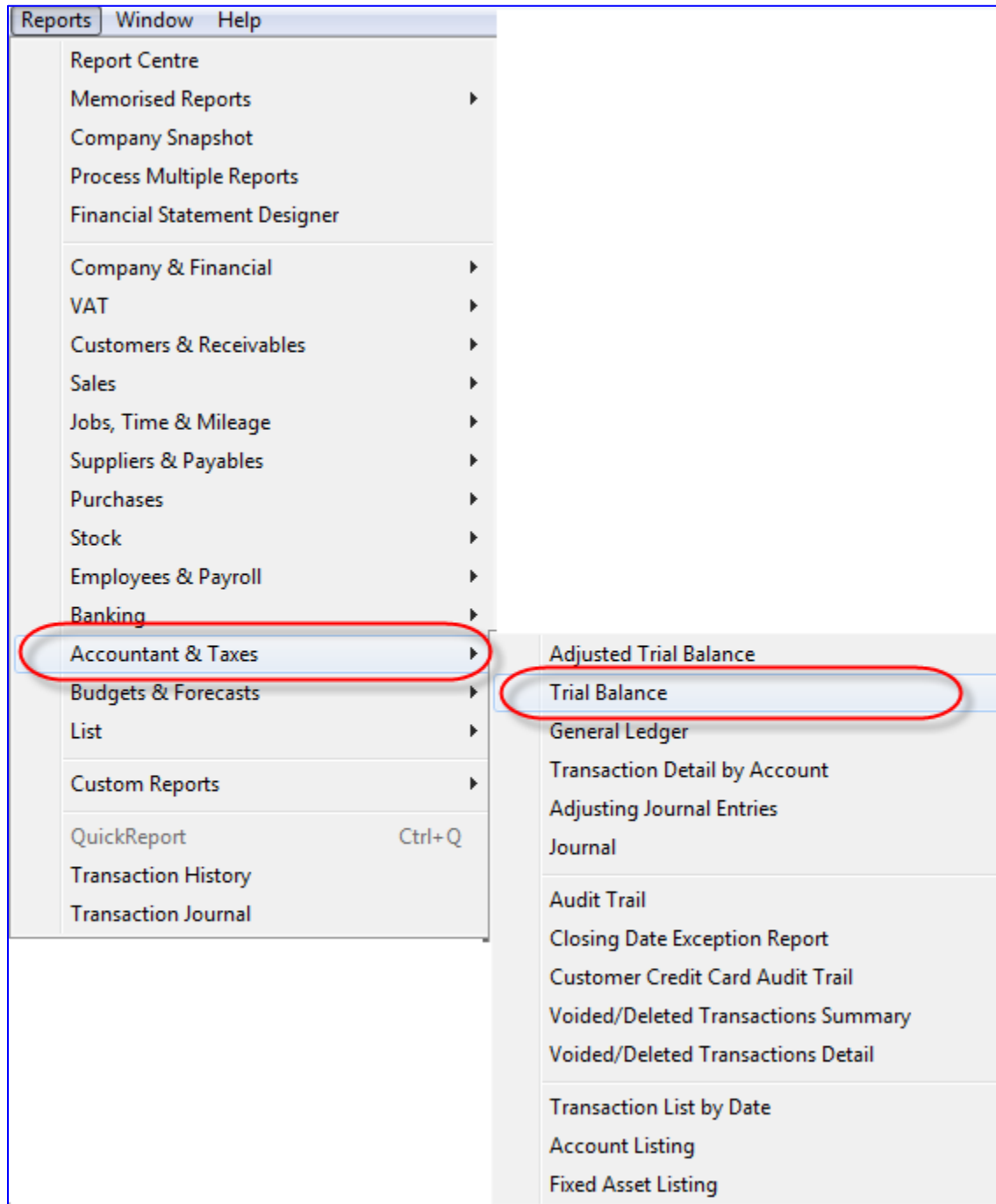
This provides you with a trial balance report for any date range, either a pre-set date range from the "Dates" drop-down box or a user-specified range by selecting the **From** and **To** dates. This date range can be as short as one day or as long as the range of dates for which there are transactions in QuickBooks.

ADJUSTING JOURNAL ENTRIES REPORT (PREMIER ONLY)

This report lists all General Journal Entries that were tagged as "adjusting" (by checking the box next to **Adjusting Entry**) during a given period.

Access this report by selecting **Reports** > **Accountant & Taxes** > **Adjusting Journal Entries**. Then, at the top of the report, select the period or range of dates desired.
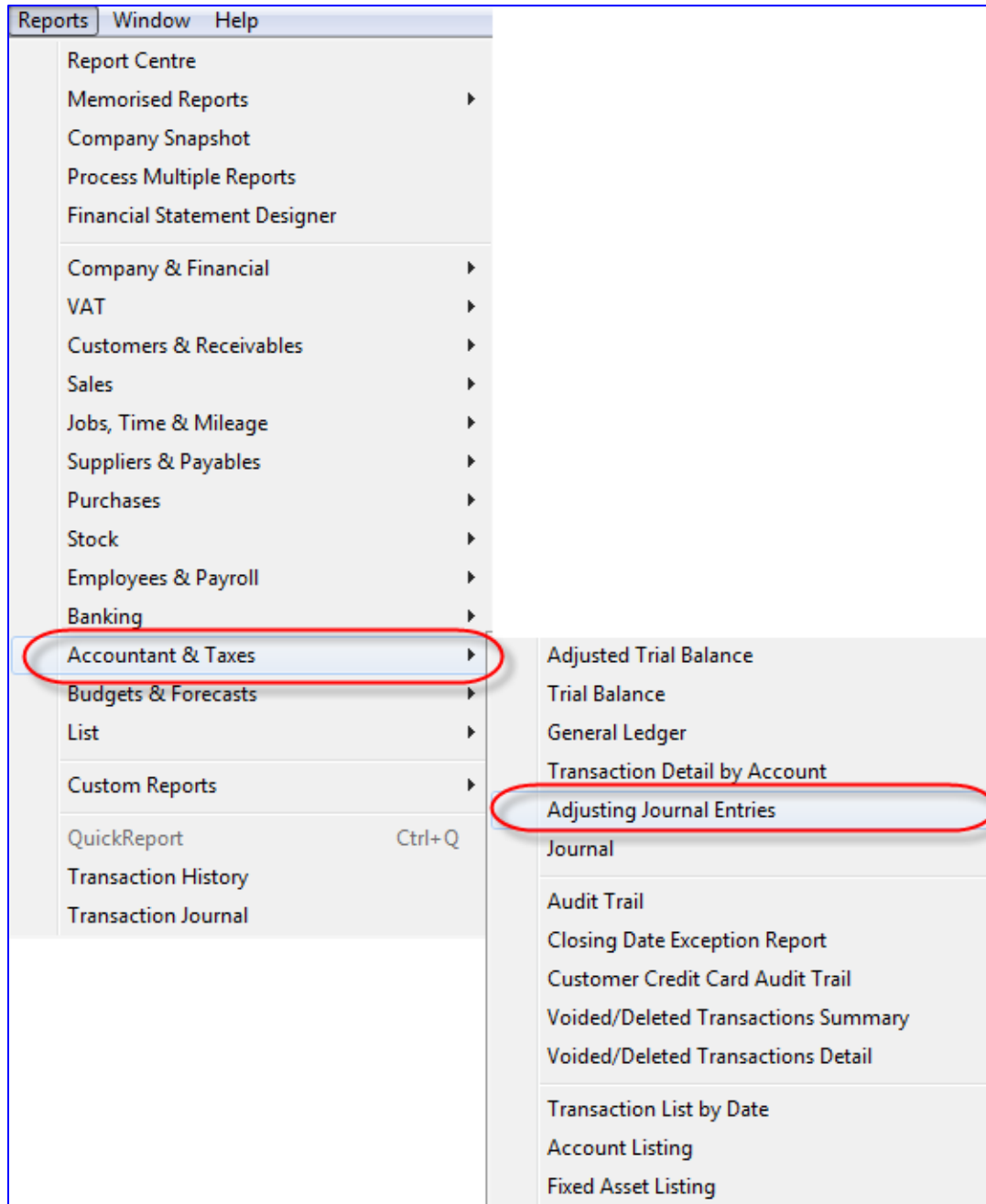
Adjusting Journal Entries

Customise Report | Memorise | Print | E-mail ▼ | Excel ▼ | Hide Header | Expand | Refresh

Dates | All ▼ | From [ ] 🔳 To [ ] 🔳 Sort By | Default ▼

4:42 PM

31/12/14

Accrual Basis

Roving Auto Parts Pro

Adjusting Journal Entries

All Transactions

Date	Num	Name	Memo	Account	Debit	Credit
▶ 31/12/2014	GJ 2		depreciation on all fixed a...	Depreciation Expense	100.00	
			depreciation on all fixed a...	Accumulated Depreciation		100.00
					100.00	100.00
TOTAL					**100.00**	**100.00**

ADJUSTED TRIAL BALANCE (PREMIER ONLY)

The Adjusted Trial Balance report works in a fashion very similar to the Working Trial Balance function described in the previous section.

This report displays the unadjusted balances (resulting from regular entries posted in the course of doing business, prior to taking adjusting general journal entries into account), adjustments (in the form of adjusting general journal entries), and adjusted balances (after taking the adjusting general journal entries into account) as of the last day for the specified date range.

Access this report by selecting **Reports** > **Accountant & Taxes** > **Adjusted Trial Balance**.
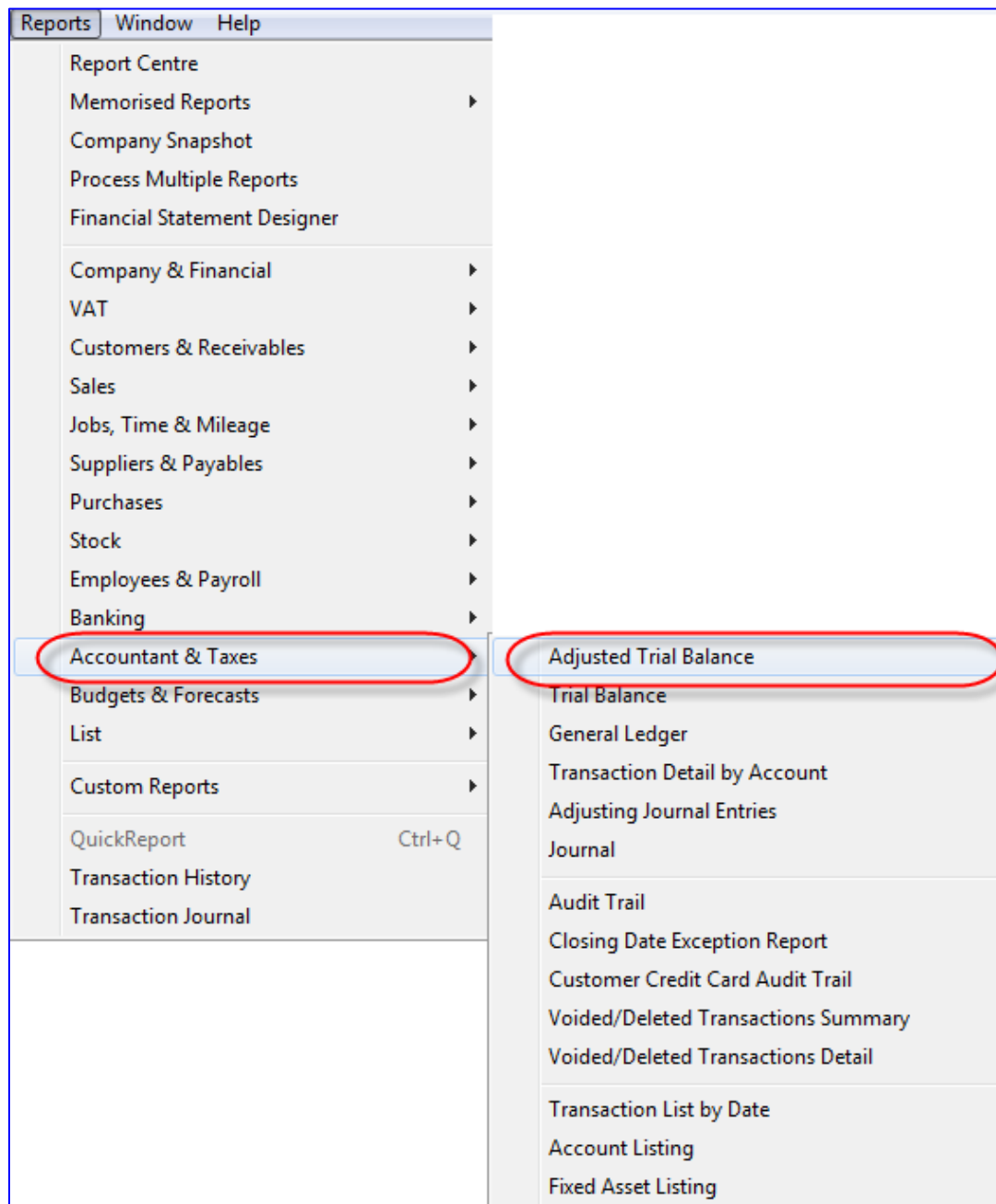
Adjusted Trial Balance

Customise Report | Memorise | Print | E-mail ▼ | Excel ▼ | Hide Header | Collapse | Refresh

Dates: This Financial Year ▼ From 01/01/2014 To 31/12/2014 Sort By Default ▼

4:45 PM

31/12/14

Accrual Basis

Roving Auto Parts Pro
Adjusted Trial Balance
January through December 2014

	Unadjusted Balance		Adjustments		Adjusted Balance	
	Debit	Credit	Debit	Credit	Debit	Credit
Current	85,055.44				85,055.44	
Accounts Receivable	294,980.48				294,980.48	
Stock	59,002.58				59,002.58	
Undeposited Funds	626.22				626.22	
Fixed Assets:Accumulated Depreciation				100.00		100.00
Accounts Payable		75,412.29				75,412.29
Visa		9,448.03				9,448.03
Payroll Liabilities		84,135.24				84,135.24
Shareholder Loan		25,000.00				25,000.00
VAT Liability		73,513.22				73,513.22
Retained Earnings	236,889.45				236,889.45	
Sales		476,216.00				476,216.00
Services Income		43,555.65				43,555.65
Cost of Goods Sold	379.83				379.83	
Parts and Materials	72,740.29				72,740.29	
Bank Service Charges	78.00				78.00	
Charitable Donations	1,500.00				1,500.00	
Depreciation Expense			100.00		100.00	
Dues and Subscriptions	1,106.43				1,106.43	
Insurance Expense:General Liability Insurance	3,300.00				3,300.00	
Printing and Reproduction	663.84				663.84	
Professional Fees	1,800.00				1,800.00	
Rent and Rates	20,400.00				20,400.00	
Repairs and Maintenance	4,400.00				4,400.00	
Telephone	1,740.00				1,740.00	
Utilities	3,574.44				3,574.44	

AUDIT TRAIL (SIMPLESTART, PRO & PREMIER)

The always-on audit trail tracks all transactions, posting and otherwise, that were entered, modified, or deleted that affect the general ledger. (The exceptions are that it does not keep track of time tracking entries, reconciliation status, VAT filing status, or changes to lists.)

Access the Audit Trail by selecting **Reports** > **Accountant & Taxes** > **Audit Trail**. (In SimpleStart, select **Reports** > **Accountant** > **Audit Trail**.)

