

## QuickBooks Accountant 2019

QuickBooks Accountant – the master software for Accountants and Bookkeepers

### Product Features

- ☑ 60 Day Money back guarantee
- ☑ 12 month email & telephonic support contract for new users (30 days for upgraders)
- ☑ Get all the features of QuickBooks Premier, plus much more
- ☑ 1-30 users (Purchase of additional licenses required)
- ☑ Create and send branded (Customised) invoices
- ☑ Track sales, expenses and profit
- ☑ Easy VAT returns
- ☑ Company Snapshot and Calendar View
- ☑ Track sales leads
- ☑ Handle multiple currencies
- ☑ Comprehensive stock control
- ☑ Build financial forecasts
- ☑ Offer flexible discounts
- ☑ Stock Centre
- ☑ Document Centre (New!)
- ☑ Income Tracker (New!)

**The following features which were available in Premier 2012 are not available in Premier 2013/14 but are available in Accountant 2019:**

- ☑ 1-30 users (Premier 2013/14 is limited to 5 simultaneous users)
- ☑ Open 2 company files simultaneously
- ☑ Modify and make accountant changes in the accountants copy
- ☑ Financial statement designer
- ☑ Accountant menu
- ☑ Client data review menu
- ☑ Toggle between different versions (Pro, Premier & Accountant)
- ☑ Accountant tools: Fixed unapplied payments / credits, write off invoices, Reclassify transactions

Should you need any of the above features or if you were using them previously in Premier 2012, you would need to upgrade to Accountant 2019.

### **QuickBooks Accountant: Advanced Time Saving Tools**

QuickBooks Accountant is designed to make accounting simple for small business and help you save time on the accounting tasks you do most. Easy to learn and use with no accounting knowledge necessary – QuickBooks Accounting Software is guaranteed easy or your money back.

QuickBooks Accountant has all the features of QuickBooks Premier plus more advanced features for stock control, budgeting, forecasting and discounting.

#### **Collaborate with clients efficiently**

Your clients can use the Accountant's Copy feature in QuickBooks Pro or Premier to send you their latest figures as a single file for you to import into your copy of QuickBooks.

When they do this, they set a cut-off date for transactions you can work on. This enables you to perform important tasks using data from before the cut-off date, while they continue to perform day-to-day tasks after the cut-off date.

Once you've finished, QuickBooks merges the changes, creating one company file that your client can continue to work from.

#### **Client data review tool**

Find and fix client data entry errors faster with eight powerful client data review tools found only in QuickBooks Accountant:

- 🔍 **Fix incorrectly recorded VAT payments.** Identify transactions that were not correctly recorded as VAT payments, and then turn them into VAT payments.
- 🔍 **Write off invoices.** Write off uncollectable invoices to the account you choose. Includes automatic VAT adjustment.
- 🔍 **Clear up undeposited funds.** Find deposits that were created manually, then quickly link them to undeposited payments.
- 🔍 **Reclassify transactions.** Quickly reclassify hundreds of transactions from a single window, instead of doing them one by one.
- 🔍 **Troubleshoot stock.** Identify irregularities in stock, such as negative quantities or items that are out of balance.
- 🔍 **Review list changes.** Easily identify list items that your client has changed since you finalised the balance for a period.
- 🔍 **Troubleshoot prior account balances.** See the differences in ending account balances from your records and recommendations of how to adjust them.
- 🔍 **Fix unapplied customer and supplier payments and credits.** Identify and apply unlinked payments and credits to the appropriate invoices and bills.

*(Please note: you can only use the client data review tool if your client is using QuickBooks Pro or Premier 2019.)*

### ***Use the QuickBooks your clients use***

QuickBooks Accountant Edition includes QuickBooks Pro and Premier as well as the powerful accountant tools.

You can switch between the different editions in seconds, to see exactly what your customer is seeing and making it easier to work together by phone and email.

### **Are you new to QuickBooks?**

Find out why QuickBooks is the world's No. 1 best selling small business accounting software:

#### **Easy to Learn and Use**

- ☑ No accounting knowledge necessary - guaranteed easy or your money back
- ☑ Save time on data entry by easily importing data from excel spread sheets
- ☑ Get started easily and set up in minutes with step by step tools

#### **Get Paid Sooner – Save Time on Everyday Tasks**

- ☑ Invoicing that is so easy you'll send your invoices quicker – email as pdf's
- ☑ See your cash flow in real time - instant reporting on sales, expenses and profit
- ☑ Track stock, set re-order points & create purchase orders

#### **Organise Everything in One Place**

- ☑ See a 'Company Snapshot' of your key financial data on a single screen
- ☑ Easily stay on top of your important tasks with QuickBooks Calendar View
- ☑ Track your new sales leads and customers with the NEW Lead Centre

#### **Easy VAT Returns**

Manage your VAT automatically, the fast and accurate way.

