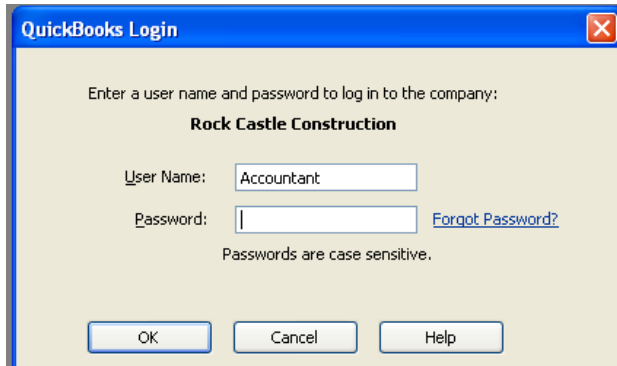
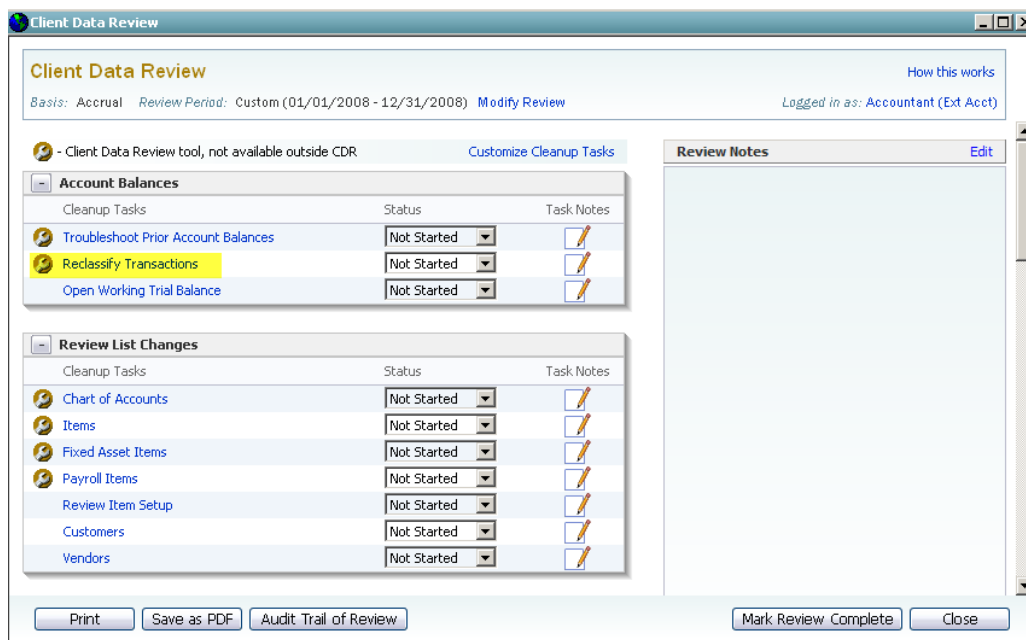


Instructions on how to work with test file in QuickBooks 2010

- 1) Download the test file to your Desktop [clicking on this link to start download](#)
- 2) Open QuickBooks Premier Accountant 2010 and open the test file you saved to your Desktop.
- 3) You will see the below screen. Enter the following and click OK.
 - a. User Name: Accountant
 - b. Password: (file has no password)



- 4) With Client Data Review you can quickly reclassify transactions that are posted to the incorrect account in the selected accounting period.
 - a. From Accountant menu, select Client Data Review.
 - b. Click Reclassify Transactions.



- c. Select Office Supplies account (or any other account) from the list to see all transactions posted to that account.

The screenshot shows the 'Reclassify Transactions' window. The 'Accounts' list on the left includes:

