

Compiling Financial Statements for your QuickBooks clients

How CaseWare's Working Papers
can make you more efficient

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Today's presenters

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- Intuit & K2 Enterprises Instructor
- Consultant on QuickBooks and MAS90 accounting software.
- Helps business owners get the most out of their software
- Has taught thousands of CPAs and business owners at various seminars and classes

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- Translator for nerds
- Frequent lecturer at CPA events around the country
- Former software company executive
- Former partner in an Atlanta CPA firm

Agenda

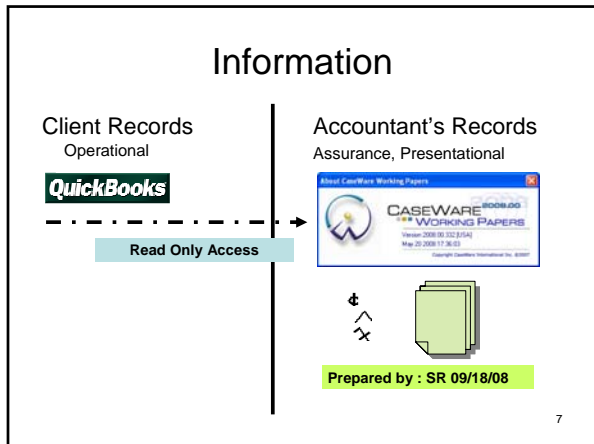
- Client versus Accountant records
- Preparing your client
- Getting information from QuickBooks
- Getting information to CaseWare Working Papers
- Corrections and adjustments
- Winding up the engagement

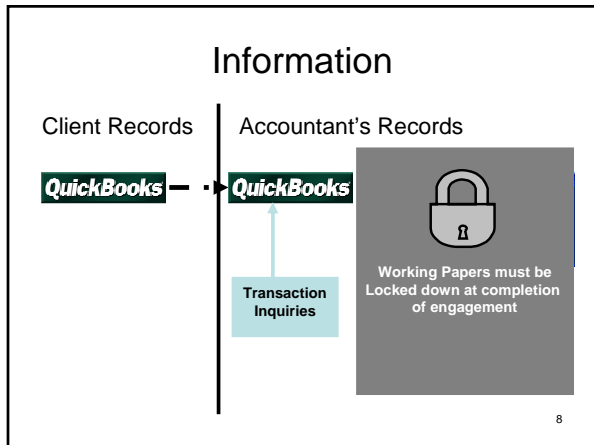
Accountant's Objective

To examine, verify, and document client information in support of financial statements

Working Papers – used in preparing

- Tax return
- Compilation/Review/Audit
- Consulting engagement – including month end closings





- ### The Mission
- Get data from client copy of QuickBooks to accountant
 - Export from QB
 - Import into CW Working Papers
 - Make adjustments
 - Get entries to client

Mid Year Client Visit

- Review QB Chart of Accounts
 - Review account types
 - Review for reasonableness
 - Only one Accounts Receivable account type
 - Only one Accounts Payable account type
- Review Prior Year ending balances
 - Verify that prior year adjustments were posted
- Run a closing date exception report

QuickBooks¹⁰

Preparing your clients

- The more accurate the books are, the fewer corrections you'll need
 - Record their transactions
 - Use QuickBooks for Bank Reconciliations
 - Review Chart of Accounts
- Set a *closing* date and password
- To use Accountant's Copy functionality they need to be on QuickBooks 2007 or more recent
 - At least Pro, Premier, or QBES

QuickBooks¹¹

Product Versions

- Simple Start – Use Company Files
- QuickBooks Pro and QuickBooks Premier
 - Need a Copy of QB Premier Accountants Version (same year) to read files
 - Use accountants copy
- QuickBooks Enterprise Solutions (QBES)
 - Need a Copy of QBES (same year) to read files
 - Use accountants copy
- Online - Different transfer options

QuickBooks¹²

Getting information from client

Client's QuickBooks:

- Select File
- Accountant's copy, client activities
- Send to accountant, **next**, enter dividing date, choose custom, enter yearend.
- Enter accountant's e-mail address
- Enter client's name and client's e-mail address.
- Create a password, reenter password and add any notes for the accountant.