- ☑ Create VAT returns in minutes.
- ☑ The latest VAT rules are incorporated to ensure accurate returns.

With automatic VAT returns, you can slash the hassle - and the worry.

#### **Customise Your Financial, Sales and VAT Reports**

Generate and customise key financial, sales and VAT reports to monitor your company performance

With key business reports already built into QuickBooks Accountant - including Profit & Loss and balance sheet reports - you get the business knowledge to make key decisions:

- ☑ Get a clear picture of how and where you make and spend your money
- ☑ Get reports generated for you – no maths required
- ☑ Drill down into more detail by simply clicking reports

### **Create Budgets and Forecast Cash Flow**

Plan ahead effectively by creating budgets and forecasting your company's cash flow:

- ☑ Set monthly, quarterly or annual budgets
- ☑ Track your performance and compare actual to expected results
- ☑ Understand how your business could perform in the months ahead

Cash flow forecasts enable you to see how different scenarios would affect your business. What if you took on more staff, or lost a key customer?

### **Stock Control and Back Orders**

With QuickBooks Accountant software, it's easier to keep track of what your business has in stock – and you won't have to force customers elsewhere when something is out of stock.

- ☑ See exactly what you have in stock at any time
- ☑ Set automatic minimum and maximum re-order points for stock
- ☑ Create back orders to fulfil first, when stock arrives

Holding stock is a balancing act: it's important to have what your customers want, but you don't want to over order and have funds tied up needlessly. QuickBooks helps you get that balance right.

### **Handle Multiple Currencies Automatically**

QuickBooks Accountant let's you trade in over 145 currencies just as easily as you do in Rand:

- ☑ Convert back using the latest exchange rates automatically
- ☑ Understand gains and losses caused by rate fluctuations
- ☑ Work with international customers in their own currencies

Handling foreign currencies helps your business deliver great service, because international clients will appreciate it when you work in their currencies.

### **Offer Flexible Discounts**

QuickBooks Accountant accounting software gives you complete freedom to price products and services the way that suits your business:

- ☑ Set discount levels for specific customers or jobs
- ☑ Change prices easily, whenever you need to
- ☑ Offer special deals to match or beat competitors

Use the flexible pricing tools to reward loyal customers with extra discounts, give new customers an incentive to buy – or deep-discount end of line stock. It's entirely up to you.

### **Upgrading QuickBooks?**

The latest version of QuickBooks Accountant software is designed to save you even more time on the accounting tasks you do most

- ☑ Designed to speed up your workflow by completing everyday tasks faster than ever
- ☑ Clearer navigation, designed to guide you through your workflow more efficiently
- ☑ Easier to use – always find what you looking for with simplified layouts, forms and reports
- ☑ Simple customizable toolbars and reports make juggling everyday tasks easier and quicker
- ☑ Lead Centre makes it easy to keep track of potential new sales and new customers
- ☑ Upgrading is easy with intuitive tooltips to signpost common tasks to get you productive faster
- ☑ Be more efficient – work smarter with your accountant; be better organized with your customer, supplier and prospect information in an instant
- ☑ Collaborate better with your accountant – easier than ever before to send, share and update information with your accountant

### **New Features:**

#### ☑ **Income Tracker:**

- Income Tracker helps you stay on top of your receivables to help you get paid faster
- Get an end to end view of all income related transactions all in one place with the Income Tracker
- Get real time data; no reports to run or data to gather.
- Get paid faster - Take immediate action on transactions to get paid.
- Batch print or email transactions directly from Income Tracker list and filter by transaction or customer.

#### ☑ **Document Centre:**

- Email supporting documents attached to a transaction in one click - Now you can include multiple attachments to one QuickBooks transaction email to your customers, suppliers or other business contacts for more efficient communication.

#### ☑ **Email Enhancements:**

##### ☑ Multiple Email Templates:

- ☑ Customise and re-use different Email templates - Easy to auto populate with customer and job information, invoice number, amount due and other pertinent information for reliable communication.

##### ☑ Logged Emails:

- Track emails sent to customers, suppliers or employees without leaving QuickBooks as the email history list provides quick access to previous conversations.

☑ Email your payment receipts, bill payment stub/remittance advice.