The Audit Trail reports on many information fields (some are displayed only if you select **Customise Report** and checkmark the desired columns in the **Display** tab) having to do with each transaction on the report, including:

- "Num" or Document Number (user-assigned, such as bill number or invoice number)
- Transaction Number (assigned automatically and sequentially by QuickBooks behind the scenes, regardless of the user-assigned Document Number)
- Transaction Type
- Transaction Date
- Entered/Last Modified Date
- Entering/Modifying User
- Account
- Class
- Quantity
- Unit Price
- Item
- Debit amount
- Credit amount

If a transaction is modified several times, the Audit Trail keeps track of every single version or "State" of that transaction, while highlighting the latest State (which is what appears in the appropriate non-Audit Trail reports). The State column identifies whether you are looking at the most recent version of a transaction (the Latest) or an earlier version of the same transaction (a Prior). Transactions may have multiple Prior entries listed, but only one Latest. Very importantly, the Audit Trail tracks every entry, modification, and deletion, precisely when it was done, and who did it.

NOTE: You must have separate user names and passwords for each user. Otherwise, the audit trail will show every transaction as being from one user (in the case of a company in which everyone shares a single log-in!)

Any information about the transaction that has been changed is highlighted in ***Bold Italic*** type in the report. If there are multiple versions of a transaction, the earliest version will have no highlighting, but subsequent versions will highlight each value that differs from the previous version's value in that field by displaying the value in bold italics. If a line item was added to the transaction, that entire line of the report will be highlighted.

Each transaction is identified by a bold heading (for example, **Bill 44424**). The transaction heading information always appears in the following order:

1. The type of transaction (deposit, cheque, bill, etc.)

2. The document number (if applicable).

This status (**Latest** or **Prior**) is automatically assigned by QuickBooks as transactions are added, deleted, or modified. To view the most current version of the transaction, double-click any field in the Latest entry in the report.

One very valuable feature of the Audit Trail is that the user can run a report filtered by two date ranges. The first is the **Report Date Range**, which is the *posting date* of each transaction. The second is the **Entered/Last Modified Date Range**, which is the date on which the *last changes were made to a transaction*. (Unfortunately, one cannot filter by all modification dates but only the modification date that resulted in the Latest State.)

CLOSING DATE EXCEPTION REPORT (PREMIER ONLY)

Oftentimes, accountants will run a Trial Balance as of the last financial period and find that it differs from the finalised, printed Trial Balance for that period. This happens because someone in the organisation decided to enter, edit or delete a transaction that was dated either on the last date of the Trial Balance period or before that. To prevent unwanted changes to these prior periods, we recommend that clients set a closing date and a closing date password to "lock" down everything that is in the company data file from the beginning of time up to and including the closing date. This stops anyone wishing to enter, edit, or delete transactions on or before the closing date. It is a good practice to update (i.e., move forward) the closing date and closing date password regularly. Only the Admin user can set or change the closing date or the closing date password.

Another benefit to establishing and maintaining a closing date and password is that if anyone knowing the password uses it to make changes to a closed period, QuickBooks will keep track of who made what change, and when. This report, called the **Closing Date Exception Report**, is available only in QuickBooks Premier, and is accessed by selecting **Reports** > **Accountant & Taxes** > **Closing Date Exception Report**.
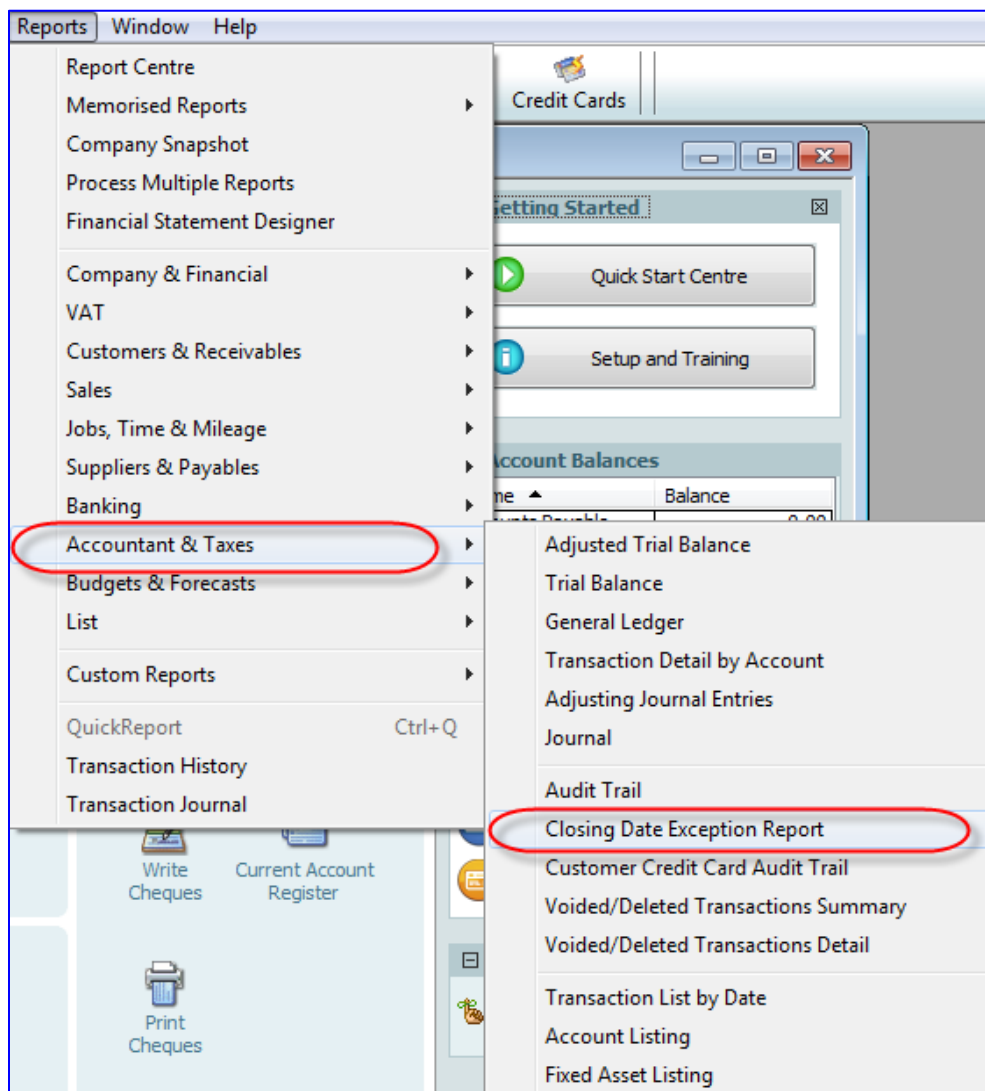
This report also lists the history of when the closing date was set or changed.

It is important to note that if no closing date is set, then this report will not run and will be of no value.

RECONCILIATION DISCREPANCY REPORT (PRO AND PREMIER)

There is nothing in QuickBooks that stops a client from changing or deleting a transaction that has already been reconciled in the **Banking** > **Reconcile** function. There is a warning when someone attempts to change the amount of a reconciled transaction, which end users often ignore and select **Yes** without considering the ramifications of what they are doing:
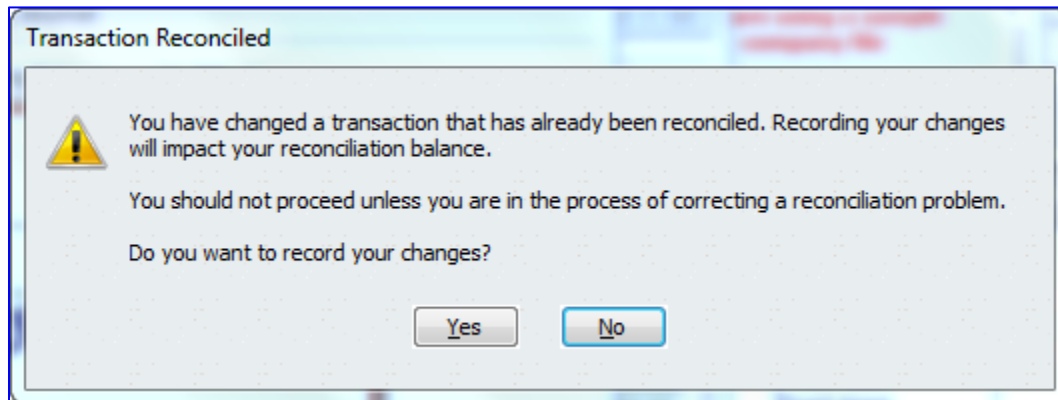
Similarly, there is a warning when someone attempts to change the (bank or credit card) account of a reconciled transaction, which end users often ignore and select **Yes** without considering the ramifications of what they are doing:
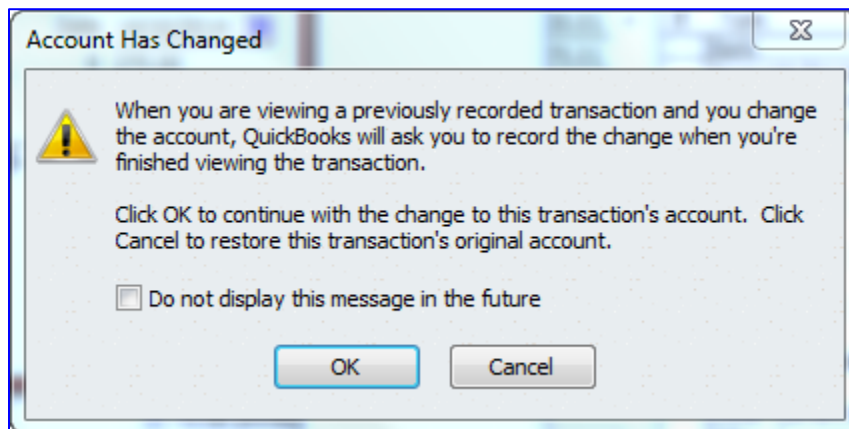
Similarly, there is a warning when someone attempts to delete a reconciled transaction, which end users often ignore and select **Yes** without considering the ramifications of what they are doing:
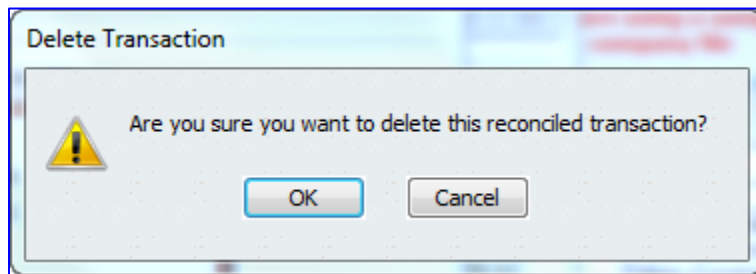
NOTE: QuickBooks does not offer any warning other than "*You have changed the transaction. Are you sure you want to record your changes?*" for edits to reconciled transactions such as changing the date or adding a memo. Changing a date on a transaction, especially changing it to a date in the future (past the statement date for this account), can have undesired effects on reconciliation reports. See below, in the section on bank reconciliations.

Because the warnings in QuickBooks are sometimes ignored by clients, and they end up making changes to reconciled transactions, bank and credit card reconciliations can be affected, so that the Beginning Balance on the next reconciliation differs from the Ending Balance on the last reconciliation.

If this happens, the first report you should run is the **Reconciliation Discrepancy Report**. Access this report by selecting **Reports** > **Banking** > **Reconciliation Discrepancy Report**. Then select the account for which you want the report.

Reports	Window	Help
Report Centre		
Memorised Reports	▶	
Company Snapshot		
Process Multiple Reports		
Financial Statement Designer		
Company & Financial	▶	
VAT	▶	
Customers & Receivables	▶	
Sales	▶	
Jobs, Time & Mileage	▶	
Suppliers & Payables	▶	
Purchases	▶	
Stock	▶	
Employees & Payroll	▶	
Banking	▶	Deposit Detail
Accountant & Taxes	▶	Cheque Detail
Budgets & Forecasts	▶	Missing Cheques
List	▶	Reconciliation Discrepancy
		Previous Reconciliation
Custom Reports	▶	
QuickReport	Ctrl+Q	
Transaction History		
Transaction Journal		

It can also be accessed at the beginning of a bank or credit reconciliation by selecting **Locate Discrepancies** in the pop-up **Begin Reconciliation** window.

The report will show any changes or deletions to reconciled transactions for the account in question, so that the user may change the transactions back to the original state and the reconciliation will have the correct beginning balance.

If, however, the edited amount was correct and the previously-conducted reconciliation was erroneous because the person who did the reconciling "fudged" entries to make the account reconcile, it is important to know that it is possible to undo reconciliations (in the same **Begin Reconciliation** window as seen above) and redo them.

VOIDED/DELETED TRANSACTIONS REPORTS (PRO AND PREMIER)

Access these reports by selecting **Reports** > **Accountant & Taxes** and choosing one of the two versions of this report available. There are two versions of these reports:

- Voided/Deleted Transactions Summary

- Voided/Deleted Transactions Detail

These reports provide valuable extra information in addition to the Audit Trail report, which cannot be programmed to show only deleted or voided transactions.

JOURNAL ICON (PREMIER) /CONTROL+Y (PRO AND PREMIER)

It is often a challenge to look at a transaction window (such as a cheque) on the screen and know instantly how the ledgers are affected behind the scenes. There is a simple way to see precisely what has been affected behind the scenes in QuickBooks by any transaction. Firstly, one must open a transaction that was already recorded. This will not work on transactions that have not yet been saved.

In Premier, most transactions will have a **Journal** icon at the top of the entry as in the screen capture of this invoice:

Selecting this **Journal** icon will produce a Transaction Journal, which may be customised to add or remove columns, change column widths, order of columns and other typical report modifications.

Some transactions in Premier such as Payroll Payments do not have a **Journal** icon. In this case, as is the case with all transactions being reviewed using QuickBooks Pro, simply select **Control+Y** when the transaction is open to show the Transaction Journal behind the scenes. Another option with the transaction open is to select **Reports** > **Transaction Journal**.

HISTORY ON TRANSACTIONS (PRO AND PREMIER)

There are times when the accountant, when reviewing a client's financial records, needs to find related transactions to ensure that everything was entered properly. There is a simple way to find the History on Transactions in QuickBooks.

Access this feature by selecting the **History** icon at the top of many already-posted transactions. Alternately, select **Control+H**. Once the Transaction History window opens, the accountant can open up and edit any of the transactions in the Transaction History. Transactions in the History would be any linked transactions such as Bills and Pay Bills, or Invoices and Receive Payments.
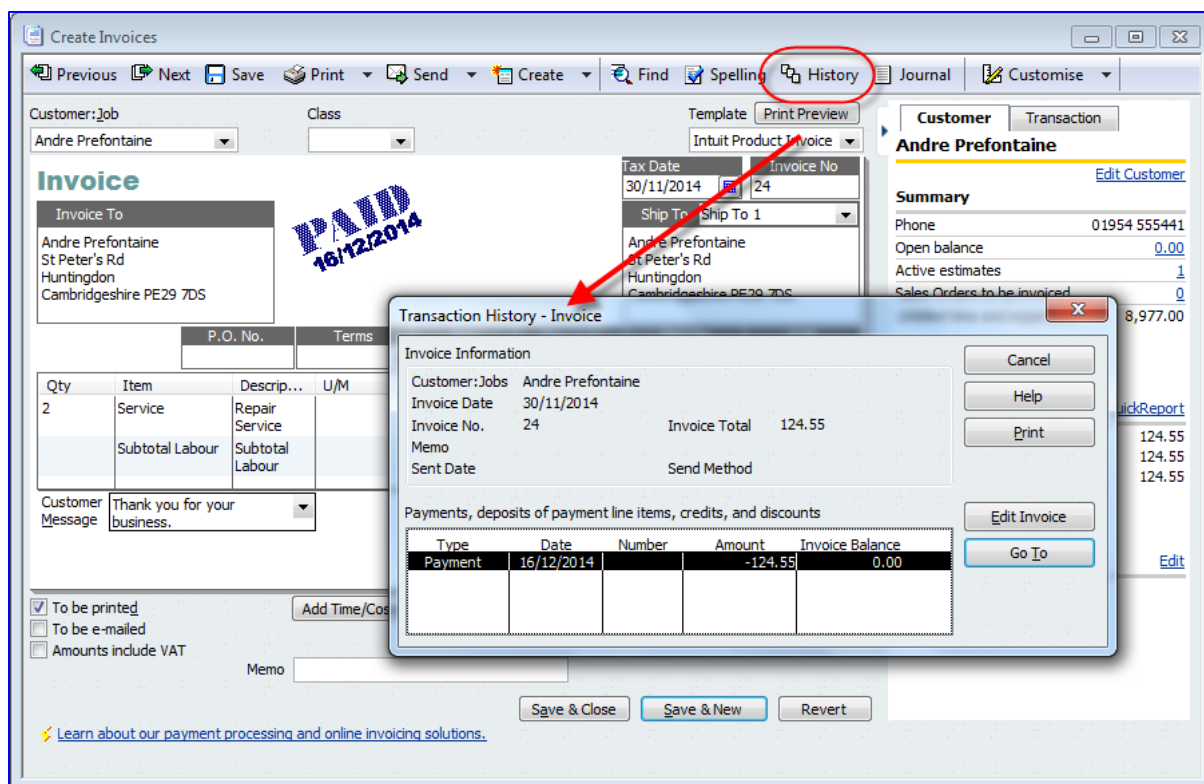
E-MAIL REPORT AS PDF OR EXCEL SPREADSHEET (PRO AND PREMIER)

Any report in QuickBooks may be e-mailed as an attachment (with Outlook and Outlook Express, Mozilla Thunderbird, Gmail, Hotmail, Yahoo Mail or custom SMTP email provider), either in Excel or PDF format. This is very useful for accountants who wish to send a query to their clients based on what they've seen in QuickBooks, or clients who wish to send draft statements to their accountant.

