

Quick Trial Balance Pro

Features Listing

Overview

Quick Trial Balance Pro (QTB) is designed for the professional accountant who needs to process a client's data for tax preparation or financial statements. QTB is cross platform (Windows and Mac) and has sophisticated importing features that allows you to get your trial balance data into QTB as quickly as possible.

For those clients that do not maintain their own general ledger, you can also enter cash receipts and disbursements and generate a general ledger and trial balance prior to entering adjusting journal entries.

The following sections provide more details about the various features available.

System Requirements

Windows system requirements - 32-bit and 64-bit versions of the following versions are supported

Windows 7 Service Pack 1
Windows 8
Windows 10

Minimum 2 GB RAM

Mac OS system requirements - the following versions are supported.

High Sierra 10.13.x
Sierra 10.12.x
El Capitan 10.11.x
Yosemite 10.10.5
Mavericks 10.9.5

4 GB RAM

Printers - All printers supported by the operating system. Reports are printed on 8 1/2 X 11 inch paper in either portrait or landscape format.

Data Limits

Data Files - There is no limit to the number of client data files that you can create with Quick Trial Balance Pro.

Accounts - There is no limit to the number of accounts that can be entered into a Quick Trial Balance Pro data file.

Installation

Quick Trial Balance Pro should never be installed on a server or remote computer. We always recommend installing Quick Trial Balance Pro on a desktop computer, laptop, or computer workstation.

Quick Trial Balance Pro

Features Listing

Licensing

Subscription Model - Quick Trial Balance Pro is distributed using the subscription model.

The subscription runs for one year from the initial date of purchase and must be renewed annually before the original subscription expires. PRO-WARE will send out renewal reminders 30 days prior to expiration of the subscription. The user can also setup an auto-renewal option to avoid any interruption of service.

Should the subscription expire, the user will be not be able to use Quick Trial Balance Pro until the subscription is renewed. In addition, subscriptions reinstatement will be at the full retail price if expired as opposed to the reduced rate if renewed before expiration.

The user's data is not affected should the subscription expire and will remain intact and accessible once the subscription is renewed.

Pricing - Current pricing is available on our website's shopping cart. Annual subscription renewals are offered at a reduced price from the original purchase price.

Site License - Quick Trial Balance Pro is distributed with a site license. This allows the user to install Quick Trial Balance Pro on as many computers in their office as they wish, including laptops that are used by personnel permanently assigned to that one physical office location for use while working out of the office.

Data Files

Storing Data files - Data files can be stored on a local hard drive or local network hard drive that is accessible by your computer.

We do not recommend accessing data files remotely due to the possibility of data loss that might result from a poor or interrupted connection. Remote access is when the data files are located on a server that is not connected via a wired connection. An example of this is using Citrix server to access remote data.

While we do not support remote installations, we know that some users access their data remotely without encountering any issues other than much slower access due to the reduced speed of the connection.

Also keep in mind, should you decide to store your data on a remote server, each location (postal address) is required to have a their own Quick Trial Balance Pro site license.

Mobility - Quick Trial Balance Pro data files are extremely compact and mobile. All data is stored in ONE file and can easily be moved from one folder to another, one computer to another, or from your local computer to a laptop or server.

Quick Trial Balance Pro's data is stored in an SQLITE database which accounts for the speed of access and mobility of the data files.

Backup and Restore

Quick Trial Balance Pro includes a backup option that permits you to backup one file or all files located in a folder.

There is also a Quick Backup option that you will be prompted to do whenever selecting an option that could make significant changes to your data, such as importing data or resetting for the next year.

Quick Trial Balance Pro

Features Listing

Preferences

Quick Trial Balance Pro has two types of preferences that can be used to customize for each installation and/or client.

User Preferences - You can set certain user preferences that will be applied whenever you access Quick Trial Balance Pro on the selected computer. For example, you can set a default data folder where Quick Trial Balance Pro will always look when selecting or creating a new data file.

Client Preferences - These are preferences that apply to the data file created for each client. For example, each client data file can have a certain number of methods being maintained. Client preferences are set in the Client Information screen. The ability to set preferences for each client provides for great flexibility to meet the needs of you or your client's fixed asset requirements.

File Manger

Quick Trial Balance Pro includes a robust file manager that allows users to maintain a catalog of data files they have created. This makes the process of finding and selecting data files much simpler than interfacing with the operating system's file system.

