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New Year – Cleaning Up Files & Getting Automated!

We realize everyone is swamped this time of year; so we aren't going to take up a lot of your time. The last few issues we talked about reasons why a client may need a new file and some good programs that would assist you along the way. We also looked at ways to salvage a file that may have a lot of useable information, but still needed a good bit of work. We took a good look at working with List Information and what was available at the moment to transfer not only list information, but also transactions. If you missed last months article, be sure to read it http://www.idnac.org/newsletters/new-year-new-fileII.pdf

This month we wanted to take a few minutes to talk about some other programs that will help you automate the new files you have helped your client create. Over the next few months we will be discussing more and more programs that will assist in automation for the client and/or the ProAdvisor; we have found many that are quite impressive and can't wait to share them with you. We have tested all the products we write about, and we use many of them on a regular basis; yet it is still exciting to find new ones that offer automation that we used to only dream of ☺

The QuickBooks File is Set-up, Now What?
You have worked closely with the client and they now have a nice, new, clean QuickBooks file; the lists are in, the transactions are moved over, the beginning balances have been brought over (be sure to read the articles from last month that showed you how easily this was to achieve ……

The next step is to try to automate as many day-to-day tasks as possible so the client can be more efficient; or if you have taken on their bookkeeping; you also want to be more efficient. If a job should take 4 hours and it takes you 5, you've lost money; but if it takes you 2 then you've made money and can provide additional services if you would like.

You can start with small steps that will certainly save time over the course of the week, month, and year. One of the first things to implement is off-site back-up; consider using **Business Data Transfer** http://www.bdts.us/ as a safe and secure way to transfer files between the client, CPA, and bookkeeper, and having their data files backed up each night without fail. No one has to worry about it. They set it and forget it!

The next thing is to consider what type of business they are in. Certainly there are many different tools out there that are geared for specific industries and those that are more generalized. We will be taking a look at some of each the next few months. Backing up the QuickBooks file is pretty global, whatever their business is, and every business needs to be doing it.

General Type Application
The application we would like to profile this month is from John Magno of **Baystate Consulting,** called the **01 Transaction Pro Export Wizard Product**, and is featured as one of the Developer Interview articles this month. Be sure to visit his site at www.baystateconsulting.com/products.htm for more information.

The Exporter is designed to export transactions directly from QuickBooks to Excel; fast and easy and you can include or suppress line items based on your needs. You can easily search for transactions, review or edit them in a program grid, then save the file to Excel in CSV or TAB delimited **text** format! Currently you can export Bills, Checks, Deposits, Journal Entries, Invoices, and Sales Receipts; they plan on adding more functionality as needed. This is truly one of the easiest tools I have ever tested; within 5 minutes I was installed and had completed the first export, and with no learning curve --- you had the end result in an instant.

John also has a **Journal Entry Import for QuickBooks Online** available….another incredibly useful tool for anyone who uses the Online version of QuickBooks. All of the programs offer installation support and free support via their Online Support Forum

While you are on John's site, be sure to check out his other tools, we will be featuring his **Multi-Company Bill Disbursement Utility** in the near future. I have several clients in need of something that is easy and I'm anxious to try it out. It is designed to distribute Bills to Multiple QuickBooks Company Files; while the system keeps the customers, accounts, and classes synchronized with each company file. When the system saves a bill it will:

1) A*utomatically* enter an invoice in the Master Company Due and Payable from the Disbursement company; and
2) Enter a bill in the Disbursement Company Due and Payable to the Master Company.
Sounds great…and a bit more specialized.

Speaking of a Bit More Specialized
We introduced you to Karl Irving of www.q2q.us last month, as well as several of his awesome tools. Karl has quite a few others that we wanted to be sure to mention this month; many are a bit specialized, but when you need this type of solution you will be dancing for joy!

Let's say you have a client that has 100 or 1,000 memorized invoices; maybe they are a property manager, homeowner association, non-profit who collects quarterly/yearly dues, a farmer, the list goes on and on, and there is one thing they have in common; they send out the same invoice over and over and over again … and it's time-consuming. Even if they are using the Memorized Invoice feature in QuickBooks, it is terribly time-consuming. Fortunately for us, Karl had eliminated that pain; be sure to read the Developer Interview this month featuring the **Invoice Duplicator** tool.

Another tool that is worth taking a look at, again, this is not your every day tool, it is more specialized in nature, but when it's needed it can make you look like a wizard to your clients. The tool? Karl's **Report Combiner**; this program extracts data from 1 to 99 QuickBooks data files and creates combining Profit and Loss Statements and combined Balance Sheets! The reports included with the **Combiner** can display a maximum of 7 companies, but the QuickBooks Profit and Loss by Class Report can be used to see all the companies imported. Once imported, the data can be adjusted for tax and other purposes using Journal Entries. The adjustments can be applied to individual companies (classes) or you could create a new class for tax or Schedule M entries. It's an amazing tool that the ProAdvisor can use as their 'secret weapon' for what seems impossible to the clients, or again, you can suggest it and you will impress your client with the wealth of knowledge you have on 3rd party applications. For more information on the **Report Combiner**, check out: www.q2q.us/combineroverview.htm

Next Month
Next month we will be looking at some additional tools to assist in organization and automation for your business, as well as your clients. As always, we are excited about the tools we will be sharing.

Until next month, have a great tax season!

Rox ☺

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