

## ***Quick Trial Balance (QTB)***

## ***Features Listing***

An accountant's best friend is a program that allows them to adjust and group client trial balances prior to the preparation of income tax returns and financial statements. Quick Trial Balance is quick, easy, and robust and streamlines this process.

### **Limitations**

Number of client files – no limit

Number of accounts within a data file – no limit

Account number maximum length – 20 characters (user-defined format)

Number of adjustments – no limit

### **Three Trial Balances Per File**

QTB allows you to maintain up to three trial balances for each client and they are all maintained in one file. So if you need book and tax trial balances, you will enter adjustments or cash transactions and elect to post them to one or both trial balances.

### **Importing**

QTB can import trial balance from a variety of formats including, comma separated values (CSV), Excel spreadsheet, or fixed length ASCII files (TXT). If you can export the trial balance to any of these formats, you should be able to import it into QTB.

### **Grouping**

Group codes allow you to group similar accounts together for tax or financial reporting. Each account number can have 10 different group codes assigned to it.

### **Cash Transactions**

For those clients that do not maintain their own general ledger, QTB allows you to enter cash transactions and generate a general ledger prior to making adjustments.

### **Reports**

A variety of reports are provided to accommodate almost any requirements. These include:

- Chart of Accounts
- Cash Journals
- General Ledger
- Working Trial Balance
- Journal Entries
- Adjusted Trial Balance
- Grouped Trial Balance
- Trial Balance Comparison Report
- Account Comparison
- Expense Account Analysis

### **Data History**

QTB allows 10 years of trial balance history. Each year is saved before the next year's activity is started. If you wish, you can enter prior year balances using our Quick Entry option so it can be used when printing comparison reports that are included in the program.

### **Support**

QTB includes phone and email support. Updates are provided via download until the next major release. Major releases are scheduled annually to add new features and options. A tutorial is provided to get you up and running quickly.