



# Working with the QuickBooks Audit Trail



**Working with the  
QuickBooks Audit Trail**

Mario Nowogrodzki, CPA.CITP - MENDELSON CONSULTING  
...South Florida's QuickBooks Specialists  
[www.qbspecialists.com](http://www.qbspecialists.com)

[www.qbspecialists.com](http://www.qbspecialists.com)



**MARIO NOWOGRODZKI, CPA.CITP**

**MENDELSON CONSULTING**  
...America's QuickBooks® Specialists  
[www.qbspecialists.com](http://www.qbspecialists.com)

- Master of Acctg Info Systems (FIU)
- AICPA Certified Info Technology Professional
- Intuit Solution Provider Advisory Council
- Adv Cert QuickBooks, POS, & Enterprise ProAdvisor
- QB Enterprise Solution Provider
- QB POS Retail Solution Provider
- Intuit Acctg Professionals Trainer/Writer Network
- Accounting Technology mag "2008 Killer VAR"




[www.qbspecialists.com](http://www.qbspecialists.com) 2

# *Working with the QuickBooks Audit Trail*

**Intuit**

## **Disclaimer**

- Not affiliated with Intuit / QuickBooks
- Not compensated by Intuit / QuickBooks
- Present unbiased information



[www.qbspecialists.com](http://www.qbspecialists.com) 3


**Intuit**

## **What This Class Is About**




[www.qbspecialists.com](http://www.qbspecialists.com) 4

# Working with the QuickBooks Audit Trail




## QuickBooks Audit Trail

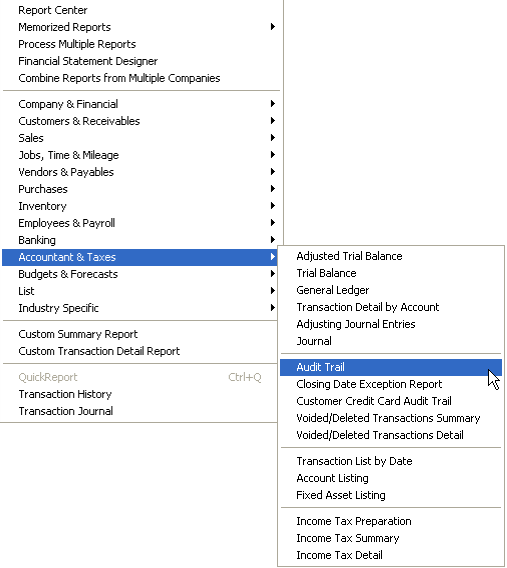
- Automatically tracks all additions, deletions, and modifications made to transactions
- Ensures that an accurate record of your data is maintained
- 'Closing Date' and Closing Date Password
- QuickBooks usernames for everyone



www.qbspecialists.com 5



## Audit Trail Report



The screenshot shows the 'Reports' menu in QuickBooks. The 'Accountant & Taxes' sub-menu is expanded, and 'Audit Trail' is highlighted. Other visible options include 'Adjusted Trial Balance', 'Trial Balance', 'General Ledger', 'Transaction Detail by Account', 'Adjusting Journal Entries', 'Journal', 'Closing Date Exception Report', 'Customer Credit Card Audit Trail', 'Voided/Deleted Transactions Summary', 'Voided/Deleted Transactions Detail', 'Transaction List by Date', 'Account Listing', 'Fixed Asset Listing', 'Income Tax Preparation', 'Income Tax Summary', and 'Income Tax Detail'.

www.qbspecialists.com 6

# Working with the QuickBooks Audit Trail

## Audit Trail Report

5:31 PM  
12/15/11

Mark's Atomic Graphic Designs  
Audit Trail  
Entered/Last Modified December 15, 2011

Item	Entered/Last Modified	Last modified by	State	Date	Name	Account	Split	Amount
I-1234	12/15/2011 17:31:19	Admin	Deleted					0.00
I-1234	12/15/2011 17:31:17	Admin	Prior	12/10/2011	Cal Gas & Electric	20000 - Accounts ...	6390 - Utilities	-150.00
					Cal Gas & Electric	6390 - Utilities	20000 - Accoun...	150.00
I-1234	12/15/2011 17:30:54	Admin	Prior	12/10/2011	Cal Gas & Electric	20000 - Accounts ...	6390 - Utilities	-150.00
					Cal Gas & Electric	6390 - Utilities	20000 - Accoun...	150.00
	12/15/2011 17:30:39	Admin	Prior	12/10/2011	Cal Gas & Electric	20000 - Accounts ...	6390 - Utilities	-150.00
					Cal Gas & Electric	6390 - Utilities	20000 - Accoun...	150.00
	12/15/2011 17:30:24	Admin	Prior	12/10/2011	Cal Gas & Electric	20000 - Accounts ...	6390 - Utilities	-150.00
					Cal Gas & Electric	6390 - Utilities	20000 - Accoun...	150.00

www.qbspecialists.com

## Closing Date & Password

Preferences

My Preferences Company Preferences

Accounts

- Use account numbers
- Show lowest subaccount only
- Use class tracking
- Prompt to assign classes
- Automatically assign general journal entry number
- Warn when posting a transaction to Retained Earnings

Date Warnings

- Warn if transactions are 90 day(s) in the past
- Warn if transactions are 30 day(s) in the future

