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# The Top 3 Things QuickBooks Accountant 2012 Will Help You Accomplish

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The fall of every year, I get excited to see what's new in QuickBooks Accountant edition. If you're anything like me, you have a list of improvements you would love to see. Now, I don't always get what I want, but QuickBooks Accountant 2012 does introduce some new and improved features that really take my professional needs into consideration. I've been testing it out for a few months and I am pleased with the new features and improvements that will help professionals speed up processes, meet client needs, and stay organized!

## Speed Up the Process

### Accountant Center

We have our own center that can be easily customized for quick access to the things we use the most. I also love that, at a glance, I can conveniently see the last reconciled date of Bank and Credit Card type accounts.

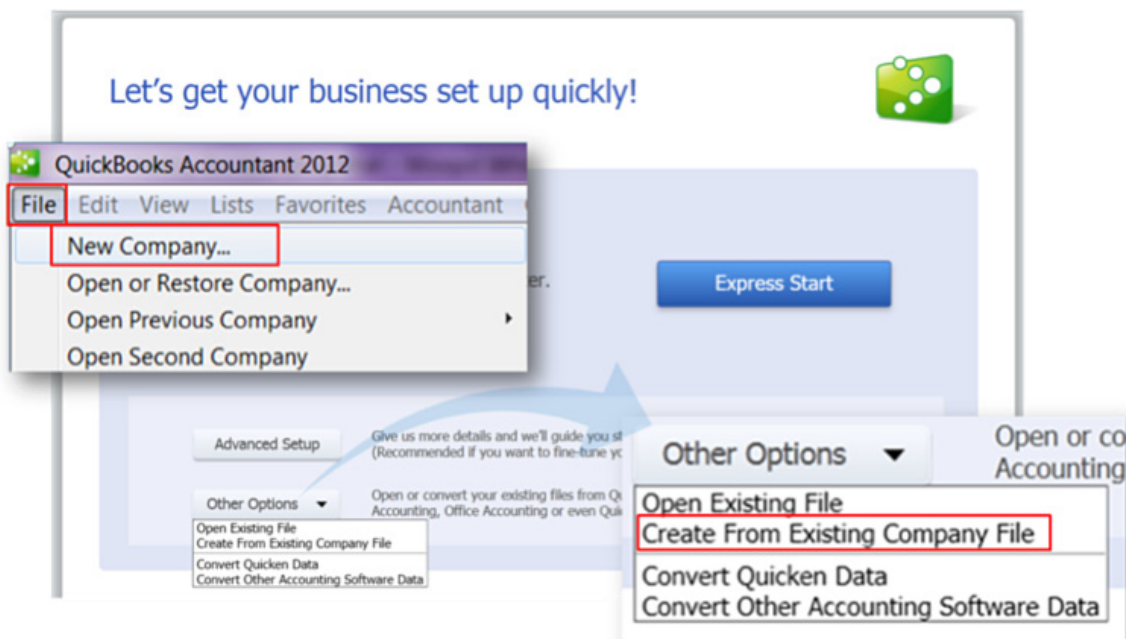
The screenshot displays the 'Accountant Center' interface. At the top, there's a 'Tools' section with a 'Customize' button. Below it, a 'Reconciliation' table shows account balances. A 'Reconciliation' dialog box is open, showing a list of accounts and their last reconciled dates. To the right, 'Memorized Reports' are listed, and 'Accountant Updates' are shown at the bottom. A 'Customize Your List of Tools' dialog box is also open, showing a list of available tools and chosen tools to add.

Account	Last Reconciled	Reconciled Balance	Current Balance
Checking	07/31/2011	152,345.59	12,970.32
Cash Expenditures		0.00	225.23
Savings	07/31/2011	95,783.00	93,383.00
Barter Account		0.00	0.00
CalOil Card	08/15/2011	5,843.00	0.00
QuickBooks Credit Card		0.00	0.00
QuickBooks Credit Card:QBCC Field Office		0.00	0.00
QuickBooks Credit Card:QBCC Home Office		0.00	0.00
QuickBooks Credit Card:QBCC Sales Dept		0.00	0.00

Account	Last Reconciled
Checking	07/31/2011
Cash Expenditures	
Savings	07/31/2011
Barter Account	
CalOil Card	08/15/2011
QuickBooks Credit Card	
QuickBooks Credit Card:QBCC Field Office	
QuickBooks Credit Card:QBCC Home Office	
QuickBooks Credit Card:QBCC Sales Dept	

## Starter Copy

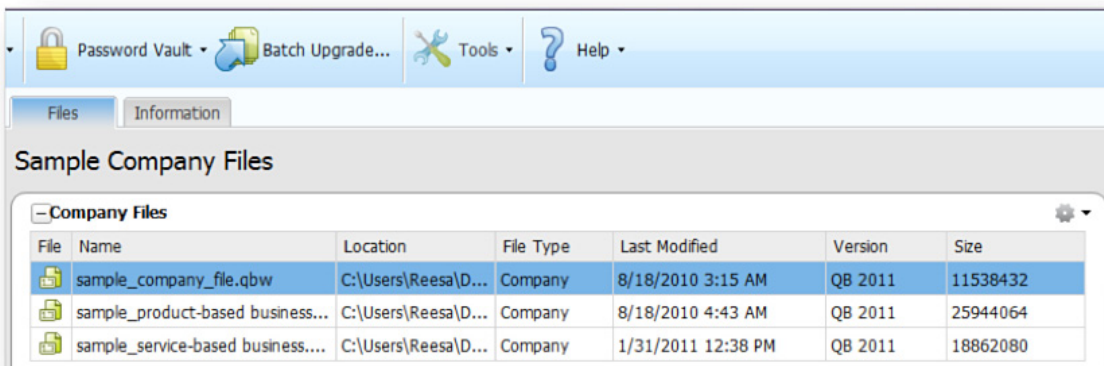
Do you have a certain way that you like your chart of accounts and preferences? It used to be a bit cumbersome to export and then import a chart of accounts to a new file...and then you still had to modify your preferences and do additional set up. Now there's a new option when creating a company file that lets us use an existing file as a template for a new file, this is definitely a time saver!