Access this feature by selecting the **E-mail** button at the top of the report, and then by selecting either **Send report as Excel** or **Send report as PDF**.
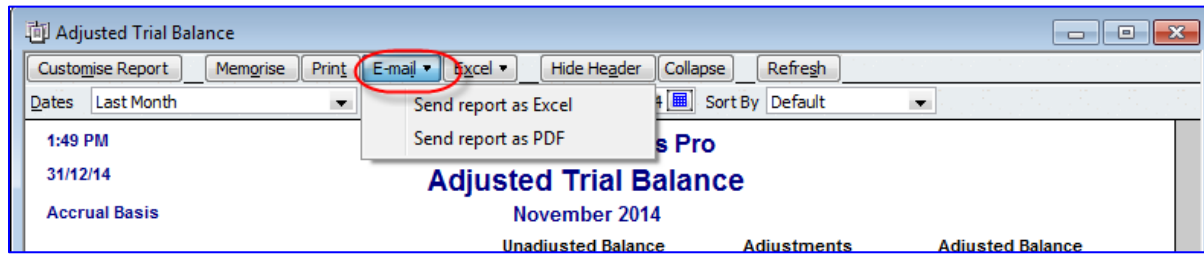
SAVE REPORT AS PDF (PRO AND PREMIER)

Many accounting professionals and business owners would prefer to save reports on their computers or networks as a PDF, rather than print them out. The advantage of doing this (as opposed to printing or using the e-mail function above) is that the report may be saved anywhere on the computer or network that you choose and you may name the report something unique and meaningful (e.g. "*AdjTrialBalNov2014SavedDec122014.PDF*"). (When e-mailing a report, your system saves the PDF in a default location and gives the PDF attachment a generic name.) Naturally, saving the report as a PDF means that it is unlikely that anyone can make unnoticed changes to it.

Access this feature with the desired report open by selecting **File** > **Save as PDF**.

EXCEL INTEGRATION (PRO AND PREMIER)

Any report in QuickBooks may be exported to Excel, and this can be very useful for performing extra formatting and calculations that cannot be done within QuickBooks. But the true beauty of QuickBooks 2012 is that QuickBooks *remembers* the Excel export file, and will update it for you at the click of a button! (This saves you having to re-format an exported report!)

Access this feature with the desired report open by selecting the **Excel** button at the top of the report. Then choose whether to **Create New Worksheet** or Update **Existing Worksheet**.

As with saving a report to PDF, the advantage of doing this (as opposed to printing or using the e-mail function previously mentioned) is that the report may be saved anywhere on the computer or network that you choose and you may name the report something unique and meaningful (e.g. "*AdjTrialBalNov2014SavedDec122014.xlsx*").

There are several options when hitting the Excel button at the top of a report:

- Create a new worksheet in a new workbook

- Create a new worksheet in an existing workbook

- Update an existing worksheet (one-click refresh – see next section for details)

- Save as a *.csv file (in case Excel is not installed on the system)

- Advanced options (by selecting the Advanced button) that include:

   o Auto Outline (allows for collapsing or expanding) – extremely useful
   o Auto Filtering (allows for custom data filtering) – extremely useful
   o Report header to show on the screen or just on the printed report
   o Repeat row labels on each page
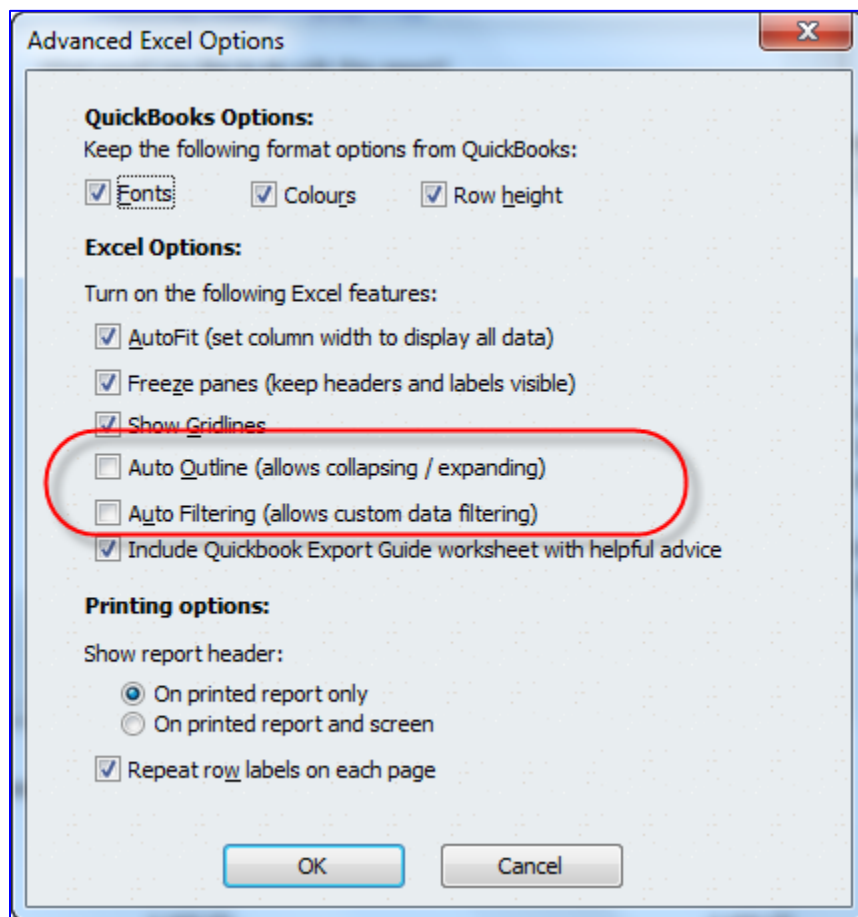
ONE-CLICK REFRESH/UPDATE OF EXCEL INTEGRATION (PRO AND PREMIER)

As mentioned above in the section on Excel Integration, any QuickBooks report may be exported to Excel. Many users make a series of specific formatting changes once the Excel export has taken place, such as changing column and row sizes, renaming report headers and column and row headers, and inserting rows and formulas. All these desired formatting changes used to have to be repeated any time the same report in QuickBooks was exported to Excel with refreshed data.

With the **one-click refresh** feature, however, the tedious task of repeating the formatting changes every time the same report is exported to Excel is unnecessary.

When a new, refreshed version of a report (that was already exported, formatted and saved in Excel) is run in QuickBooks, access this feature by selecting the **Excel** button at the top of the desired report in QuickBooks, and then choose **Update Existing Worksheet**.
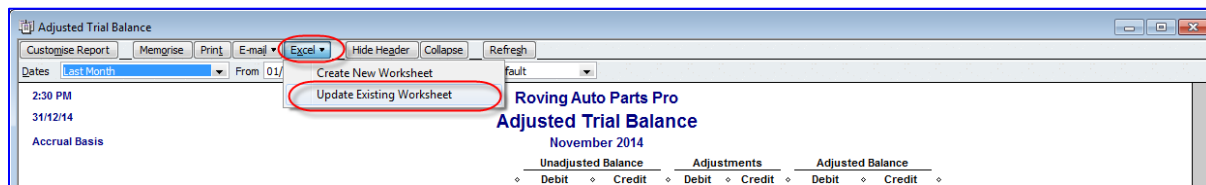
Alternately, there is another way to update an existing worksheet with refreshed QuickBooks data, but this time **from Excel** as opposed to from QuickBooks. In Excel, click the **QuickBooks** tab and select **Update Report**.
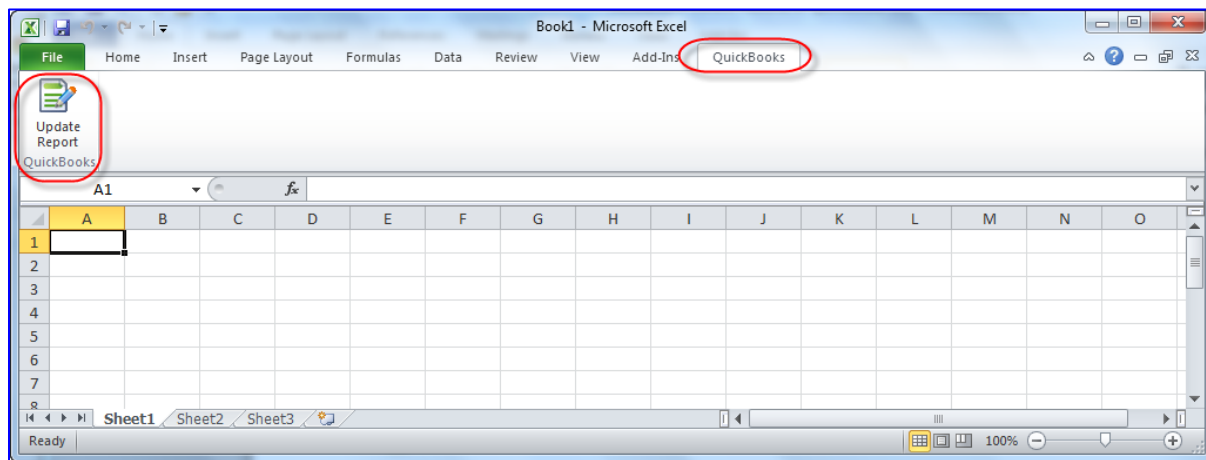
NOTE: The first time you update a report from Excel, QuickBooks must be open. This is important because QuickBooks automatically updates your integrated applications preference. Basically, it tells QuickBooks that Excel has permission to access your data. After that, you can update reports from Excel even if QuickBooks is closed.

NOTE: If you select **How it works** in the **Send Report to Excel** window, there is a description of which formatting changes are preserved when updating a QuickBooks report in Excel. For more information, there is a **Watch a Video** link in this **How it works** window.
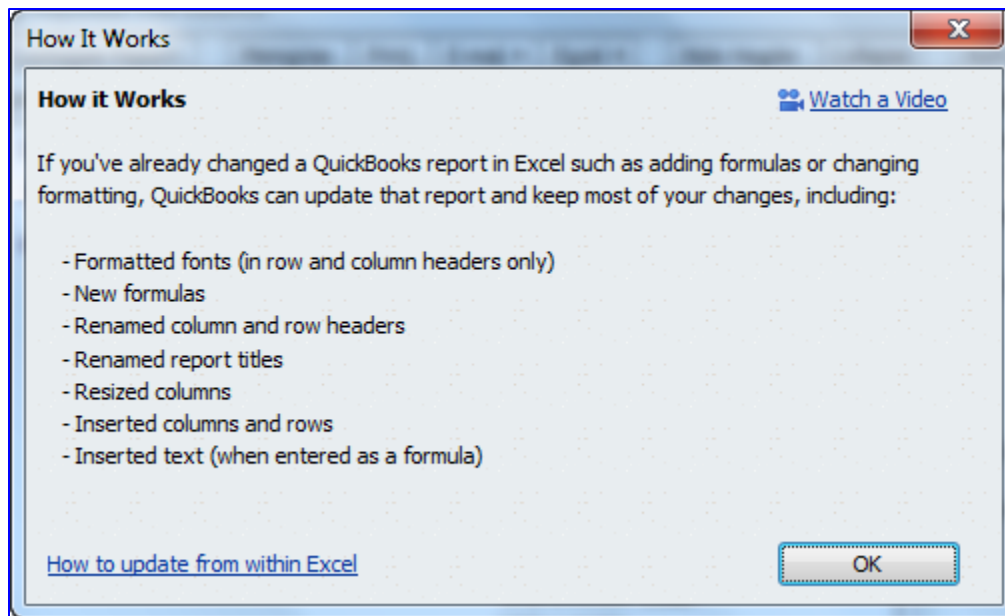
FINANCIAL STATEMENT DESIGNER (PREMIER)

Accounting professionals wishing to produce professionally formatted financial statements and supporting documents will want to make use of the Financial Statement Designer in QuickBooks Premier.