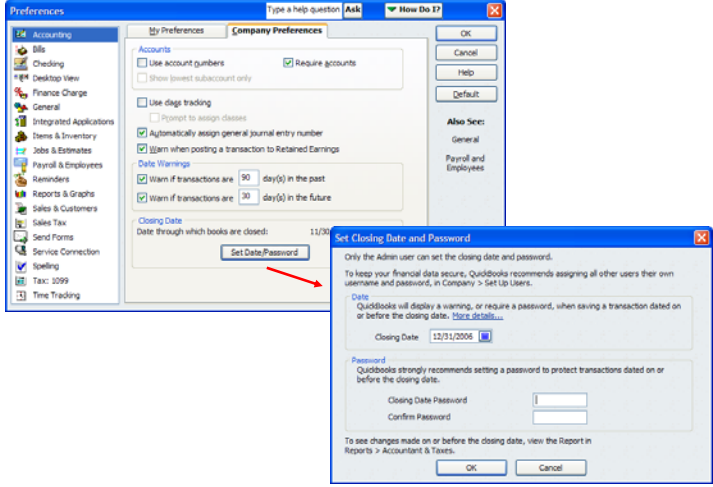
Closing Date

Date through which books are closed: (not set)

Set Date/Password

www.qbspecialists.com

# Working with the QuickBooks Audit Trail

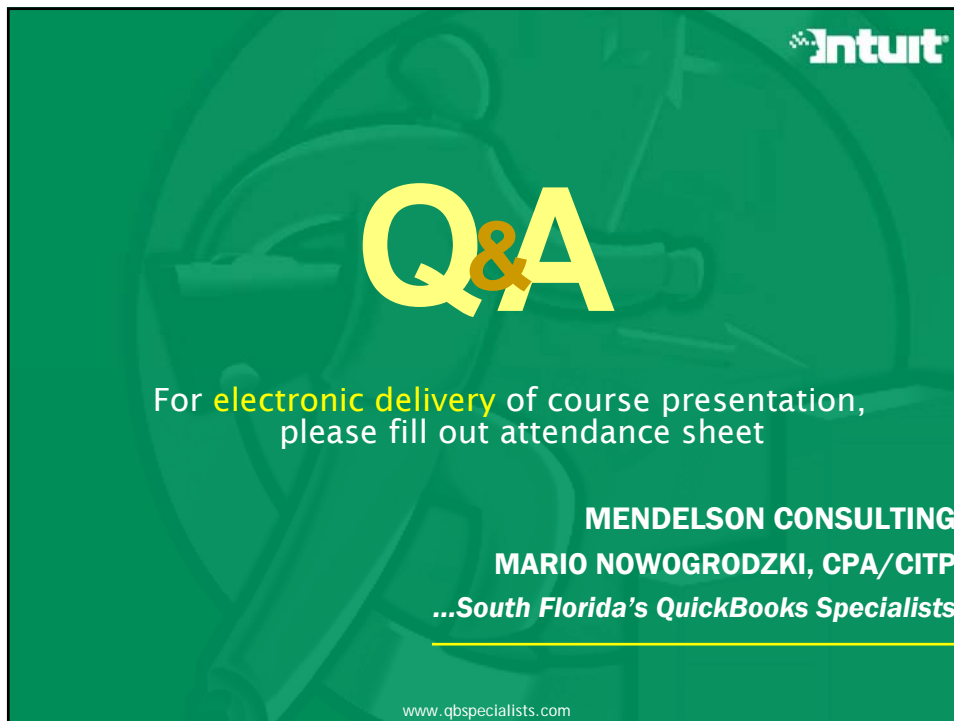


**Closing Date & Password**

The screenshot shows the QuickBooks interface. On the left is the Intuit logo and a navigation menu. The main window displays the 'Company Preferences' dialog box, with the 'Closing Date' section selected. A red arrow points from the 'Set Date/Password' button in the 'Closing Date' section to a smaller 'Set Closing Date and Password' dialog box. This smaller dialog box contains fields for 'Closing Date' (set to 12/31/2006) and 'Closing Date Password' (with a confirm password field). The background of the preferences window shows various settings like 'Accounts', 'Date Warnings', and 'Closing Date'.

[www.qbspecialists.com](http://www.qbspecialists.com)

9



**Q&A**

For **electronic delivery** of course presentation,  
please fill out attendance sheet

**MENDELSON CONSULTING**  
**MARIO NOWOGRODZKI, CPA/CITP**  
*...South Florida's QuickBooks Specialists*

[www.qbspecialists.com](http://www.qbspecialists.com)

# Working with the QuickBooks Audit Trail



**... Hope you enjoyed the break!**

MARIO NOWOGRODZKI, CPA/CITP


**MENDELSON CONSULTING**  
*"South Florida's QuickBooks® Specialists"*



[www.mendelsonconsulting.com](http://www.mendelsonconsulting.com)  
954-447-0250




[www.qbspecialists.com](http://www.qbspecialists.com) 11



**Bonus Question**

Can anyone tell me what this is:

**Ctrl - Y**



[www.qbspecialists.com](http://www.qbspecialists.com) 12

# Working with the QuickBooks Audit Trail



## Username for Everyone

- Create a *Username* for ALL users of QB
  - Including the business owner and yourself
- Keep '*Admin*' for real Admin purposes
  - Even Admin is required to enter Closing Date Password
- Validates use of Audit Trail

www.qbspecialists.com

13



## Thank You For Attending!

For **electronic delivery** of course presentation,  
please fill out attendance sheet

**MENDELSON CONSULTING**  
**MARIO NOWOGRODZKI, CPA/CITP**  
*...South Florida's QuickBooks Specialists*

---

www.qbspecialists.com