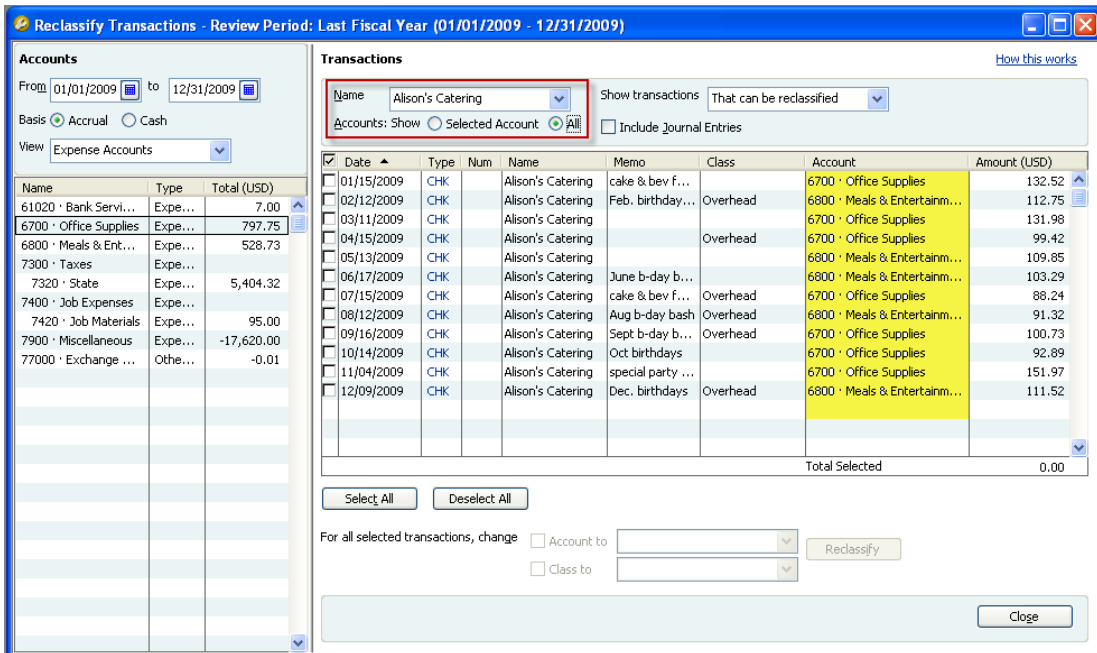
Name	Type	Total (USD)
6000 · Automobile	Expe...	90,000.00
6010 · Repairs an...	Expe...	10.00
Insurance	Expe...	150,000.00
61020 · Bank Servic...	Expe...	2.00
6700 · Office Supplies	Expe...	797.75
6800 · Meals & Ent...	Expe...	528.73
7300 · Taxes	Expe...	
7320 · State	Expe...	5,404.32
7400 · Job Expenses	Expe...	
7420 · Job Materials	Expe...	95.00
77000 · Exchange ...	Othe...	0.12

The 'Transactions' table on the right shows:

D..	Type	Num	Name	Memo	Class	Account	Amount (USD)
01/1...	CHK		Alison's Catering	cake & bev for J...		6700 · Office Sup...	132.52
03/1...	CHK		Alison's Catering			6700 · Office Sup...	131.98
04/1...	CHK		Alison's Catering		Overhead	6700 · Office Sup...	99.42
07/1...	CHK		Alison's Catering	cake & bev for J...	Overhead	6700 · Office Sup...	88.24
09/1...	CHK		Alison's Catering	Sept b-day bash	Overhead	6700 · Office Sup...	100.73
10/1...	CHK		Alison's Catering	Oct birthdays		6700 · Office Sup...	92.89
11/0...	CHK		Alison's Catering	special party for...		6700 · Office Sup...	151.97

