

# QuickBooks 2012 What's New Technical Demo *and* QuickBooks at Year End using QuickBooks Accountant 2012

Learn about new features, see them in action

Learn how to efficiently work with your client's files

Using QuickBooks Accountant 2012

For Accountants and Bookkeepers

*Instructor - Laura Madeira*

## **Details:**

A beginner to intermediate live training or via the Web training course on What's New for QuickBooks 2012 and QuickBooks Accountant 2012 using Client Data Review and other accountant features. This class can be taught lecture style or hands-on. Both teaching styles allow the participants to ask questions, the attendee becomes more engaged and confident that they are using all the features of QuickBooks Accountant 2012 properly.

## **KEY FEATURES of LEARNING:**

- Specific topics help guide you through the learning process
- Topics are taught in practical, step-by-step order
- Accountants will learn many tips and tricks to using the software correctly
- Have more time to spend helping your clients manage their business
- Author is QuickBooks Advanced Certified Trainer
- Author is well known by the Intuit community as a QuickBooks technical writer and speaker for many years

## **DESCRIPTION:**

QuickBooks Financial Software has become the preferred accounting software for both new and existing businesses as well as small and large companies. Economically priced as well as an abundant availability of trained QuickBooks experts in the marketplace, has allowed the QuickBooks software to capture the majority of the small business market.

QuickBooks is the perfect accounting software for the new business or growing business. Laura has helped dozens of customers over the past years to setup, train and troubleshoot their QuickBooks data.

Most business owners are not accountants, and need help with cleaning up their data prior to preparing their corporation taxes. Now, with QuickBooks Accountant, you the accountant can work seamlessly and efficiently with your client's data.

This live and web based training will be useful for the beginner, intermediate and advanced accountant QuickBooks user. The live question and answer format will encourage audience participation, key to successful learning.

Working with a wide variety of industries, Laura has gained respect nationally by teaching thousands how to use QuickBooks. Laura has also gained national recognition for her teaching ability as a guest speaker for Intuit on their annual What's New for QuickBooks, presented in dozens of cities each fall.

## **ABOUT THE AUTHOR:**

Laura Madeira is the founder of a Plano, TX based accounting software sales and consulting firm. Laura has provided businesses for the last 23+ years with software selection, implementation, and troubleshooting services. In addition, her firm offers bookkeeping services to her clients.

She is the author of the 2008, 2009 and 2010 Solutions Guide, QuickBooks Essentials: For All QuickBooks Users in the LiveLearning Series and co-author of the QuickBooks on Demand 2009 and 2010.

Laura is an Advanced Certified ProAdvisor for Intuit's QuickBooks product line. Laura is select member of the Intuit Trainer/Writer Network. This select group travels the United States each fall presenting the QuickBooks product to Accountants, CPA's and other consulting professionals.

Laura has also written numerous technical documents and product presentations for use by Intuit, many published on Intuit's website for public use. Her technical writings have been published by Intuit and distributed nationally.

Laura has also been a member of both the Customer Advisory Council and Intuit Solution Provider Council. She is also a special guest of the Accountant Technical Support Group in Arizona offering training and education on handling telephone support calls.

The author graduated from Florida Atlantic University, Boca Raton, Florida in May, 2003 with her Bachelors of Science, Major in Accounting.

### **AUTHOR HOMETOWN:**

Laura Madeira currently resides in Plano, TX.

### **AUTHOR'S PREVIOUS BOOKS:**

QuickBooks 2008 Solutions Guide, QuickBooks 2009 Solutions Guide, QuickBooks 2010 Solutions Guide, QuickBooks Essentials DVD LiveLearning Series, and co-author QuickBooks on Demand 2009, QuickBooks on Demand 2010. Laura has also written several technical documents for Intuit national training needs.

She is currently working on her newest training book, QuickBooks 2012 In Depth, an estimated 900 page guide to using QuickBooks 2012.

---

# QuickBooks Accountant 2012 Training Outline

This training will provide an easy to follow step-by-step guide to managing the financials of a business using QuickBooks.

This lecture style training will include teaching tips and tricks helping the accounting professional be more efficient when working with their clients files.

Prerequisites:               None

Program Level:              Basic, Intermediate and Advanced

Learning Objectives:      Attendee will leave seminar with:

## 3 Hour Seminar – Technical Demo of What’s New and Improved

Go beyond the PowerPoint Details of What’s New and see how the features work! You will be ready and able to help your clients make the most of the new software!

- Understanding What’s New for QuickBooks 2012
  - Learn about the new features in QuickBooks 2012 and QuickBooks Enterprise 12.0
    - Make getting started easier
    - Make getting faster access to data
    - Make everyday tasks more efficient

## 3 Hour Seminar

- How to use the new File Manager 2012 – For managing your client’s files
- How to use Accountant’s Copy 2012 – For making changes to the client’s file while they continue their day-to-day work
- How to use Client Data Review 2012 - For cleaning up your client’s data efficiently
- How to return the client’s file with changes

---

## **Introduction**

QuickBooks Versions (Years)

QuickBooks Updates (Fixes)

Accountant Center (new for QuickBooks 2012)

---

## **Section 1: Accessing Your Client's Data**

### **Accessing the Client's File**

QuickBooks Working File (.QBW)

QuickBooks Backup (.QBB)

QuickBooks Portable Company File (.QBM)

QuickBooks Accountant Copy (.QBX)

Remote Access

On-site Access

---

## **Section 2: QuickBooks File Manager**

Organizing QuickBooks Access to Your Stored Client Files

---

## **Section 3: Working with the Client's File Using Client Data Review**

### **Overview of Client Data Review**

#### **Account Balances**

Troubleshoot Prior Account Balances

Open Working Trial Balance

Reclassify Transactions

#### **Review List Changes (and work with lists)**

Changes to Chart of Accounts, Items, Fixed Asset Items, Payroll Items

Review Item Setup

Customers

Vendors

#### **Accounts Receivable**

Fix Unapplied Customer Payments and Credits

Clear Up Undeposited Funds Account

Review AR Aging Summary Report

#### **Accounts Payable**

Fix Unapplied Customer Payments and Credits

Evaluate and Correct 1099 Account Mapping

Review Unpaid Bills Report

## **Inventory**

- Review Inventory Setup
- Compare Balance Sheet and Inventory Valuation
- Troubleshoot Inventory
- Adjust Inventory Quantity/Value on Hand

## **Payroll**

- Find Incorrectly Paid Payroll Liabilities
- Review Payroll Liabilities
- Review Employee Default Settings
- Enter After-The-Fact Payroll

## **Bank Reconciliation**

- Reconcile Accounts
- Locate Discrepancies in Bank Reconciliation
- Review Missing Checks

## **Miscellaneous**

- Set Closing Data and Password
- Review QuickBooks Preferences
- Condense Data from Previous Periods