QuickBooks

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QuickBooks File Extensions

- QBW -Company File
- QBX - Accountant files
 - Needs Conversion to Open File
 - Accountants Copy Menu
- QBM -Portable File
 - Use "Open or Restore" to Open File
- QBB – Backup File
 - Use "Open or Restore" to Open File

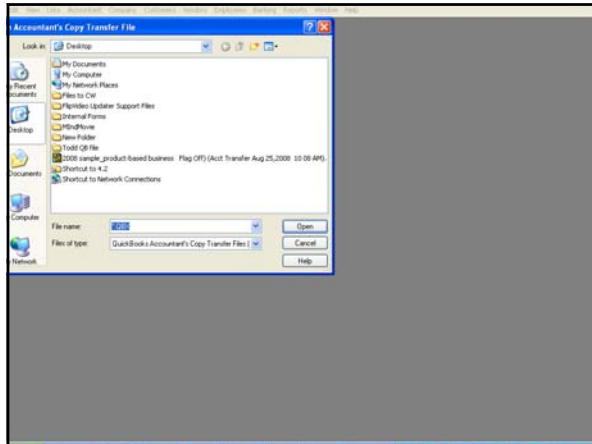
QuickBooks

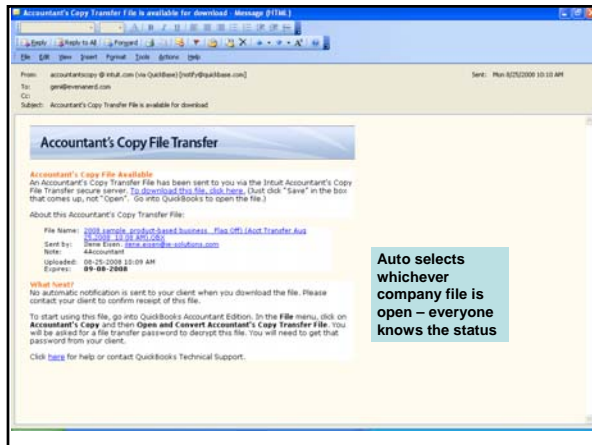
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Client Restrictions

- Client version will have a note "Accountants Changes Pending" on the file
- Client can not edit transactions on or before closing date
 - includes non-posting transactions
- To remove restrictions on client file
 - Select File
 - Accountant's copy
 - Client activities
 - Remove restrictions
 - Check box = Yes
 - Select OK

QuickBooks






Receiving file from your client

- Open your e-mail and save the file to your computer
- Open your copy of QuickBooks and select
 - File
 - Accountants Copy
 - Open & Convert accts copy transfer file
 - Point to the file

Client data is now in Accountant's copy of QB



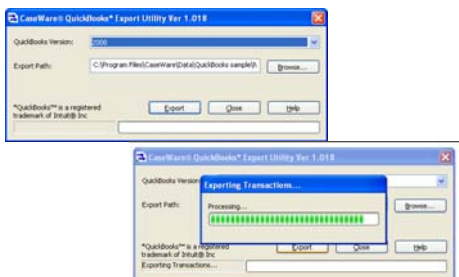
Getting Information from your copy of QuickBooks to CaseWare

Use the CaseWare Export Utility

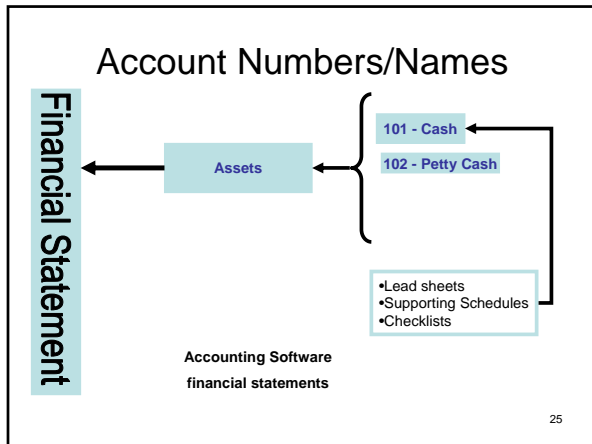
- Open QuickBooks, open the Company File you want to work on
- Run the CaseWare Export utility and select the year you wish to export
- Save file in a location you can find