Access this feature by selecting **Accountant > Financial Statement Designer**.
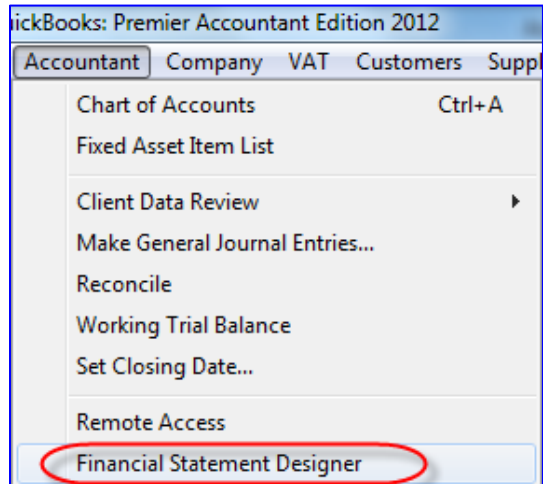
There are many pre-set templates for financial statements and supporting documents, but the accounting professional may create their own templates.
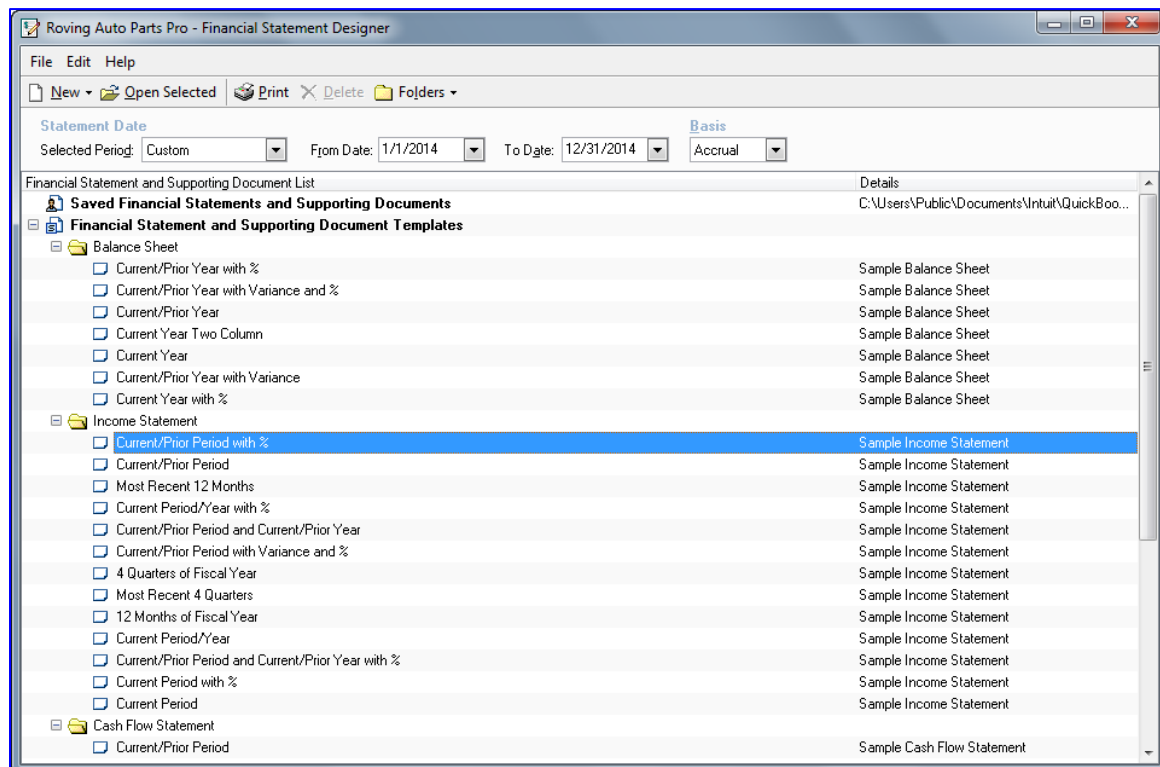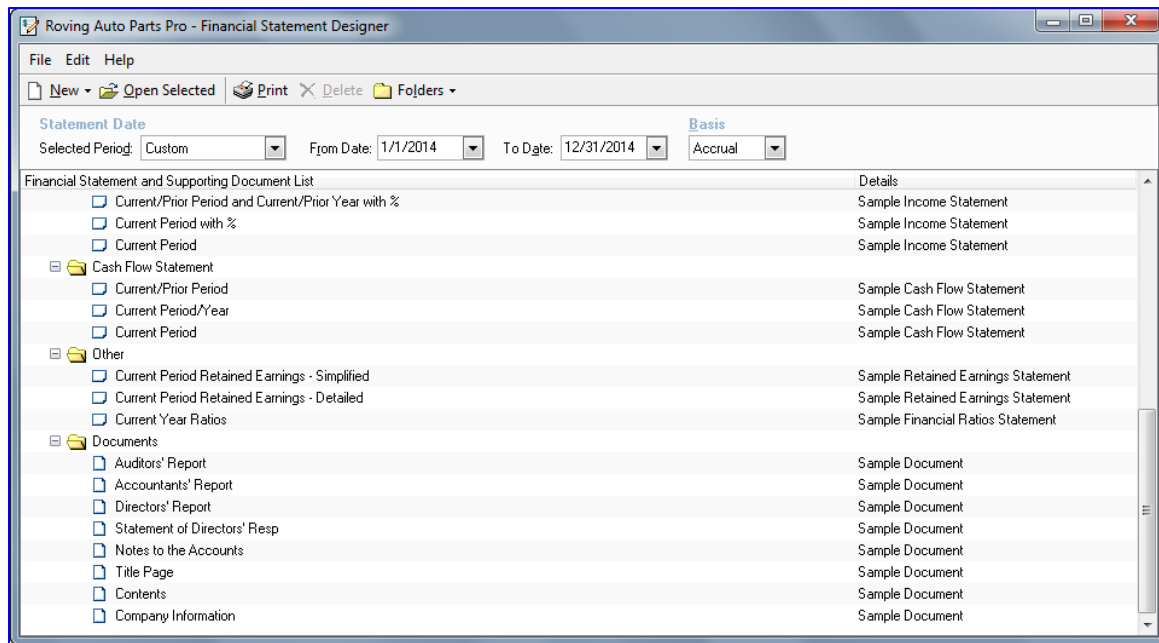
After choosing or creating and editing a template, an Excel-like window opens with the data populated for the chosen template from the QuickBooks company file.
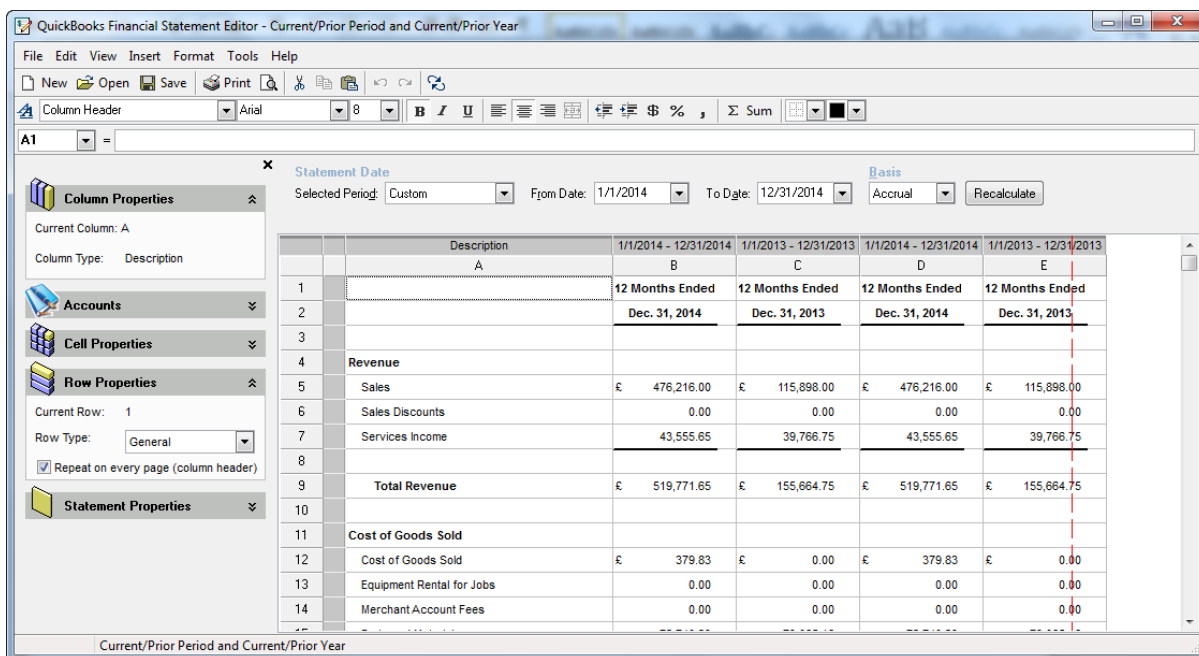
The accounting professional may insert rows, columns, combine fields, rename accounts, make formatting changes, determine rounding, and much more. These edits can be changed and applied to refreshed data.
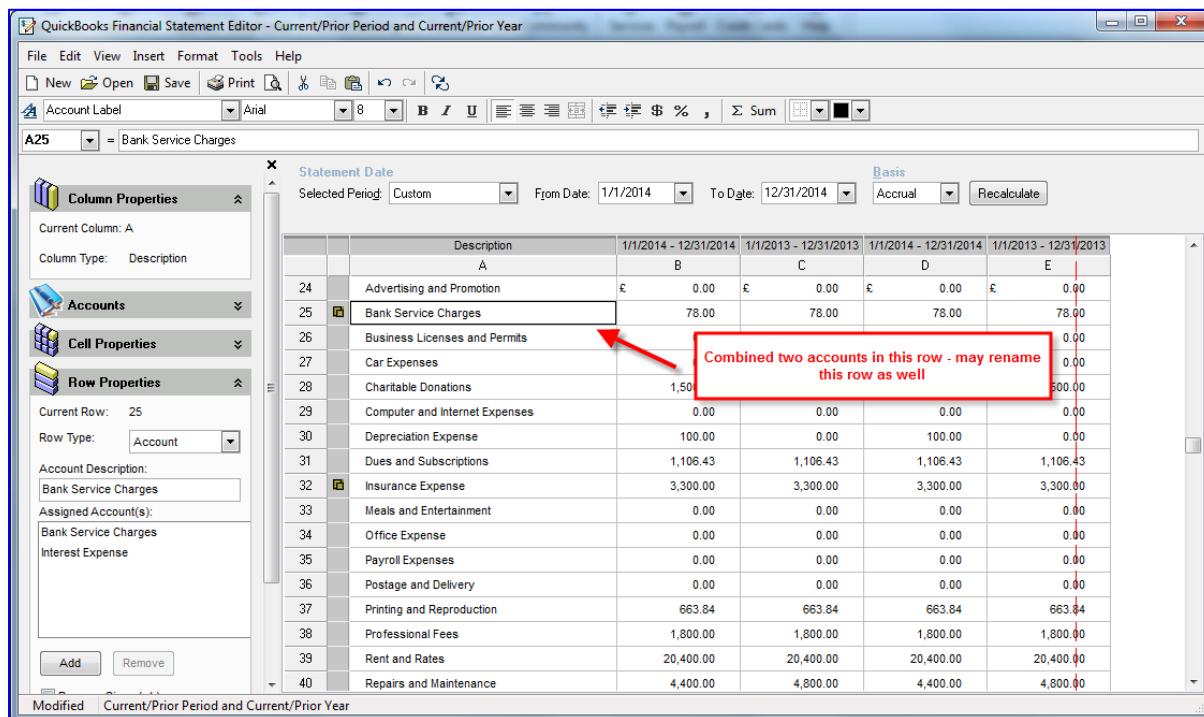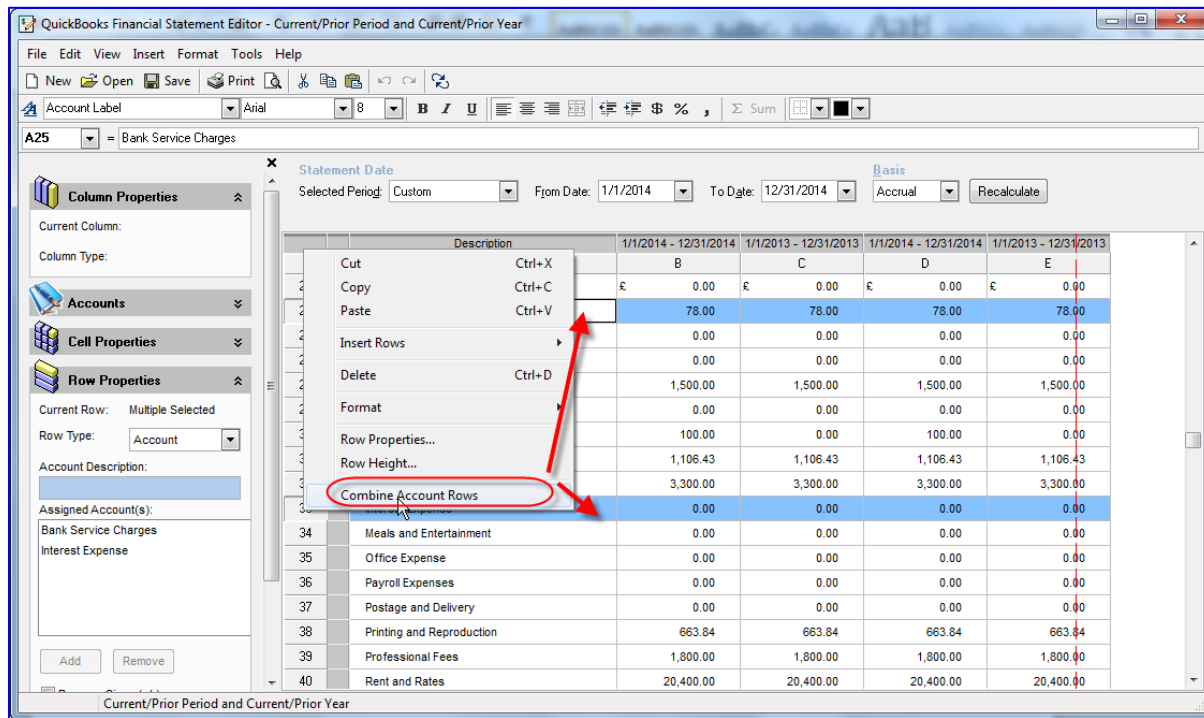
The accountant's information and company information can be inserted, along with footers, page numbers and other edits well beyond the capabilities of QuickBooks reporting.
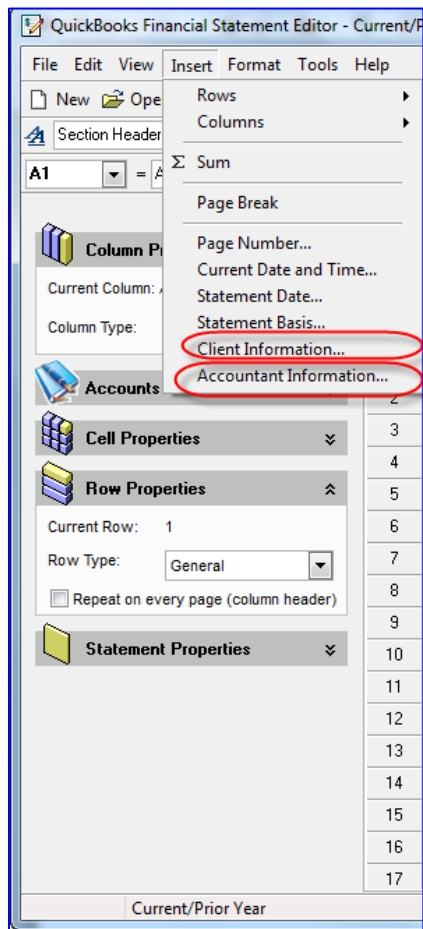
The Financial Statement Designer can produce balance sheets in UK format:

ACCOUNTANT'S COPY (PRO/PREMIER FOR END USERS; PREMIER FOR ACCOUNTANTS)

There was a time when clients would provide their accounting professionals with a copy of their QuickBooks company data (or printouts from the data) for a given financial period or year, and the accountant would work in that copy of the data while the client continued to enter new information in the live data back at their office. The disadvantages to this method were many:

- The client would often make changes to the financial period (or a period prior that one), even with a closing date in effect, and then the client and the accountant no longer had exact copies of the data or the balances for the period in question;

- As a result, when the end user would enter the accountant's list of adjusting journal entries for the period into QuickBooks, the resulting final trial balance would not match the trial balance produced by the accountant and confusion would ensue;

- Furthermore, after the next financial year-end, the opening balances of the copy of file provided by the client to the accountant would not match the previous financial year's trial balance and the accountant would be required to do extra work to make sure the opening balances matched;

- The accountant would either have to charge for this extra work required (and defend an increased accounting bill) or write off the time they spent getting the previous year's balances to be correct and not alienate a client;

- The client's live QuickBooks data often did not report the finalized and accurate balances for many years;

- The client would still be required to enter the accountant's adjusting journal entries, and often transcription errors would occur.

To circumvent these problems, QuickBooks Pro and Premier end users may create an Accountant's Copy of their data to provide to their accounting professional *while they continue to do work* in their live data.

Access this feature by selecting **File** > **Accountant's Copy** > **Client Activities** > **Save File**.

The steps in creating, using, and incorporating the information from an Accountant's Copy are as follows:

- The client uses their live data (filename with format *.QBW) to create an Accountant's Copy (same filename with date and time of creation, with format *.QBX) with a dividing date, generally the financial year-end; while this copy exists, the live *.QBW working file has some restrictions upon its use;

- The accountant obtains the *.QBX file and turns it into a working file he or she can use (same filename with date and time of creation, with format *.QBA) and works in it;

- When the accountant is finished, he or she creates an import file of the changes made so that the client will be able to import the changes (same filename with date and time of creation, with format *.QBY);

- The client imports the changes back into the live working file (*.QBW), which removes all previously-existing restrictions on the working file. The client file is now up-to-date with the correct balances and entries that match the accountant's work, without having to enter any entries manually.