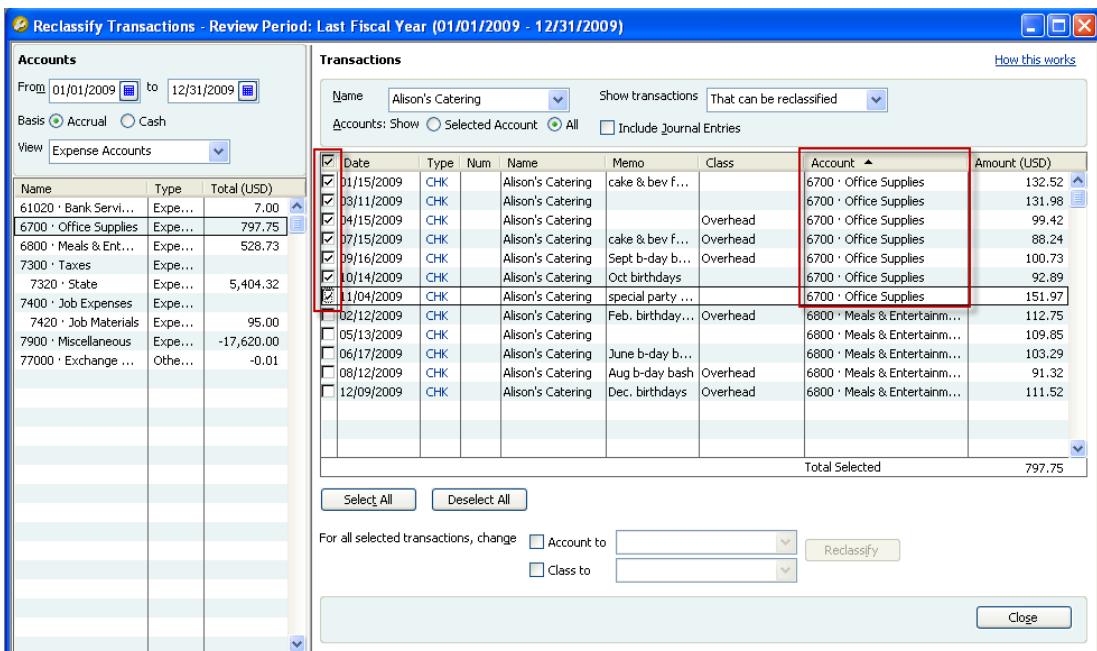
- d. You can review transactions posted to the selected account and re-classify them if necessary. But now, let's filter it further by Vendor's name (select Alison's Catering) and switch from 'Selected Account' to 'All' accounts.

You can see all transactions written to Alison's Catering from 01/01/2009 to 12/31/2009 (you can change the date range if you wish). You can see that some transactions got posted to the Meals & Entertainment account and some – to Office Supplies account.

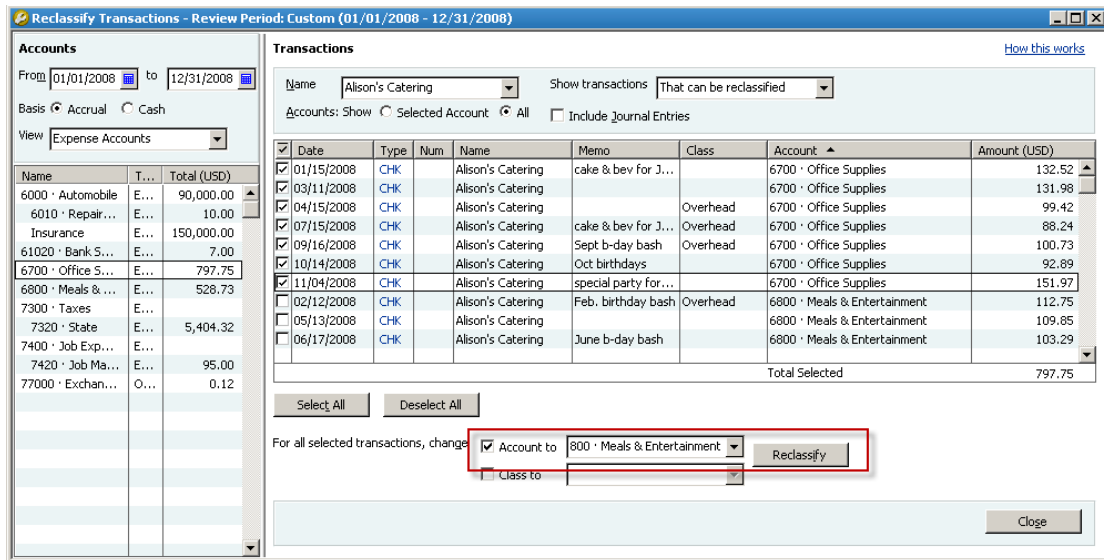


- e. Let's post transactions to the correct account by moving them from the Office Supplies account to Meals & Entertainment account.
- f. Insert a check mark in front of the transactions posted to the Office Supplies account.

