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***Quick Trial
Balance,
Version 2***

***Easy and flexible
trial balance
software for the
professional
accountant.***

September 25, 2008

Dear Quick Trial Balance User:

Enclosed you will find a *Change Summary* and an upgrade order form for Quick Trial Balance, Version 2.

Based on a number of user requests, we have updated the Quick Trial Balance software to include a number of new features. The attached Change Summary will provide you with more details on the changes and enhancements included in this version.

Next month, we will be sending out upgrade notices for Asset Keeper, Version 24. If you are a registered user of Asset Keeper, you can wait and purchase this version at a reduced price (loyalty pricing) in conjunction with your Asset Keeper upgrade; however, the upgrade price included in this mailing is even lower than the loyalty pricing that will be offered with the Asset Keeper upgrade.

Thank you for taking the time to review this information and we look forward to serving you in the coming year. By all means, if you have suggestions for improvement or new features, we welcome your comments.

PRO-WARE Development & Support Team

Technical Support

Included in the cost of your upgrade is technical support for the next year. Although many software companies now charge separately for support, our approach is markedly different. We feel that support should be included with each new release to ensure that you can get answers to questions about new features, enhancements, or relevant tax law changes.

Data Link to Ratio's Plus

If you are not familiar with our Ratios Plus software product, we encourage you to visit our website and check the product's page. In short, Ratios Plus will calculate a number of business productivity ratios and perform various data analysis on you or your client's financial data. During these uncertain economic times, Ratios Plus can be an extremely valuable tool in identifying weaknesses in a company's financial structure.

A new option has been added to QTB that will transfer the necessary data from QTB to Ratios Plus to make it easier to generate business productivity ratios using Ratios Plus. If you are looking for ways to generate additional billable hours, this would be a great way to offer services that may be extremely beneficial to their continued economic growth.

Cash Receipts & Cash Disbursements

Most trial balance software doesn't allow you to enter cash transactions; however, we wanted to make it easy for you to generate a trial balance for clients that run their business out of a checkbook, or because they don't have their own accounting staff. QTB allows you to enter cash transactions and generate a general ledger and trial balance so that you don't have to use a different program to summarize cash transactions before importing that data into QTB.

A number of modifications have been made to the data entry screens for cash receipts and cash disbursements to make them more efficient for entering cash transactions.

- There is now a running balance for the cash account that will update as each new transaction is entered.
- An auto-complete feature has been implemented for the payees / payor fields. For example, if you are entering a cash disbursement for a payee that has been entered before, you only need to enter the first few characters and a list will be displayed showing all payees that begin with those characters. You can select the

Change Summary

name from the list instead of typing the entire name. The purpose of this feature is to eliminate duplicate payments made to the same entity but recorded under different names or spellings.

- A “Prior Payments” button has been added that will display all payments (or receipts) that were previously entered for the payee entered. The popup will show the dates of the payments (or receipts) and what general ledger account number they were charged to. The purpose of this feature is to ensure consistency in the recording of payments and receipts by providing you with a list of prior payments for the same company. I have not seen a feature like this implemented in any other general ledger program that I’ve used, including Quickbooks, but after using for the last few months, it definitely should be.

Journal Entries

Very often, when entering journal entries, you don’t realize that the entry was for the wrong amount, or the amount was entered incorrectly, until you re-print the adjusted trial balance. We are now showing the account balance before and after the adjustment is recorded so you can immediately verify that the correct amount was entered and the account reflects the correct balance.

Grouped Accounts Listing

The Grouped Accounts Listing has been modified so that you can include the Account Type on this report. The Account Type describes the type of account (current asset, current liability, income, cost of goods sold, etc.) and is used by QTB when printing various reports.

By including the Account Type on the Grouped Assets Listing, you are now able to verify that the account types have been properly assigned to your general ledger accounts.

For example, if you assign an account to a group code whose purpose is to provide a total for net sales and the account has an account type of “Cost of Goods Sold”, you may end up wondering why some of your accounts assigned to cost of goods sold are not being included in a group code to summarize cost of goods sold. While QTB doesn’t care how you group your accounts, this modification provides a visual comparison between the account types and the group codes assigned to your accounts.

Proforma Financial Statements

This option has been completely revised to ensure better consistency and to provide a more professional appearance to the financial statements that are generated. We have

Change Summary

combined the printing of ALL the proforma financial statements into one option so that it is easier for you to select the reports (balance sheet, financial statement, or cash flow statement) that you want to print, and be able to print them all from one option.

The proforma financial statements can also be grouped based on any of your group codes. This will summarize the amounts for each account and print the grouped total instead of each account.

Finally, we added a proforma cash flow statement that can also be generated. Prior to generating the cash flow statement, you can even modify the descriptions of specific line items or add additional line items to expand the information presented.

Our goal in providing the proforma financial statements is not to generate reports that you would necessarily provide to your clients; although some of our users do in fact do this. Rather, we are trying to provide you with tools that can be used to create professional quality reports for your clients for third parties.