

QuickBooks Enterprise for Accounting and Audit Firms: Client Books, Pro Advisor Tools and Month-End Checklists

Plain-Language Guide for UAE Accounting Practices

Review the Books — Use the Tools — Close With a Checklist

QuickBooks Authorised Dealer and Pro Advisor · Developer of QBESync

IMPORTANT — CHECK YOUR VERSION AND YOUR LICENCE

This guide is general information based on Intuit's published pages for QuickBooks Desktop Enterprise Accountant and its accountant tools. Those pages are written mainly for the US market. Tool names, menus, tax terms, licence rules and features differ by version, edition and country, so confirm what your own version offers before you rely on it. This is not legal, accounting or tax advice.

Why Accounting Firms Look at Enterprise Accountant

Practices that look after several client files need three things: fast ways to find errors, safe control of client files, and a repeatable close. Intuit describes the Accountant edition of QuickBooks Desktop Enterprise as built for this work, with access to the industry editions.

Tool	What Intuit says it does	How a practice can use it
Accountant Center	Puts the accountant tools in one place	Start each review from one screen
Client Data Review	Reviews client data and fixes errors from one screen, including reclassifying hundreds of transactions at once and clearing the undeposited funds account	Find and correct recurring posting errors before month-end
Review List Changes	Shows changes made to lists such as the chart of accounts, item list and fixed asset items. Each list can be marked Not Started or In Progress	Check what the client changed since your last review
Accountant Toolbox	Quick access to accountant tools, including from clients' QuickBooks Pro or Premier files	Work in a client's file without switching products
File manager and version control	Helps manage client files and keep version control	Keep one clear copy per period
Send General Journal Entries	Listed in the Enterprise 23.0 guide under the Accountant edition	Send adjusting entries to the client for import

Sources: Intuit QuickBooks Desktop Enterprise Accountant Edition page; Intuit Accountant Desktop page; Intuit help article "Accountant tools: Review list changes"; QuickBooks Enterprise 23.0 In-Depth Guide.

What to Confirm Before You Plan Around It

Question	Why it matters
Is the Accountant edition included in your ProAdvisor membership?	Intuit's US pages describe an Enterprise software bundle for ProAdvisors. Programme terms differ by country, so confirm yours
Which version and edition does the client use?	Menus and reports change between versions. Client Data Review also needs the Accountant edition or an external accountant login on the client side
Does the file use UAE VAT set-up?	Some tools use US terms such as "sales tax". Check how they apply to 5% VAT before you run a bulk fix
Where does the file live?	Intuit also describes cloud hosting for Desktop Enterprise. Confirm who hosts, who backs up and who may sign in

A NOTE FOR 2027 E-INVOICING

From 2027, many UAE businesses must issue e-invoices through an accredited service provider. Intuit's UAE page says native e-invoicing for QuickBooks (with Fonoa as its accredited provider) is coming soon. Check which QuickBooks product each client uses and what it supports. Perfonec's own QBESync connects QuickBooks to UAE e-invoicing.

The 6-Step Month-End Routine for a Client File

Follow these steps in order for each client. Perfonec, a QuickBooks Authorised Dealer and Pro Advisor, can set up the routine with your team.

Step 1 — Prepare the File and Your Access

Start safely. A review done in the wrong copy, or without a backup, can cost more than the errors it fixes.

- Take a backup and note the file name, version and period
- Use an external accountant login or an accountant copy, as the client agrees
- Record the closing date and who may post after it
- Ask the client for bank statements and supplier statements up front

Step 2 — Review What Changed in the Lists

Lists drive every report. A new account or a renamed item can change the numbers without any new transaction.

- Run Review List Changes for the chart of accounts and the item list
- Mark each list Not Started, then In Progress, as you work through it
- Query new, merged or deleted accounts with the client
- Check fixed asset items against the asset register

Step 3 — Reconcile Bank and Cash

Reconcile to the statement, not to the register. Unreconciled items from earlier months are a warning sign.

- Reconcile every bank, card and cash account for the month
- Clear the undeposited funds account, and find items that never reached the bank
- Investigate cleared transactions that were edited after reconciliation
- File each statement with the month's working papers

Step 4 — Clean Receivables and Payables

Open items that cannot be explained usually come from payments or credits that were never applied.

- Review the aging reports and agree them to the balance sheet
- Apply unapplied payments and open credits to the right documents
- Reclassify wrongly coded transactions in bulk, only after you review the list
- Confirm cut-off for invoices and supplier bills around month-end

Step 5 — Check the VAT and Tax Accounts

Make the books agree with the return before the client files, not after. Confirm the UAE VAT set-up with the client's tax adviser.

- Reconcile the VAT accounts to the VAT return workings
- Check imports, reverse charge items and zero-rated or exempt sales for coding
- Check that each tax invoice carries the details the client needs to keep
- List any item that needs a decision from the tax adviser

Step 6 — Adjust, Document and Close

Finish with entries you can explain and a sign-off that shows what was done.

- Post adjusting entries for accruals, prepayments and depreciation
- Send general journal entries to the client where that is the agreed route
- Run the trial balance, profit and loss and balance sheet, and read them
- Complete a month-end sign-off sheet, then move the closing date

Month-End Checklist Table

Area	Check before sign-off	Keep as evidence
Bank and cash	Reconciled to the statement; no old uncleared items without a note	Statement and reconciliation report
Receivables	Aging agrees to the balance sheet; credits applied	Aging report and customer queries
Payables	Aging agrees to supplier statements; cut-off checked	Supplier statements
VAT accounts	Agree to the return workings; reverse charge and imports reviewed	VAT workings and adviser notes
Lists	Changes since last review explained	Review List Changes status
Adjustments	Each entry has a reason and a source	Journal listing and support

Common Mistakes in Client Files

Reviewing in the live file without a backup

A bulk reclassification cannot always be undone cleanly. Take a backup first, and keep a note of what you changed and why.

Running bulk fixes before reading the list

Tools that reclassify hundreds of transactions at once save time, and they spread a wrong choice just as fast. Review the selected transactions before you apply the change.

Reading US tax terms as if they were UAE VAT terms

Some accountant tools refer to sales tax. Confirm how the client's file records 5% VAT, imports and reverse charge before you use a tool that adjusts tax payments.

Ignoring what the client changed between reviews

New accounts, renamed items and edited reconciled transactions often explain a surprise in the numbers. Review list changes at every close.

Closing the period before the VAT accounts agree

Once the closing date is set, late fixes become awkward. Reconcile the VAT accounts to the return workings first, and settle open questions with the tax adviser.

RELY ON THIS CAREFULLY

Intuit’s features, pricing and programme terms change, and your own version decides what you can do. Use this guide to organise your review, and confirm tax treatment with the client’s tax adviser.

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Free QuickBooks file review call — no cost, no commitment.

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