## Stay Organized

### Improved File Manager

File Manager is a stand-alone program that was introduced with QBA 2011 and has been improved for 2012. You can quickly see the type, version, and summary information of your many different client files. There is a time saving password vault and you can update multiple company files in a batch. If you have yet to start using File Manager, give it a try! I guarantee it will help you keep everything straight.



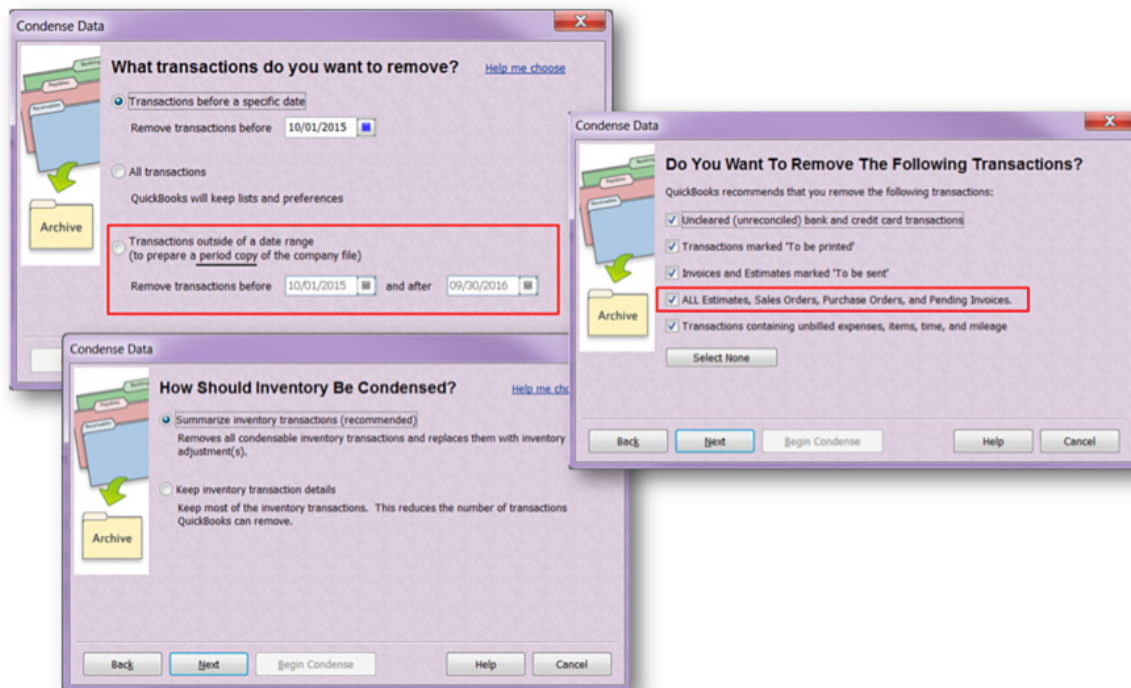
## Meet Client Needs

### Condense Data

This feature was formerly known as Clean Up Company Data and this year we have some new options including Period Copy listed below, the option to remove certain types of inventory activities and unused non-posting transactions like Estimates, Sales/Purchase Orders and Pending Invoices. You can easily reduce file size to improve performance.

### Period Copy

You can use this feature to make an exact copy of a file within a set date range, useful for a third party request of a data file. Perhaps your client is selling the business and would like to provide a set date range of live data to the new owners, or you would like to provide an archived copy of the data file to your client to keep with their tax records.



### QuickBooks Statement Writer

QSW replaces Intuit Statement Writer and is now included in the QBA 2012! This is one powerful program! You can quickly create and customize advanced financial statements, associated documents and management reports with the exact wording and layout that you need. You need Excel 2003, 2007, or 2010 to use this feature. You can save your customized reports to use with multiple clients and easily refresh data.

### **Improved Accountant's Copy & Client Data Review**

I tend to not use Accountant's Copy because of the limitations on what changes can be transferred back to the client. If you do the same, then you will want to take another look at using Accountant's copy. It definitely solves the dilemma of needing to make changes to the file at the same time as your client without expensive hosting plans. You can now transfer back customer/vendor credits and changes made using the Fix Unapplied Credits feature of Client Data Review. If you are new to the Accountant's Edition, you will love the powerful tools available in Client Data Review that help you fix routine client issues quickly and efficiently.

### **Other Improvements**

There are other improvements that are not exclusive to the Accountant edition that greatly enhance QuickBooks 2012. Some of these include a Calendar that can be customized to show a wide variety of transactions & activities, improved To Do function, refresh data in Excel and maintain formatting, improved management of memorized transactions, an Inventory & Lead center, free local storage of attached documents, the ability to create a credit memo from an invoice, and quick access to Pay Bill/Receive Payment functions from source forms.

If you are not part of the ProAdvisor Program, now is the time to join! It has been improved for 2012 and doesn't cost too much more than QuickBooks Accountant 2012. These two tools will help take your practice to the next level.

It's clear that our professional needs are a priority in this year's edition of QuickBooks Accountant. These new and improved features will help us save time, stay organized, and provide value-added service to our clients.