The filename extension sequence in using the Accountant's Copy feature is:

- **QBW** -> **QBX** -> **QBA** -> **QBY** -> **QBW**

The sequence of steps for the client and the accountant are shown in the screen captures below:

1. Client creates Accountant's Copy (*.QBX)
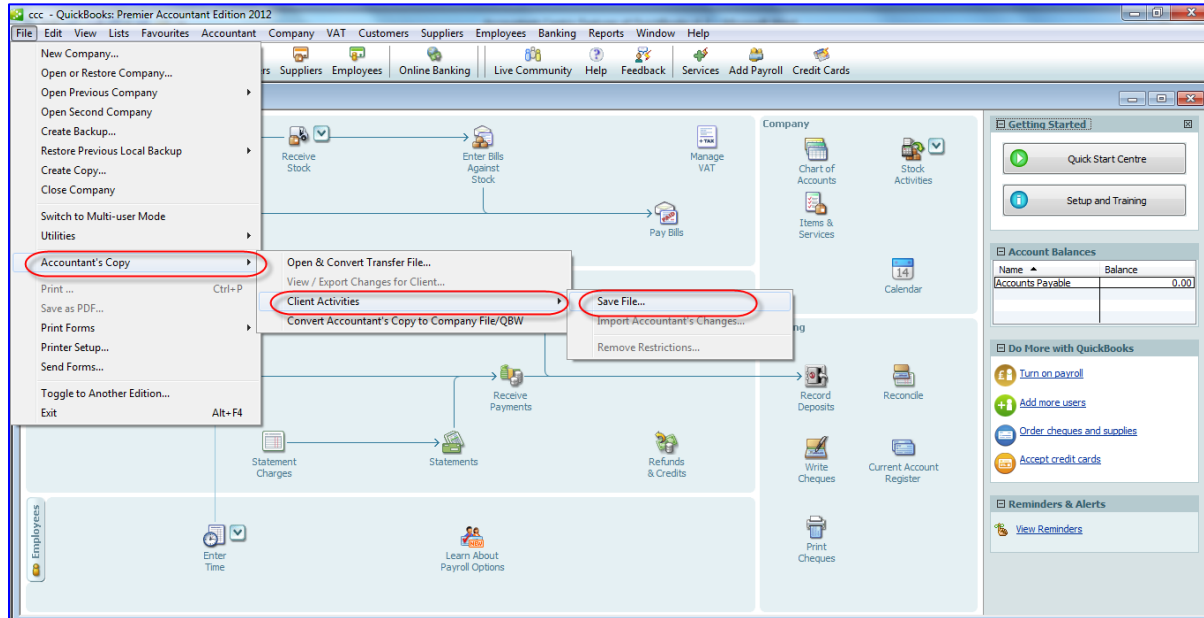
2. Client confirms Accountant's Copy format

3. Client specifies dividing date
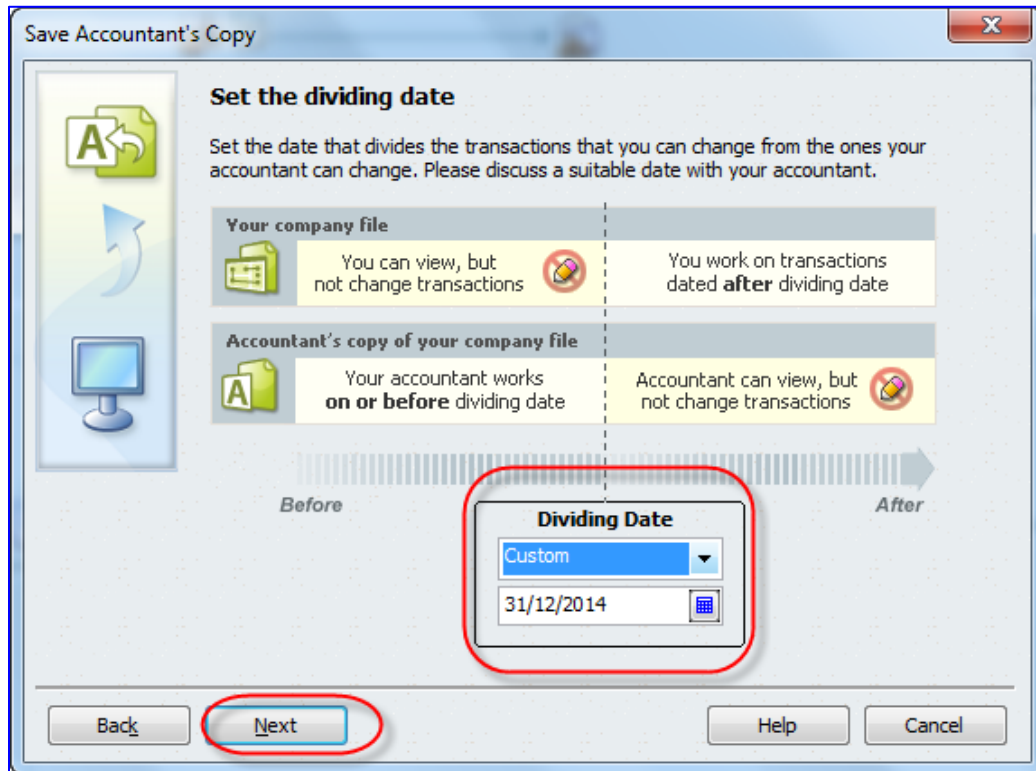
4. Confirmation of *.QBX file creation
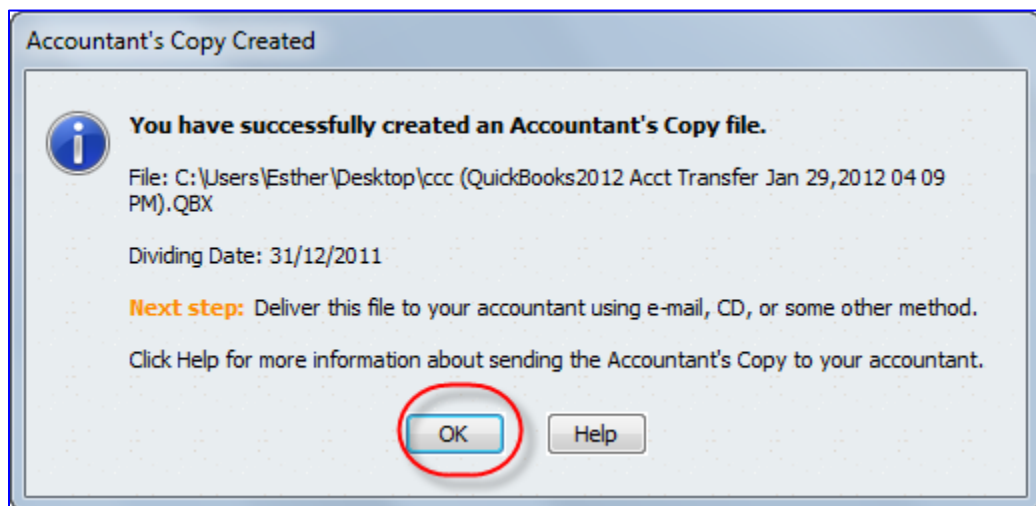
5. *.QBW file: Accountant's Copy exists

6. Accountant to convert Accountant's Copy
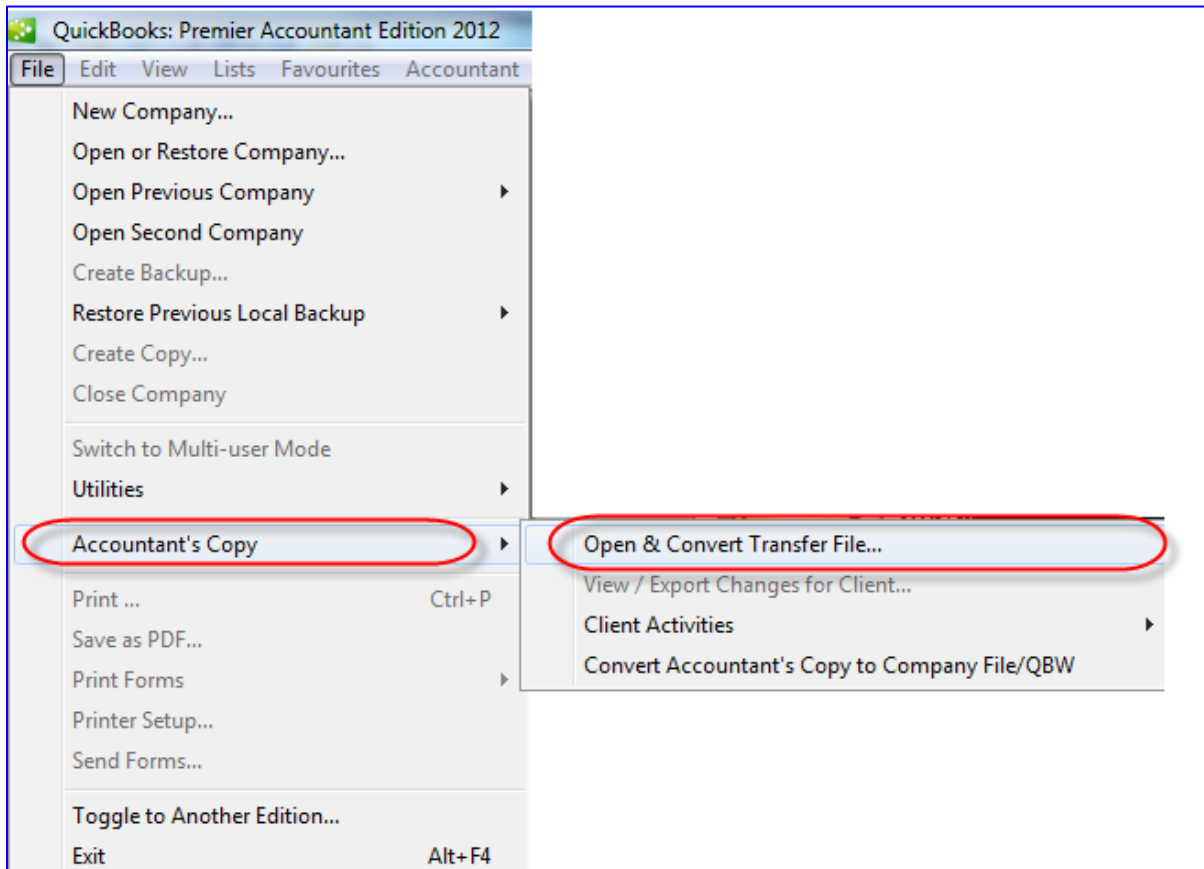
7. Flowchart of filename types

Open and Convert Accountant's Copy Transfer File

Overview of Accountant's Copy

Client | Accountant

Client creates file, sets dividing date — Send Accountant Transfer File (QBX) → Accountant converts to Accountant's Copy working file (QBA)

Client works on transactions **after** the dividing date — Working Independently — Accountant works on transactions **on or before** the dividing date

Client reviews and imports accountant's changes ← Send Accountant's Changes (QBY) — Accountant exports file of changes

Back | Next | Help | Cancel

8. Client/Accountant restriction list

Open and Convert Accountant's Copy Transfer File

What the Accountant's Copy Can and Can't Do

In an Accountant's Copy, you CAN

• Edit and delete most types of transactions dated on or before the dividing date.
• Add new transactions with **any date** and add most types of list elements.
• Edit existing accounts, vendors and items.
• Merge, delete and reconcile accounts.

In an Accountant's Copy you CANNOT

• Edit or delete existing transactions dated after the dividing date.
• Edit or delete existing list elements, except those listed above.

More details on what you can and can't do

What your client can and can't do

If the Accountant's Copy does not meet your needs, you can convert it to a regular company file. How do I convert an Accountant's Copy to a regular company file?

☐ Do not display this page or the previous one in the future

Back | Next | Help | Cancel

9. Accountant to convert QBX file
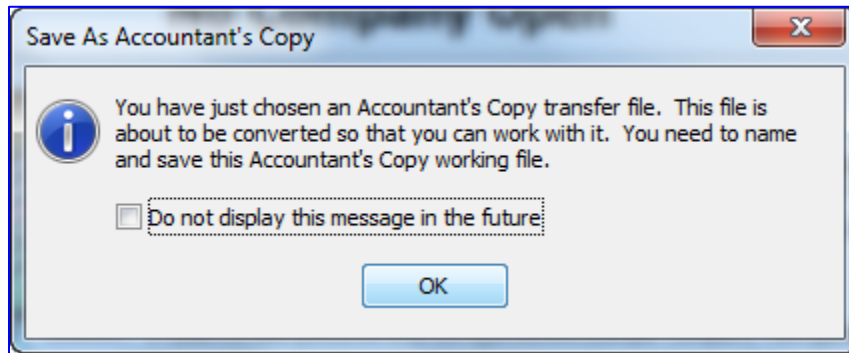
10. Confirmation of QBA file creation
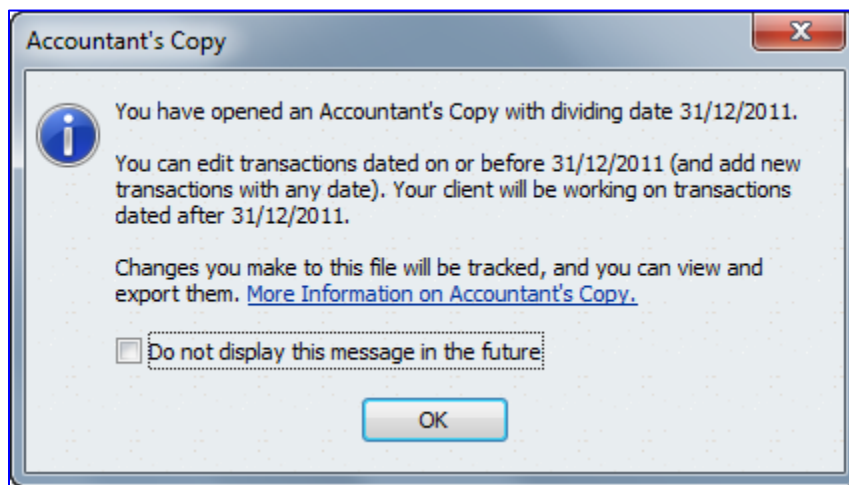
11. QBA file title bar
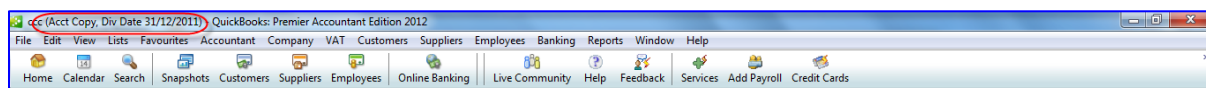
12. After accountant has entered all changes
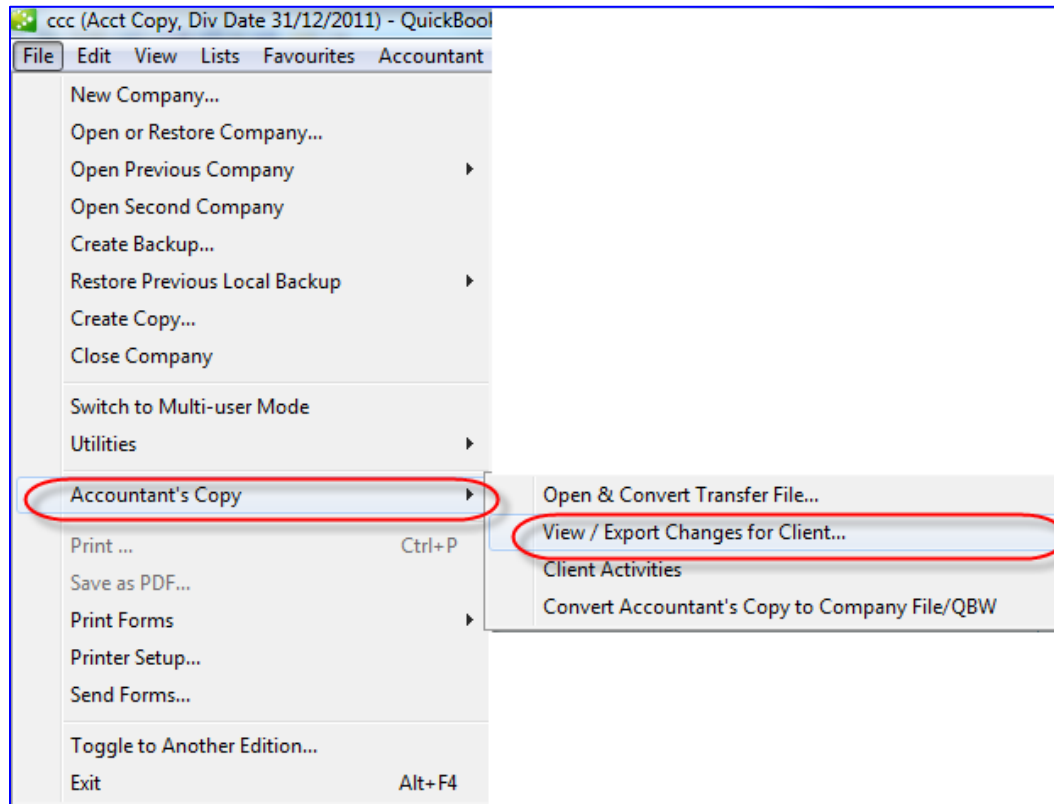
13. QBW file: importing accountant's changes

NOTE: The Accountant's Copy may be created by the end user in either QuickBooks Pro or Premier. However, only the QuickBooks Premier user is able to read, convert and use the Accountant's Copy.