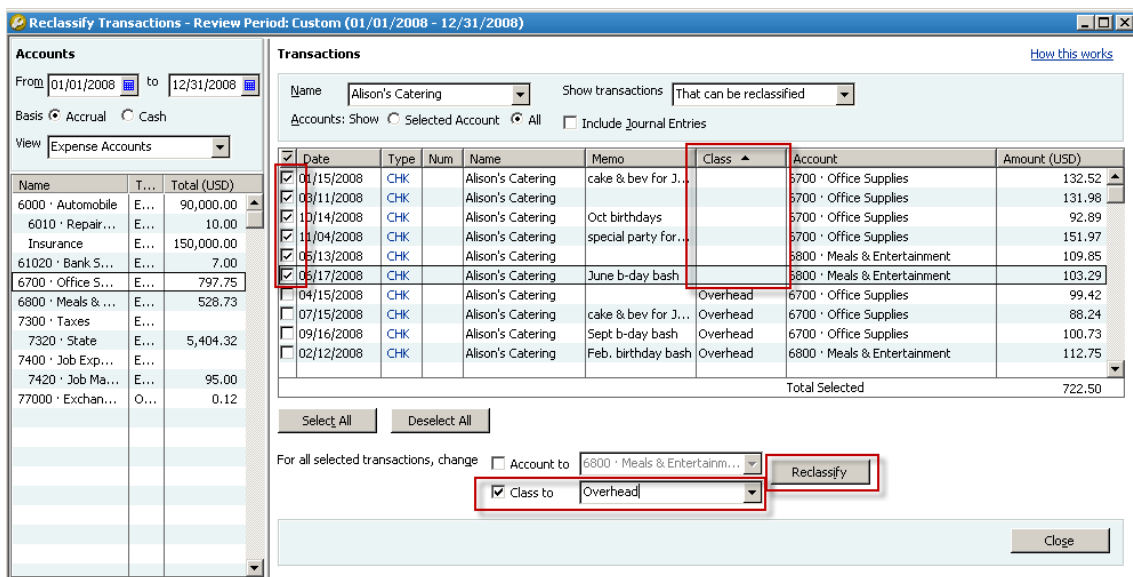
Note: You can click on the Account column header to sort by Account, so all transactions posted to Office Supplies are grouped together. It would make it easier to see all transactions you need to reclassify.



- g. Select Meals & Entertainment account from the “Account to” list (or any other account you would like to post the checkmarked transactions to) and click Reclassify button.



- h. Now you can see that all selected transactions are posted to the account you selected.
- i. You can also assign a Class to the transactions with no Class assigned or change an incorrectly assigned Class.



j. You are done!

Reclassify Transactions - Review Period: Last Fiscal Year (01/01/2009 - 12/31/2009)

Accounts

From: 01/01/2009 to 12/31/2009

Basis: Accrual Cash

View: Expense Accounts

Name	Type	Total (USD)
61020 · Bank Servi...	Expe...	7.00
6800 · Meals & Ent...	Expe...	1,326.48
7300 · Taxes	Expe...	
7320 · State	Expe...	5,404.32
7400 · Job Expenses	Expe...	
7420 · Job Materials	Expe...	95.00
7900 · Miscellaneous	Expe...	-17,620.00
77000 · Exchange ...	Othe...	-0.01

Transactions [How this works](#)

Name: Alison's Catering Show transactions: That can be reclassified

Accounts: Show Selected Account All Include Journal Entries

Date	Type	Num	Name	Memo	Class	Account	Amount (USD)
<input type="checkbox"/> 04/15/2009	CHK		Alison's ...		Overhead	6800 · Meals & Ent...	99.42
<input type="checkbox"/> 05/13/2009	CHK		Alison's ...			6800 · Meals & Ent...	109.85
<input type="checkbox"/> 06/17/2009	CHK		Alison's ...	June ...		6800 · Meals & Ent...	103.29
<input type="checkbox"/> 07/15/2009	CHK		Alison's ...	cake ...	Overhead	6800 · Meals & Ent...	88.24
<input type="checkbox"/> 08/12/2009	CHK		Alison's ...	Aug b...	Overhead	6800 · Meals & Ent...	91.32
<input type="checkbox"/> 09/16/2009	CHK		Alison's ...	Sept ...	Overhead	6800 · Meals & Ent...	100.73
<input type="checkbox"/> 10/14/2009	CHK		Alison's ...	Oct bi...		6800 · Meals & Ent...	92.89
<input type="checkbox"/> 11/04/2009	CHK		Alison's ...	speci...		6800 · Meals & Ent...	151.97
<input checked="" type="checkbox"/> 12/09/2009	CHK		Alison's ...	Dec. ...	Overhead	6800 · Meals & Ent...	111.52
Total Selected							0.00

Select All Deselect All

For all selected transactions, change Account to: 6800 · Meals & Entertainm... Class to:

Reclassify

Close