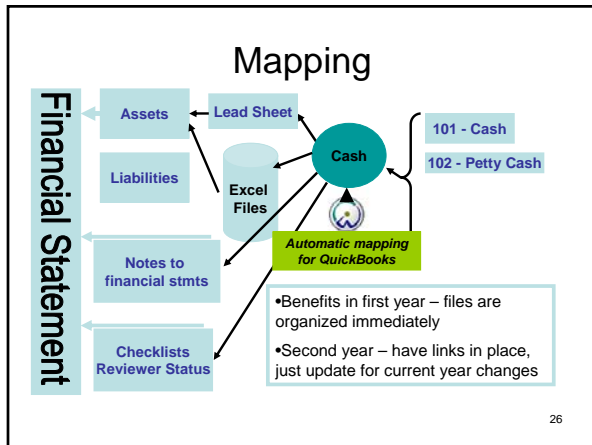


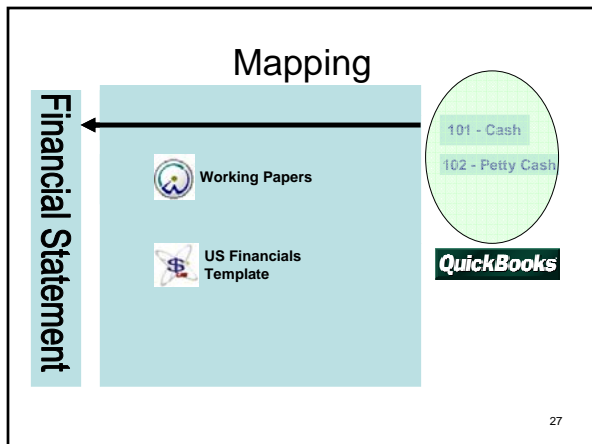
CaseWare Export Utility



How
CaseWare
Working Papers
handles information





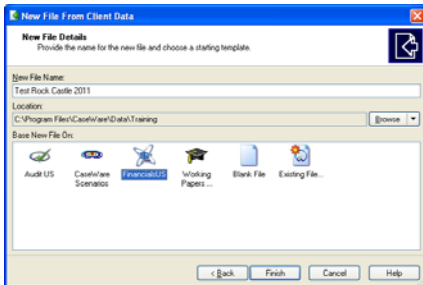


Create the working paper file



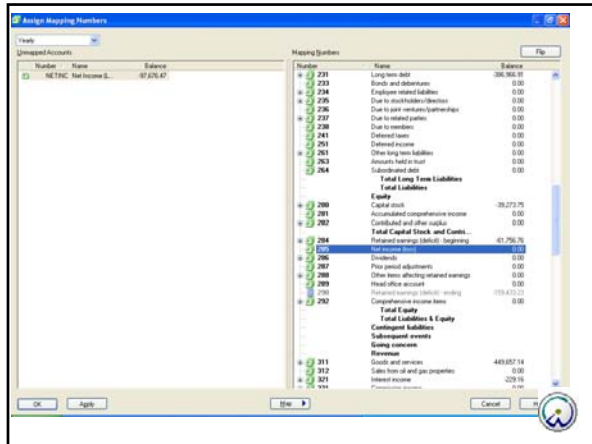
Point to file location

Select a template




Check the mapping

- You will see a list of any unmapped items
- Drag to the appropriate mapping



CW Working Papers adjustments


- Enter Adjusting entries in CaseWare Working Papers
- Build your working papers
- Lead sheets
- Use connector to compare information in Excel



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QuickBooks Account Reconciliation Issues

- Tracing to an invoice
- Using the Account Reconciliation feature
- Closing Date Exception Report
- Goods received but not invoiced
- Audit trail
- AP or AR detail needs to be corrected



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Financials are released

- Return the accountants copy


Or

- Have client remove restrictions in their company file and enter adjusting journal entries (from printout)
- Verify that changes have been made
- Have client set a new closing date and password for the next year end

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Next year in CaseWare Working Papers

- Close the year
- Creates a new copy
- All information gets moved forward
- Import TB from QuickBooks file



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Policies to address- Internally and with Clients

- Import rules
- Journal entry handling
- Interim QuickBooks reviews
- Clients use of dividing date
- Clients use of closing date and password

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Tell clients how to record your adjustments - 1

- File
- Accountants Copy
- Client Activities
- Import Accountants Changes
 - Review Changes
 - Accept Changes for Import

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Tell clients how to record your adjustments - 2

- How to make manual AJE's
 - Company
 - Make journal entries

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Thank you

Questions?

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