NOTE: QuickBooks Premier users may read and use and transfer Accountant's Copy files that were created either in the same version year or the year prior.

EXTERNAL ACCOUNTANT USER (PRO AND PREMIER)

An External Accountant is a powerful user type that can access all areas of QuickBooks except sensitive customer data, such as credit card numbers. If you log in as an External Accountant, you can separate the changes you made during a review from the changes made by your clients, including the administrator.

If you are logged in as an **External Accountant user**, you can access the Client Data Review feature in the Pro and Premier editions of QuickBooks. Client Data Review (see below) is available in QuickBooks Premier. However, if you are performing a review in QuickBooks Pro at your client's location while logged on as an External Accountant, you will be able to use several of the hidden Client Data Review features in QuickBooks Pro (via the **Company** menu). *Client Data Review is not available in Pro if you are logged on as the Admin user*.

Create an External Accountant type of user while signed in as Admin. Select Company > S**et Up Users and Passwords** > **Set Up Users**. From there, follow the prompts to create a name and password, and in the window in which you determine if the user has access to all or select areas of QuickBooks, there is a third option to set up this user as an **External Accountant**.
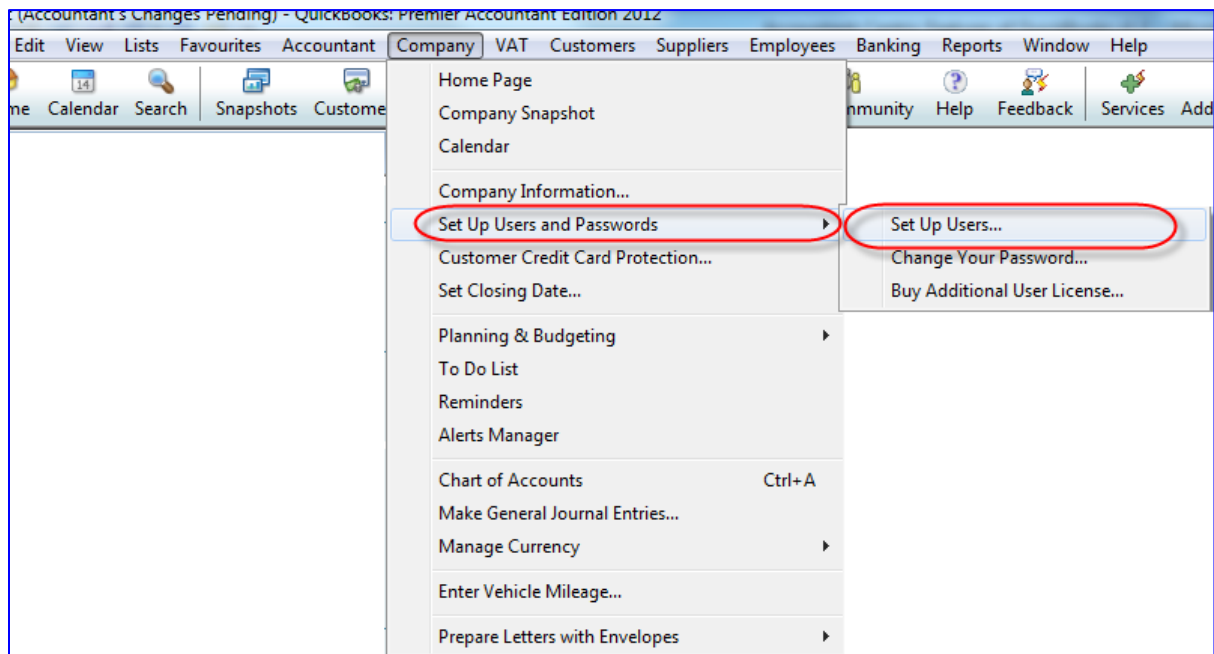
Set up user password and access

User Name and Password

Provide a name and an optional password for this user.

User Name: Accountant

Password: ••••

Confirm Password: ••••

☐ Add this user to my QuickBooks license.
  Explain.

Back   Next   Finish   Help   Cancel

Set up user password and access

Access for user: Accountant

What do you want this user to have access to?

○ All areas of QuickBooks

○ Selected areas of QuickBooks
  (You will make the selections in the screens that follow)

◉ External Accountant
  (Access to all areas of QuickBooks except sensitive customer data, such as
  credit card numbers)

Back   Next   Finish   Help   Cancel

CLIENT DATA REVIEW (PREMIER AND LIMITED FUNCTIONS AS EXTERNAL ACCOUNTANT USER IN PRO)

The Client Data Review (CDR) feature was created to help the accountant find and clean up typical data entry errors made by clients in QuickBooks without having to search for them manually. The purpose is also to do this all seamlessly and quickly.

(An example of typical client errors is receiving payment against an invoice, while making a separate deposit for the funds against revenue into the bank. This double-counts revenue leaves the Undeposited Funds account uncleared, and the effects on sales tax vary.)

Another time-saving benefit of the CDR can be to reduce the amount of time it takes for you to propose for a new client engagement. Upon an initial sales meeting with a prospect, you will be able to run this review on the data file and review at a high level the errors in the QuickBooks file. This will enable you to give a better initial time budget for the job. Alternatively, if you are proposing on a fixed fee engagement, this tool can likely reduce the hours you will need for the job and generate a more profitable data file clean-up engagement! Additionally, you can create standardised processes within your firm for working with clients to help improve your efficiency and productivity.

Since CDR may be used in multi-user mode, and since it can be used by any External Accountant user created by the Admin user in QuickBooks Pro and any user with sufficient permissions in Premier, there is no need to take the client file away, have the client stop working in QuickBooks, and open the client file for CDR using your version of QuickBooks. This can all be achieved at your clients' locations, or remotely from your location, while your clients continue to work in QuickBooks. No one is inconvenienced. Just remember that only one person may use the CDR function in a QuickBooks data file at a time (other users can use other areas of QuickBooks.)

Access this feature in QuickBooks Premier by selecting **Accountant** > **Client Data Review**, after which you may select Client Data Review from the sub-menu or one of the specific tools in Client Data Review as in the screen capture below. When signed into QuickBooks Pro as an External Accountant user, select **Company** > **Client Data Review** (this item in the Company menu does not appear in QuickBooks Pro unless the user is an External Accountant).
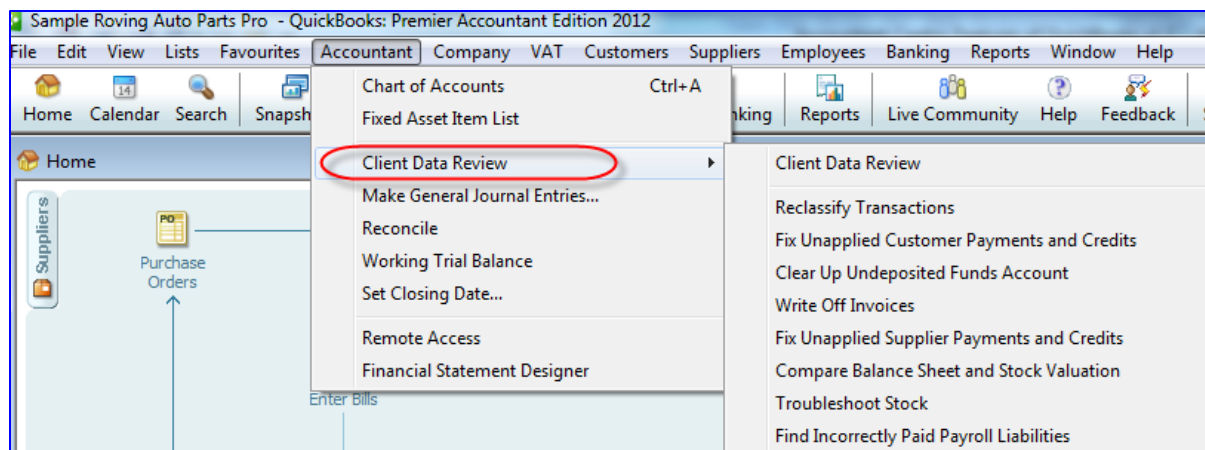
NOTE: Controllers or internal accountants may also use CDR for their own company to clean up the data file periodically. Even if the version of QuickBooks is not Premier, create a new user which is an **External Accountant** type of user. This will open up the functionality of CDR from the Company menu which even the Admin user would not be able to access. Again, only certain CDR tools would be available in this case.

Always create a backup of your clients' data before you begin your year-end clean-up. The preferred file type for this is the .QBB file. To create this type of file, select **File** > **Create Backup** and follow the instructions on each screen prompting you as to where and how to save the backup data file.

The CDR menu contains several tools and reports. Those items which are exclusive to CDR are marked with a wrench icon. The others are available outside of CDR as well.
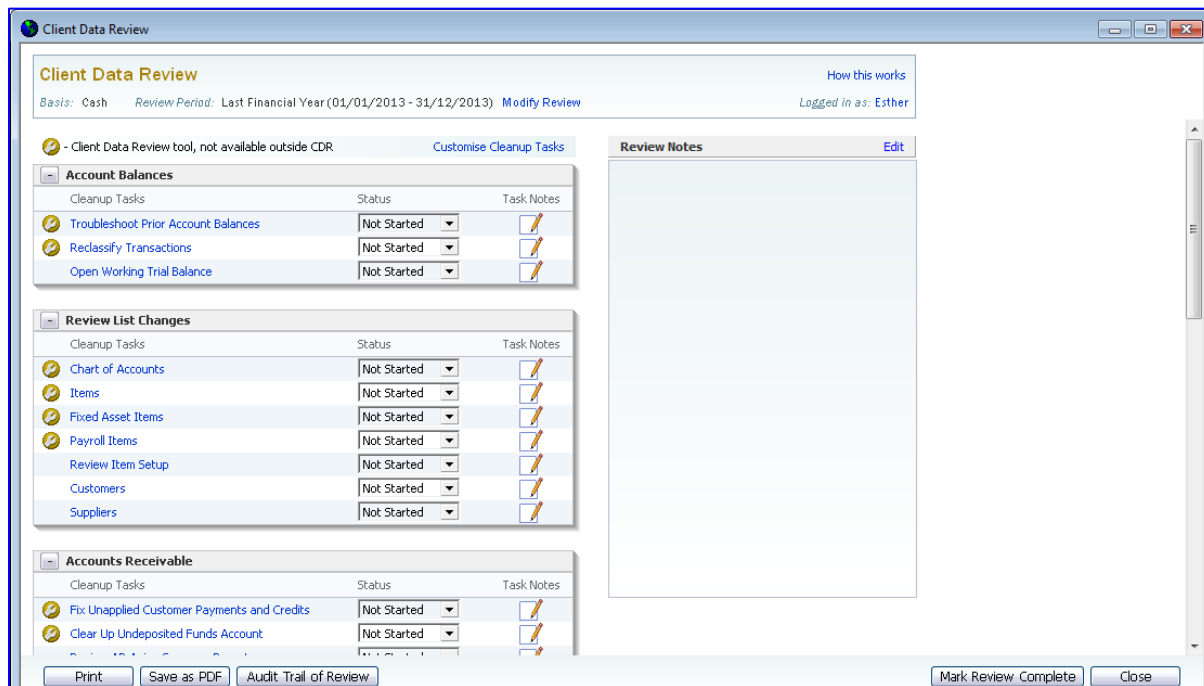
The components of Client Data Review are as follows. Not every QuickBooks company data file will have these menu items available in CDR if that area has not been enabled (for example, if there is no payroll, there will be no Payroll menu in CDR):

- Account Balances:
    - o Troubleshoot Prior Account Balances
    - o Reclassify Transactions
    - o Open Working Trial Balance

- Review List Changes:
    - Chart of Accounts
    - Items
    - Fixed Asset Items
    - Payroll Items
    - Review Items Setup
    - Customers (Customer Centre)
    - Suppliers (Supplier Centre)

- Accounts Receivable:
    - Fix Unapplied Customer Payments and Credits
    - Clear up Undeposited Funds Account
    - Review AR Ageing Summary Report
    - Write Off Invoices

- Accounts Payable:
    - Fix Unapplied Supplier Payments and Credits
    - Review Unpaid Bills Report

- VAT:
    - Find tax with no tax line
    - Adjust VAT Payable
    - File VAT

- Stock:
    - Review Stock Setup
    - Compare Balance Sheet and Stock Valuation
    - Troubleshoot Stock
    - Adjust Stock Quantity/Value on Hand
    - Payroll:
    - Fix Incorrectly Paid Payroll Liabilities
    - Review Payroll Liabilities
    - Review Employee Default Settings

- Bank Reconciliation:
    - Reconcile Accounts
    - Locate Discrepancies in Bank Reconciliation
    - Review Missing Cheques

- Miscellaneous:
    - Set Closing Date and Password
    - Review QuickBooks Preferences

