


# Working with the QuickBooks Audit Trail



**Working with the QuickBooks Audit Trail**

MENDELSON CONSULTING  
Mario Nowogrodzki, CPA.CITP  
...America's QuickBooks Specialists  
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**MARIO NOWOGRODZKI, CPA.CITP**



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**Disclaimer**

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

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# Working with the QuickBooks Audit Trail

Intuit

## What This Class Is About



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Intuit

## 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

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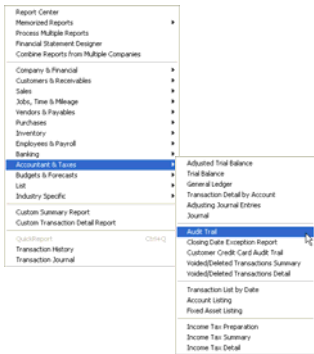
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Intuit

## Audit Trail Report



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# Working with the QuickBooks Audit Trail

**Audit Trail Report**

Item	Entered last Modified	Last modified by	State	Date	Name	Account	Bill	Amount
41224	12/15/2011 17:31:16	Admin	Admin					0.00
41224	12/15/2011 17:31:17	Admin	Peer	12/15/2011	Cal Gas & Electric	20000 Accounts	6300 Utilities	-100.00
41224	12/15/2011 17:31:18	Admin	Peer	12/15/2011	Cal Gas & Electric	6300 Utilities	20000 Accounts	100.00
41224	12/15/2011 17:31:14	Admin	Peer	12/15/2011	Cal Gas & Electric	20000 Accounts	6300 Utilities	-100.00
41224	12/15/2011 17:31:14	Admin	Peer	12/15/2011	Cal Gas & Electric	6300 Utilities	20000 Accounts	100.00
41224	12/15/2011 17:38:28	Admin	Peer	12/15/2011	Cal Gas & Electric	20000 Accounts	6300 Utilities	-100.00
41224	12/15/2011 17:38:24	Admin	Peer	12/15/2011	Cal Gas & Electric	6300 Utilities	20000 Accounts	100.00

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**Bonus Question**

Can anyone tell me what this is:

# Ctrl - Y

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**Closing Date & Password**

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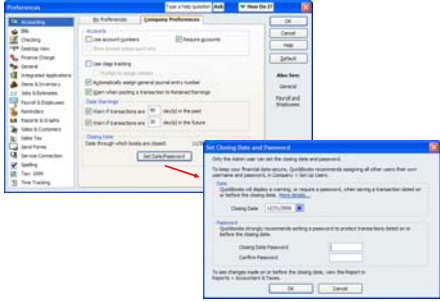
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# Working with the QuickBooks Audit Trail

**Closing Date & Password**



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**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

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**...Thank You!**

MARIO NOWOGRODZKI, CPA/CITP



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