The File Manager has a great deal of very useful information, such as, the name and year-end of the client, last date and time accessed, and the actual physical location of the file.

Books

You can maintain up to three books, such as, tax balances, book balances, etc. The number of books you want to maintain can be specified in the Client Information screen and can be increased or decreased as your needs arise.

Importing Trial Balances

Quick Trial Balance Pro has a very flexible import option with numerous customized options for importing trial balance data from Quickbooks, Peachtree, Excel, or CSV (comma separated values). You can also import data from other trial balance software that are no longer being supported or do not provide the variety of features that Quick Trial Balance Pro does. These include:

- Accountant's Trial Balance
- Workpapers Plus
- Trial Balance CS
- Go System Audit

Import options can be saved for reuse without having to remember the previous settings.

Manual Entry

Entering trial balance data can be extremely time-consuming; however, we have designed the manual entry of accounts and trial balance data so that it is very quick and reliable.

You can also enter prior periods data using the same quick entry procedure for trial balance data. Quick Trial Balance Pro maintains up to ten years of prior year balances.

Quick Trial Balance Pro

Features Listing

Account Setup

Quick Trial Balance Pro allows you to specify a format for the account numbers that will be entered. This ensures that accounts numbers entered conform to the specified format.

You can also separate accounts numbers into departments or branches so that you can easily generate separate reports for each without using group codes.

Group Codes

When preparing tax returns and financial statements, it is not uncommon to group similar accounts together and round the totals before creating these documents.

Quick Trial Balance Pro allows you to create 10 primary group codes and 10 secondary group codes. For example, if you want to group your adjusted trial balance for the income tax, you would use one of the primary group codes to enter an identifying code to group specific accounts together.

If you have 5 different repair accounts, you might use one of your primary group codes and assign a code of "REPAIRS" to each of the 5 repair accounts so that they would be grouped together when printing the Grouped Trial Balance Report, which will group and optionally round accounts assigned the same group codes.

Cash Transactions

Quick Trial Balance Pro is not a client write-up system; however, it does include some features that you may find in a general ledger accounting program. This includes the ability to create cash journals so that you can enter cash receipts and disbursements and generate a general ledger.

Cash journals are linked to an account to make speed up the data entry process. There is no limit to the number of cash journals that you can create.

Journal Entries

You can enter a unlimited number of journal entries.

You can create journals for specific types of journal entries. For example, if you have a number of journal entries related to payroll tax adjustments, you could create a Payroll Journal to group those journal entries together when printing.

Journal entries can be entered or marked not to post in the case of "passed" journal entries or if you are unsure if further changes need to be made to it.

Journal entries can be archived so they can be re-used in future periods without having to manually enter. You can also reverse an entry saved in the archive.

You can also use a provided Excel template to enter your journal entries in and then import into Quick Trial Balance Pro.

Quick Trial Balance Pro

Features Listing

Visual Trial Balance

The Visual Trial Balance screen in Quick Trial Balance is a convenient way to review trial balance data instead of printing a report. From the Visual Trial Balance, you can enter new adjustments using the journal entry generator or edit adjustments that have been previously entered.

You can also enter workpaper reference numbers for each account and mark accounts that have been reviewed and need no further attention.

You can also change the display to compare the current year adjusted balance with prior year's balances. When comparing prior year data it will also show dollar differences and percentage changes.

The Visual Trial Balance can also be filtered in a number of ways so that you can limit the accounts that are displayed.

Reports

There are a variety of reports that can be generated by Quick Trial Balance Pro. These include account listings, group accounts listing, working trial balance, adjusted trial balance, lead schedules, journal entries, grouped trial balance.

You can also generate simplified or very sophisticated customized financial statements that include an accountant's report, index page, balance sheet, income statement, cash flow statement, notes, and supplementary information.

You can also create a batch of reports so that you can print multiple reports by simply selecting the saved batch.

A handy report search feature allows you to select from a list of fields you want included on your report and quickly see those reports that include those fields.

You can print prior year reports by simply selecting the year from the Reports screen.

Reports can be previewed, printed, printed to PDF and in many cases printed to Excel.

Inter Period Reports

In most cases, accountants prepare tax returns at year-end, but it is not uncommon to prepare financial statements for monthly, quarterly, six-month, or annual periods.

Quick Trial Balance Pro can accommodate monthly, quarterly, or six-month interim periods.

All reports, including financial statements, can be created on any interim period selected by the user.