Each section of CDR has a *drop-down box for specifying the status* of that function: Not Started, In Progress, Completed, or Not Applicable. Also, the user may select the pencil and paper icon next to the status box for entering notes regarding that particular function.
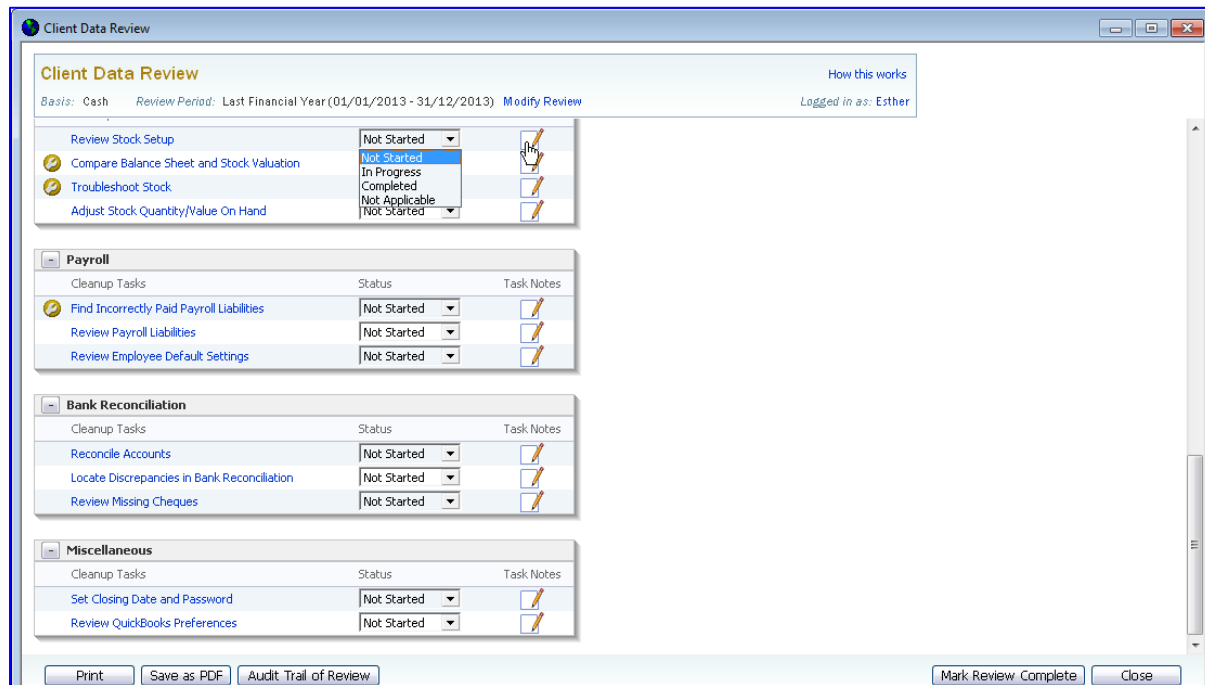
Furthermore, there is a place for Review Notes for the file as a whole, and the Review may be marked as **Complete**. The progress of the Review may be printed out or saved as a PDF at any time.
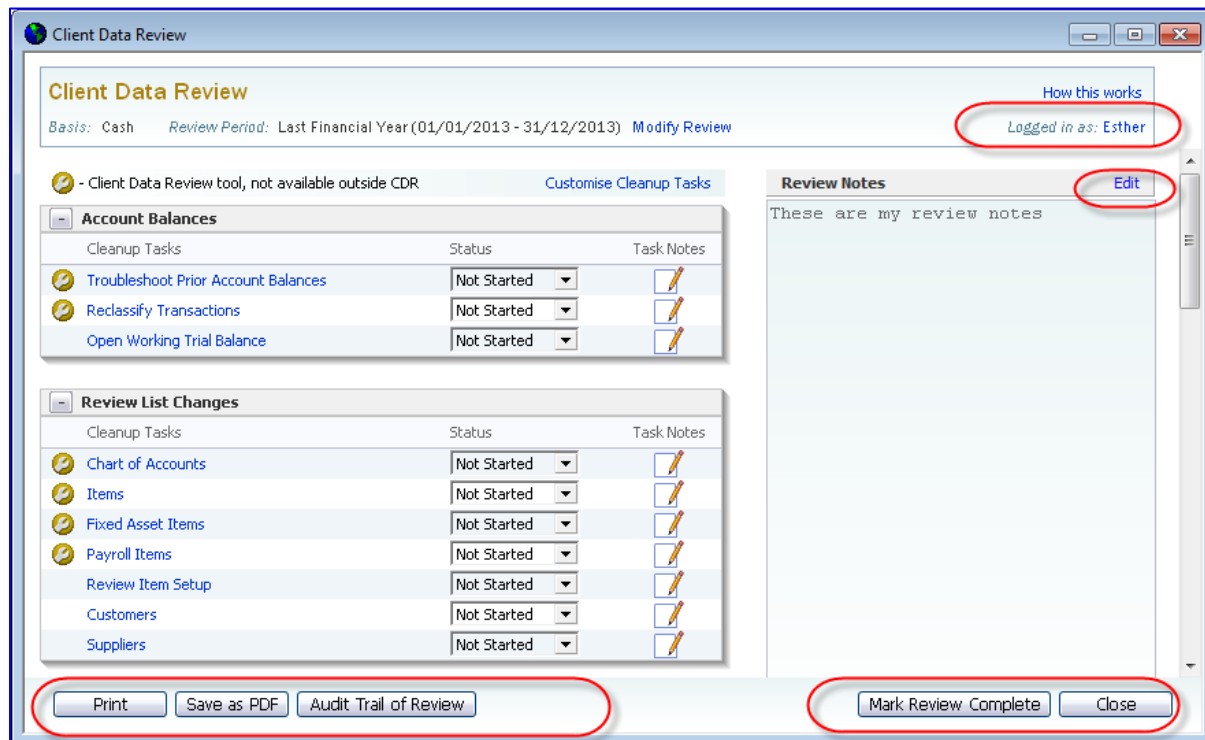
With notes and status available for each component of CDR as well as CDR as a whole, this enables the accounting practitioner to produce working papers for the file review right in QuickBooks.

RECONCILING ACCOUNTS (SIMPLESTART, PRO AND PREMIER)

While it is important to reconcile bank and credit card accounts monthly, they are by no means the only accounts that may be reconciled. In fact, any balance sheet account with the exception of Retained Earnings may be reconciled using the reconciliation feature in QuickBooks.

Access this feature by selecting **Banking** > **Reconcile**. (In SimpleStart, access this feature by selecting **Company** > **For Your Accountant** > **Reconcile**).
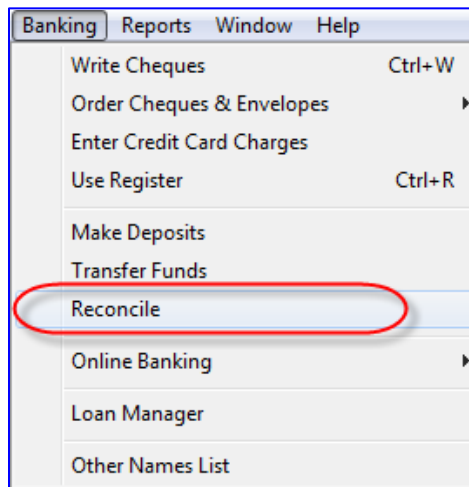
At this point, you must choose the balance sheet account you wish to reconcile (along with the reconciliation or statement date and any other details such as the mandatory ending balance as of that date) from the drop-down box:
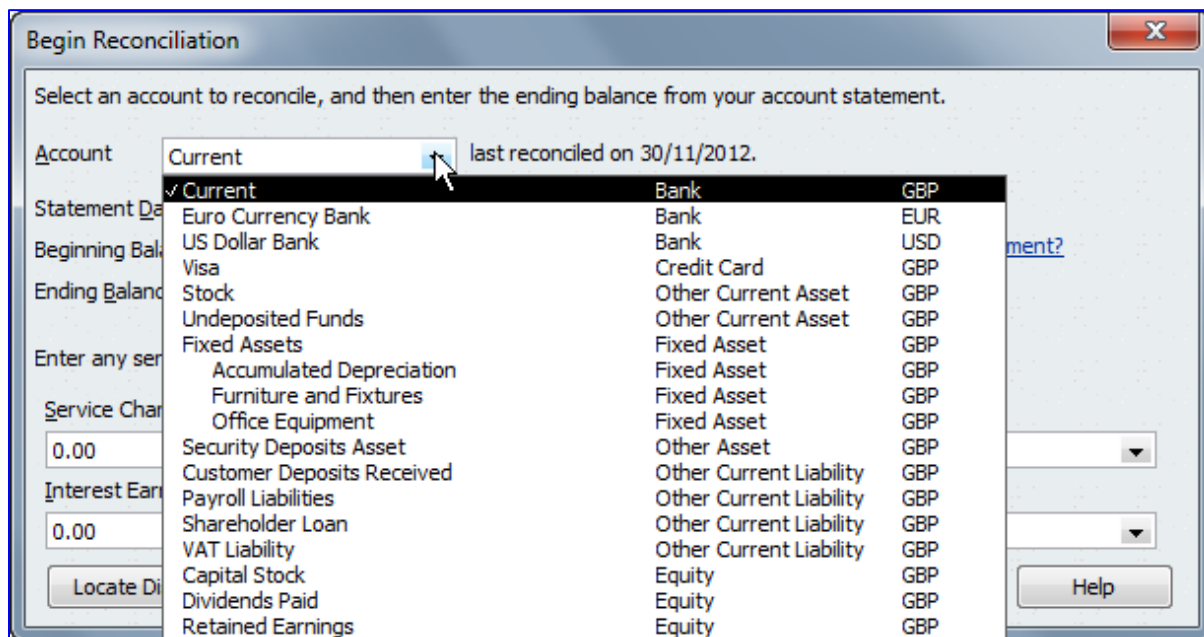
Once the account to be reconciled is chosen and the statement date and ending balances are entered, the Reconcile window pops up with all outstanding transactions (i.e. those transactions that have not undergone reconciliation in the past).

There are several important parts of the Reconcile window that make reconciling easier, faster and more accurate. It is a good idea to make use of these by clicking on them.

The first is the checkbox next to **Hide transactions after the statement's end date** in the top right corner of the Reconcile window. This box is very important to check for a number of reasons:
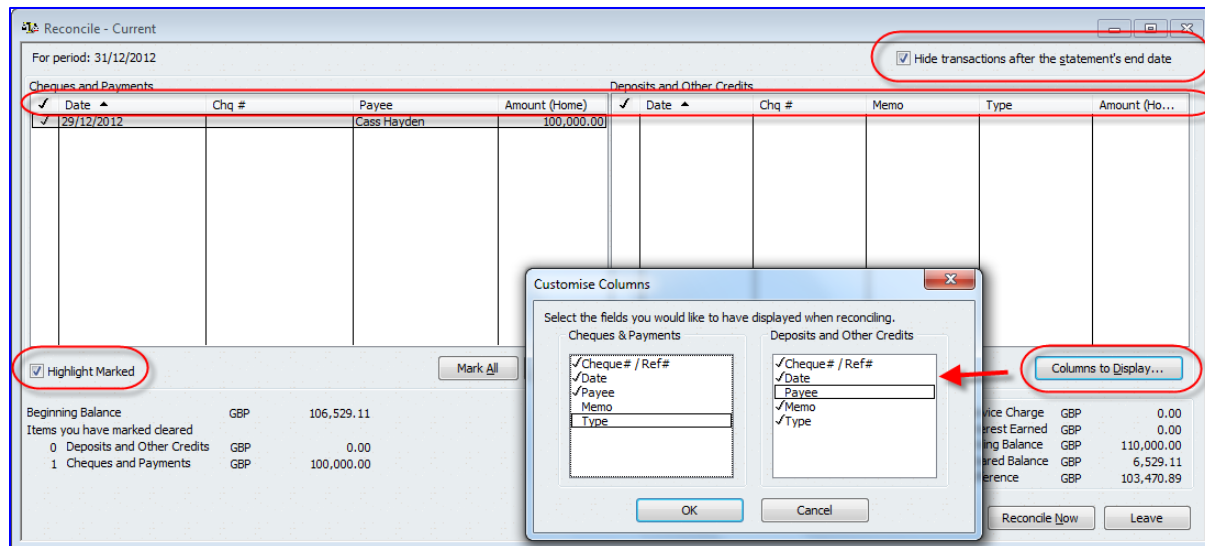
- It makes all transactions dated after the statement date go into hiding, so that it is easier to find the transactions to mark as cleared. This is particularly useful if your client's company data file is more than a month behind on having reconciliations done. It makes doing all the sequential overdue reconciliations easier to handle, as later transactions will not confuse the eye of the person doing the reconciling.

- There is no chance of accidentally clearing a future-dated transaction instead of one dated during the statement period. This can happen especially when there are monthly pre-authorized payments, such as leases on computers and office machines. It is very important to avoid doing this, even if the amounts of the two transactions are identical. The reason for this is that the Reconciliation Summary and Reconciliation Detail reports in QuickBooks, which show the bank balance, cleared and uncleared transactions show the register balance for that account based on a calculation. If a future-dated transaction is cleared, the calculated register balance will not match the trial balance as of that date and confusion will ensue.

Another important feature is the ability to click sort on the **column headers**. Just as is the case in the Customer Centre and Supplier Centre, clicking on a particular column header will sort the listing by that column's contents. Clicking on it a second time will sort the listing in reverse by that column's contents. Sorting by a column can help in finding a particular transaction to clear, especially if the column used for sorting is the Amount column. Keep in mind that it is possible to sort and resort by different columns while reconciling, without losing the checkmarks already clicked on transactions to be cleared. It is often useful at some point to click on the checkmark column header on both sides of the Reconcile window, so that all uncleared transactions appear together and are easier to find.

The next important part to click is the **Columns to Display** button. That makes the **Customise Columns** box appear, and the user can specify which columns should appear on the Cheques & Payments side as well as on the Deposits and other Credits side. This is useful because there may be details in these columns that make the transactions easier to locate, especially when sorting by columns (see above).

A recommended checkbox to click is the **Highlight marked** checkbox, in the bottom left corner of the Reconcile window. When this box is checked, all marked transactions are shown in a slightly shaded colour, helping visually segregate cleared transactions from those that have not yet been cleared. This is particularly useful in a Reconcile window with many transactions to peruse.

It is very important to print out the Reconciliation Summary and Reconciliation Detail reports if you are using QuickBooks SimpleStart (which does not save the reports) or Pro (which saves only the last completed reconciliation report). At the very least, save the reports PDF files and name and organise them appropriately. Although QuickBooks SimpleStart does not have a **Save as PDF** function, it is feasible to print the reconciliation reports in SimpleStart to a virtual PDF printer.

This is not necessary in QuickBooks Premier, as it saves all prior reconciliation reports as PDF's. It is also possible to print out all prior reconciliation reports in their current state, including any changes made to transactions since the original reconciliation. (In QuickBooks Pro, it is possible to print out only the last completed reconciliation report as a PDF or in its current state.)
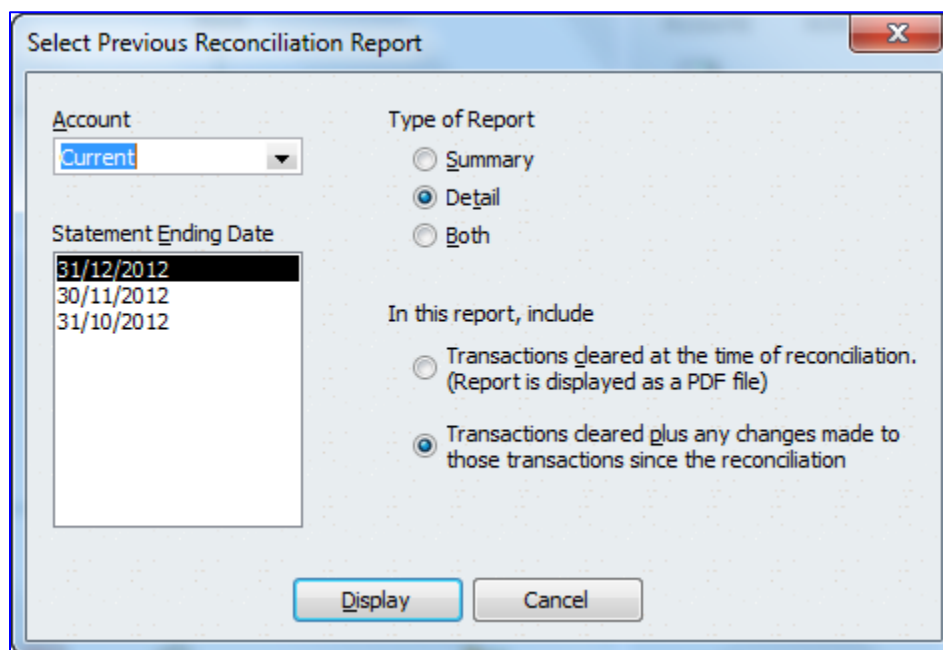
There are times when a client might inadvertently change or delete a transaction that was already reconciled. When that happens, the opening balance in the Reconcile window would be different from what it should be. It can be useful to compare a PDF version of a bank reconciliation report to one that changes with new data that was entered. This comparison, in conjunction with the Reconciliation Discrepancy report, can help the ProAdvisor undo the changes that skewed the reconciliation.

