


Working with the QuickBooks Audit Trail



Advanced Seminars for QuickBooks Users

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- Mario Nowogrodzki, CPA/CITP - MENDELSON CONSULTING



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MARIO NOWOGRODZKI, CPA/CITP

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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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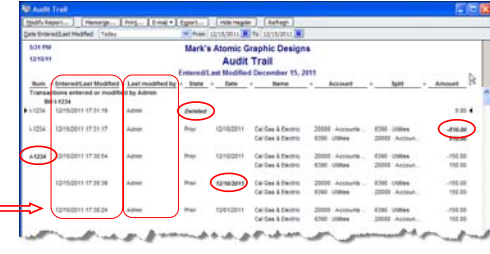
Audit Trail Report:




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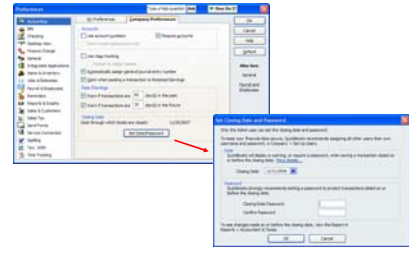


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Setting the 'Closing Date':



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Review and Takeaways:

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

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