

# LAW PRACTICE ACCOUNTING USING QUICKBOOKS

2ND EDITION



BY DIANA LYNETTE BENTON

# Law Practice Accounting Using Quickbooks

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## **Law Practice Accounting Using Quickbooks:**

**Law Practice Accounting Using QuickBooks** Lynette Benton, 2011  
**QuickBooks** Computer Technology Services, Incorporated, 2013-01-30  
*Law Practice Accounting Using QuickBooks for MAC* Computer Technology Services, Incorporated, 2013-05-13  
*Law Practice Accounting Using QuickBooks* Diana Benton, 2004-05  
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Time Tracking 1 Tracking Time and Printing a Blank Timesheet 2 Weekly Timesheets 3 Time Enter Single Activity 4 Invoicing from Time Data 5 Using Time Reports 6 Tracking Vehicle Mileage 7 Charging Customers for Mileage

Payroll 1 The Payroll Process 2 Creating Payroll Items 3 Setting Employee Defaults 4 Setting Up Employee Payroll Information 5 Creating Payroll Schedules 6 Creating Scheduled Paychecks 7 Creating Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks 10 Tracking Your Tax Liabilities 11 Paying Your Payroll Tax Liabilities 12 Adjusting Payroll Liabilities 13 Entering Liability Refund Checks 14 Process Payroll Forms 15 Tracking Workers Compensation Using Credit Card Accounts 1 Creating Credit Card Accounts 2 Entering Credit Card Charges 3 Reconciling and Paying Credit Cards

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Equity Accounts 1 Equity Accounts 2 Recording an Owner s Draw 3 Recording a Capital Investment

Writing Letters With QuickBooks 1 Using the Letters and Envelopes Wizard 2 Editing Letter Templates

Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4 Using Reminders and Setting Preferences 5 Making General Journal Entries 6 Using Payment Reminders 7 Receipt Management

Using QuickBooks Tools 1 Company File Cleanup 2 Exporting and Importing List Data Using IIF Files 3 Advanced Importing of Excel Data 4 Updating QuickBooks 5 Using the Calculator 6 Using the Portable Company Files 7 Using the Calendar 8 The Income Tracker 9 The Bill Tracker 10 The Lead Center 11 Moving QuickBooks Desktop Using the Migrator Tool

Using the Accountant s Review 1 Creating an Accountant s Copy 2 Transferring an Accountant s Copy 3 Importing Accountant s 4 Removing Restrictions Using the Help Menu 1 Using Help

Creating a Legal Company File 1 Making a Legal Company Using Express Start 2 Making a Legal Company Using the EasyStep Interview 3 Reviewing the Default Chart of Accounts 4 Entering Vendors 5 Entering Clients and Cases 6 Enabling Class Tracking for Law Firms 7 Creating Billing Line Items

Setting up a Trust Account 1 What is an IOLTA 2 Creating Accounts for Trust Management 3 Creating Items for Trust Management

Managing a Trust Account 1 Depositing Client Money into the Client Trust Account 2 Entering Bills to Pay from the Trust Account 3 Recording Bills for Office Expenses 4 Paying Bills from the Client Trust Account 5 Using a Client Trust Credit Card 6 Time Tracking and Invoicing for Legal Professionals 7 Paying the Law Firm s Invoices Using the Client Funds 8 Refunding Unused Client Trust

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Accounts 3 The Customers Jobs List 4 The Employees List 5 The Vendors List 6 Using Custom Fields 7 Sorting List 8  
Inactivating and Reactivating List Items 9 Printing Lists 10 Renaming Merging List Items 11 Adding Multiple List Entries  
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Sales Tax Items 4 Creating a Sales Tax Group 5 Setting Sales Tax Preferences 6 Indicating Taxable Non taxable Customers  
and Items Setting Up Inventory Items 1 Setting Up Inventory 2 Creating Inventory Items 3 Creating a Purchase Order 4  
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Price Levels Creating Billing Statements 1 Setting Finance Charge Defaults 2 Entering Statement Charges 3 Applying  
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Refunding Customer Payments Entering and Paying Bills 1 Setting Billing Preferences 2 Entering Bills 3 Paying Bills 4 Early  
Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit 7 Upload and Review Bills Using Bank  
Accounts 1 Using Registers 2 Writing Checks 3 Writing a Check for Inventory Items 4 Printing Checks 5 Transferring Funds  
6 Reconciling Accounts 7 Voiding Checks Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3  
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IOLTA 2 Creating Accounts for Trust Management 3 Creating Items for Trust Management Managing a Trust Account 1 Depositing Client Money into the Client Trust Account 2 Entering Bills to Pay from the Trust Account 3 Recording Bills for Office Expenses 4 Paying Bills from the Client Trust Account 5 Using a Client Trust Credit Card 6 Time Tracking and Invoicing for Legal Professionals 7 Paying the Law Firm s Invoices Using the Client Funds 8 Refunding Unused Client Trust Account Funds 9 Escheated Trust Funds Trust Account Reporting 1 Creating a Trust Account Liability Proof Report 2 Creating a Trust Liability Balances by Client Report 3 Creating a Client Ledger Report 4 Creating an Account Journal Report

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