What if the client has never reconciled the bank or credit card account? Many end users do not understand the importance of reconciling their bank and credit card accounts regularly. The only way to start reconciling an existing (as opposed to a new) bank or credit card account on a particular statement date is to have all periods prior to that date reconciled. If there are many months, or even years, of statements that have not been reconciled, comprising thousands of transactions, this could present a logistical problem. In this case, there are two options:

- Month by month, reconcile this account in QuickBooks. Make use of the **Hide transactions after the statement's end date** checkbox so that no post-dated transactions litter the Reconcile window, making it easier to find the transactions to clear. Clicking on the column headers and specifying which columns to show will also make it easier to find the transactions to clear.

- If you are certain that all transactions have been entered into the bank or credit card register, perform one gigantic reconciliation from the beginning of time to the statement end date of the last statement (or whatever statement date you decide). Select **Mark All** and then unmark the transactions you know to have been outstanding as of that date. There will be no individual reconciliation reports to print out or save, but this choice is often the most expedient.

LITTLE DELIGHTERS THAT SAVE YOU TIME!

SEARCH (PRO AND PREMIER)

Sometimes the Find feature in QuickBooks does not help the accountant find what they're looking for, especially if they aren't that familiar with names or other specifics of this company data file.

The Google-like Search feature allows the accountant or any other user to find list names or transactions quickly. The parameters of the search for transactions can be narrowed by a date range or an amount (either equal to, greater than, or less than).
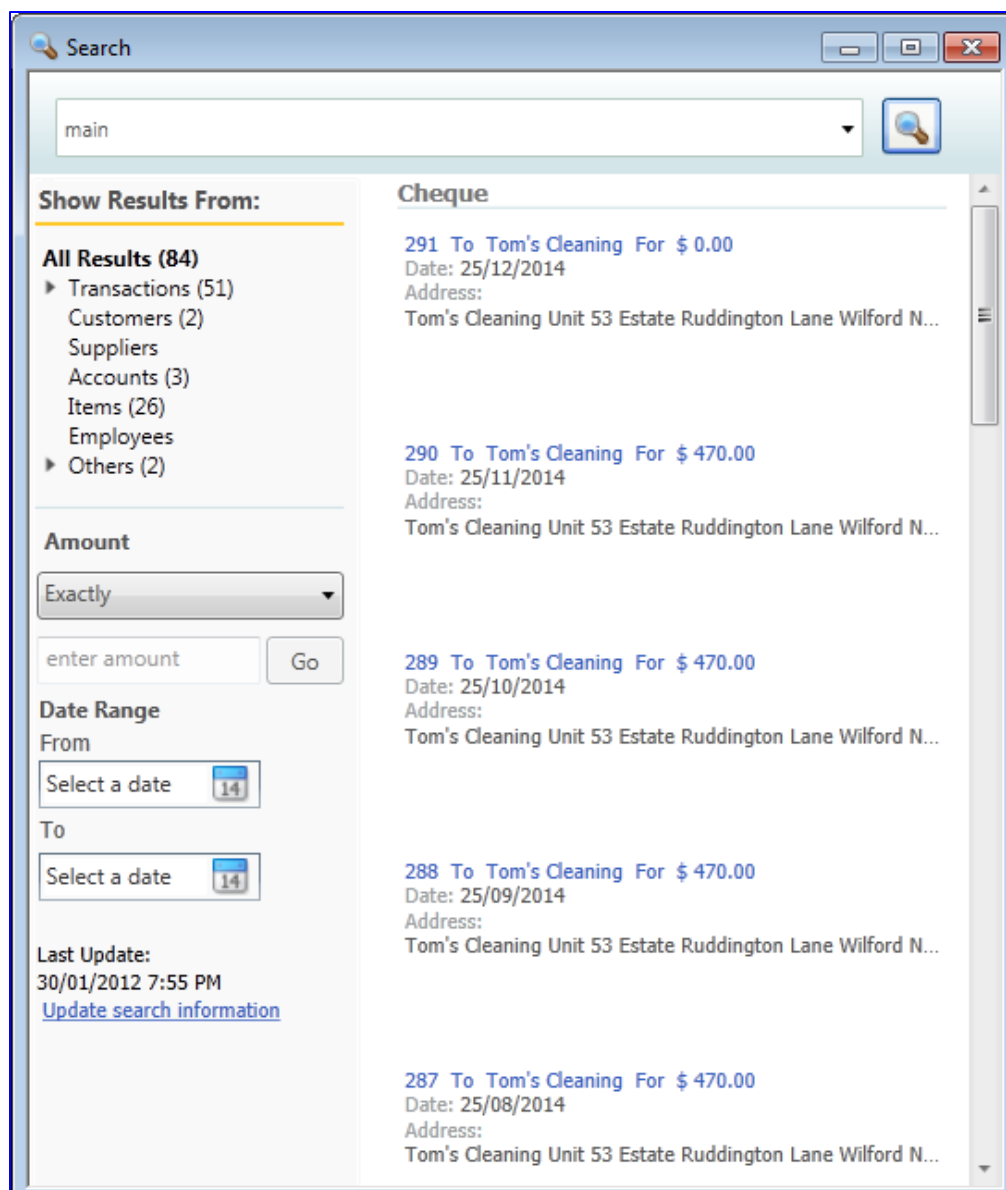
Access this feature by selecting **Edit** > **Search** or by hitting **F3**.
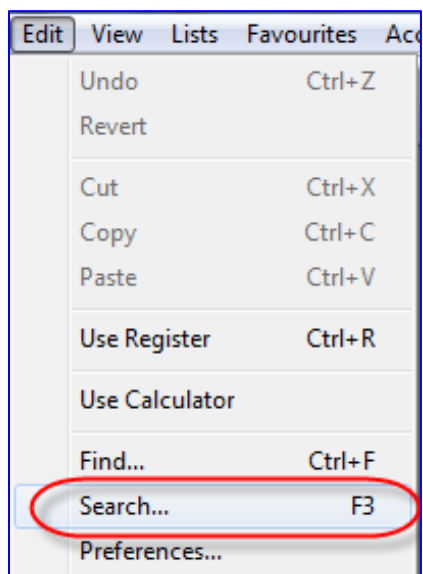
An example of using this feature would be searching for the word "main":
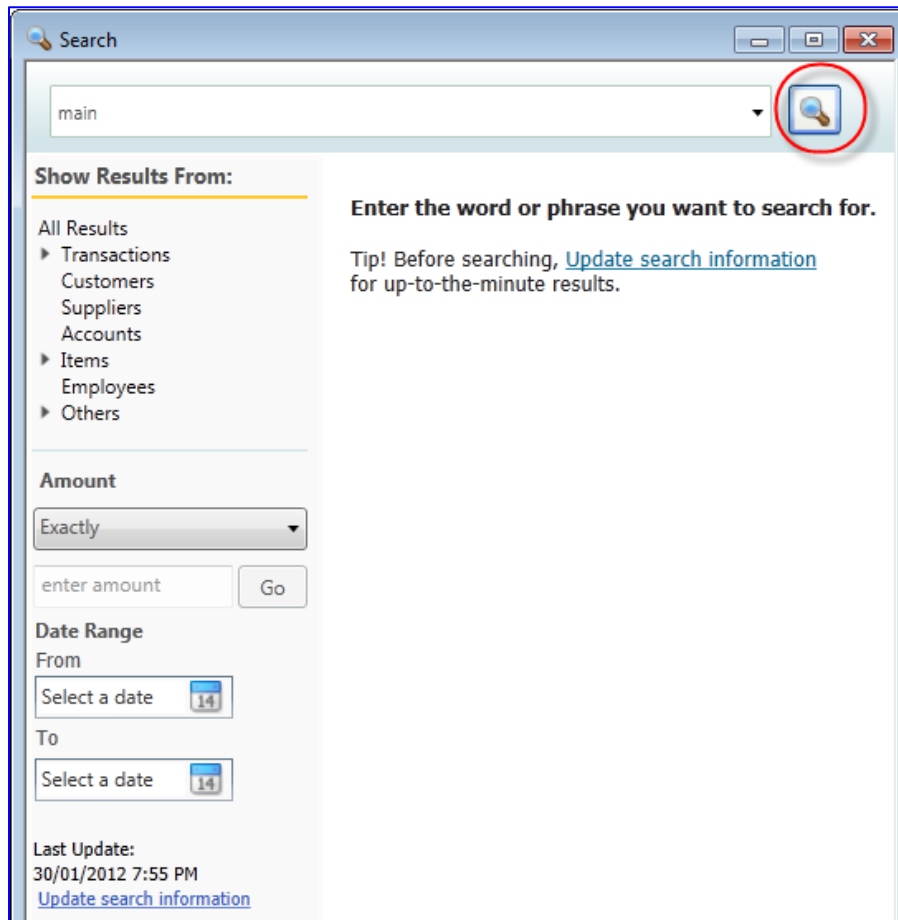
The results that show up may be opened up. In this example, the cheques to Tom's cleaning were posted to Repairs and **Main**tenance. Therefore the search terms cast a wide net and result in many "hits," some of which may be less than useful. But for the accountant who is not familiar with the names that were used in the company data file, this could aid in finding transactions and list entries quickly.

Search

main

Show Results From:

All Results (84)
▸ Transactions (51)
Customers (2)
Suppliers
Accounts (3)
Items (26)
Employees
▸ Others (2)

Amount

Exactly

enter amount   Go

Date Range
From

Select a date

To

Select a date

Last Update:
30/01/2012 7:55 PM
Update search information

Cheque

291 To Tom's Cleaning For $ 0.00
Date: 25/12/2014
Address:
Tom's Cleaning Unit 53 Estate Ruddington Lane Wilford N...

290 To Tom's Cleaning For $ 470.00
Date: 25/11/2014
Address:
Tom's Cleaning Unit 53 Estate Ruddington Lane Wilford N...

289 To Tom's Cleaning For $ 470.00
Date: 25/10/2014
Address:
Tom's Cleaning Unit 53 Estate Ruddington Lane Wilford N...

288 To Tom's Cleaning For $ 470.00
Date: 25/09/2014
Address:
Tom's Cleaning Unit 53 Estate Ruddington Lane Wilford N...

287 To Tom's Cleaning For $ 470.00
Date: 25/08/2014
Address:
Tom's Cleaning Unit 53 Estate Ruddington Lane Wilford N...

HOME CURRENCY ADJUSTMENTS FOR MULTICURRENCY (PRO AND PREMIER)

Company files which have multiple currencies enabled often are required to revalue certain foreign balance sheet accounts (banks, credit cards, accounts payable and accounts receivable) at least once every year on the financial year-end date. The revaluation would be using a foreign currency exchange rate as of that date to ensure that the home currency value of each foreign account on the balance sheet is accurate. Depending on the company and the currency exchange rate swings, this valuation may have to be done once a quarter or even once a month.

This revaluation is known in QuickBooks as a **Home Currency Adjustment**.

Access this feature in company files that have Multiple Currencies enabled by selecting **Company** > **Manage Currency** > **Home Currency Adjustment**.
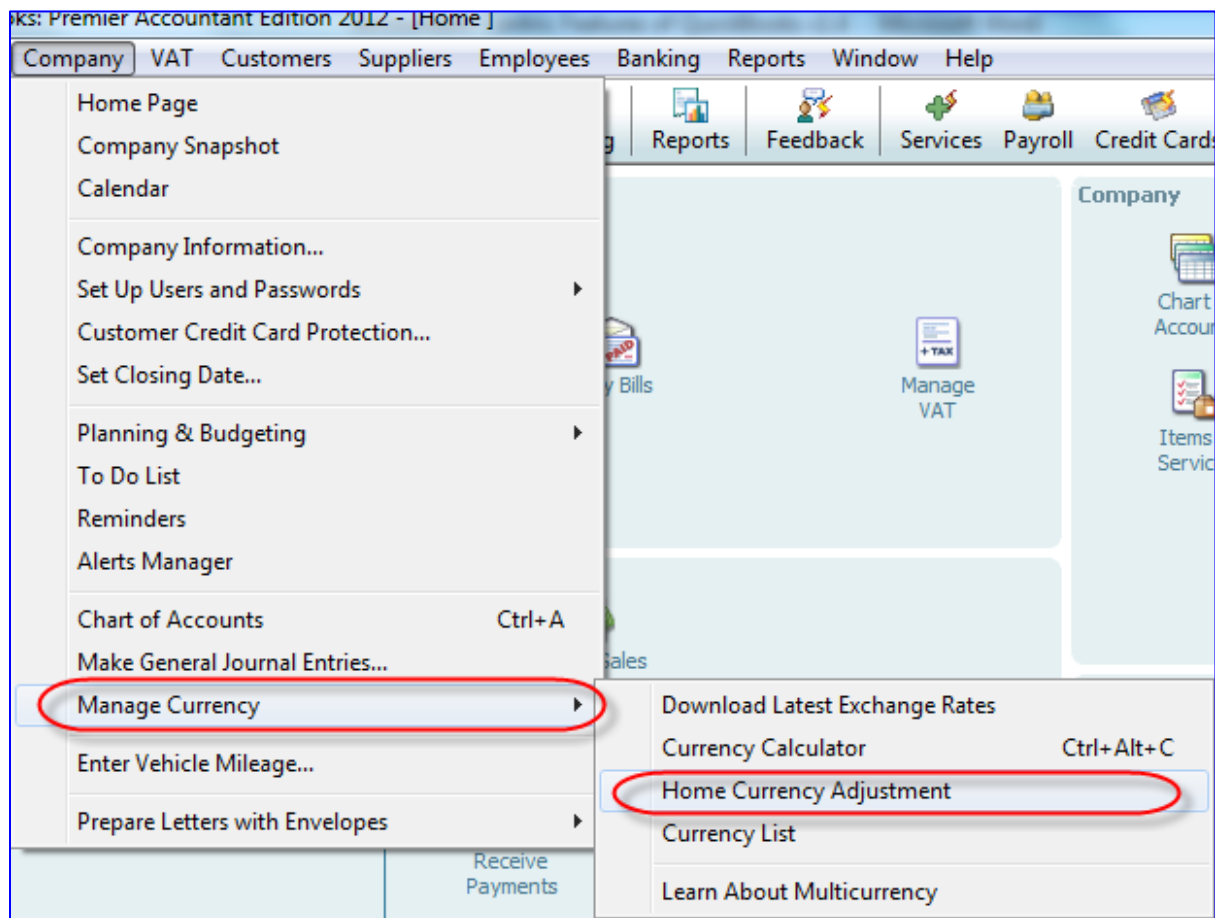
When the Home Currency Adjustment Window opens, select the valuation date, currency, and the chosen exchange rate between that currency and the home currency. Select **Calculate Adjustment**.

All foreign accounts using this currency will appear in the grid below: banks, credit cards, suppliers being owed money (Accounts Payable) and customers owing money (Accounts Receivable). The expected impact on the balance sheet and the Exchange Gain/Loss account in the home currency will appear in the last column. Checkmark the accounts that you wish to revalue (not all accounts, or for that matter, any of the accounts, must be revalued).

After the desired accounts have been chosen and the impact reviewed, select **Save & Close or Save & New**.

The impact of this Home Currency Adjustment is a special kind of General Journal Entry, which allows for multiple lines indicating Accounts Payable and/or Accounts Receivable accounts. The foreign amounts (in this case, USD) do not change, but the home currency value of each account in the entry changes.

The following is the Balance Sheet showing the Home Currency values of USD accounts *before* the Home Currency Adjustment:

The following is the Balance Sheet showing the Home Currency values of USD accounts *after* the Home Currency Adjustment:

However, the number of USD in each account is unchanged from what it was before the adjustment.