Staff requests for clients Quick Book's reports

Request Form

Please complete the **QUICKBOOKS - File Request** form found on the RPB Portal under Firm Docs.

Forms received by the Milwaukee Office during 2013 were either saved or scanned onto the network. If a request was made for the client in 2013, the form may be referenced for new requests. P:\QuickBooks\QB Report Requests Recd in 2013

The form may be completed and e-mailed to the Accounting Services staff at your respective office. Please use the appropriate e-mail distribution list.

For emailing, fill-out the form, then go to **File** > **Save & Send** > **Send Using E-mail > Send as PDF**. Outlook will then launch and they can specify the recipient.

If the form is NOT e-mailed to us, please print your name on the request NOT your initials. (Believe it or not it does become a challenge to figure out who initials belong to!) Please complete the form legibly.

Cash versus Accrual – Please make sure this is indicated. If it is not indicated the reports will be processed based upon the client's default setting and may need to be re-ran if the request is not correct.

Date of Request and Date Needed

The Date Requested should be a minimum of one week prior to the Date Needed.

Please keep in mind that the Accounting Services Staff have clients assigned to us which have regular deadlines. We understand that sometimes requests cannot always be made a week in advance due to the timeliness of the client. We will make every effort to process your request by the request date.

Back up files can take anywhere from a few minutes to restore or half an hour or more depending upon the size, type and version of file. Therefore a simple request can vary in the amount of time required to fulfill it.

QuickBooks Files

Important things to keep in mind regarding QuickBooks files. These are important in order for your request to be completed in a timely manner.

QuickBooks File Log In information. If the client has a username and password associated with the file we MUST have that information in order to restore and use the file.

File/Media Type:

If the client has sent you a link to a backup or Accountant's copy, please forward that email to the appropriate Accounting Services e-mail distribution list. This will have a password to access and may not be the same as the File Username and Password.

If the client has forwarded a CD or USB flash drive, please place it in the designated space at your respective office. (Milwaukee – The Bin on the file cabinets by Carla Miller & Jody Strupp's cubes.) Please make sure the media is clearly marked so we know which client it belongs to. If you have printed the request form, the form can be included with the media.

Engagement Binder

Is there an engagement binder for the client?

Has it been "rolled forward" to the period being requested?

If so, please inform us if you would like us to import the trial balance or not.

Completed Reports

Reports will be saved into an Excel File with a tab for each respective report. (The General Ledger report is generally ran in its own Excel File due to the size of the report.)

The file is e-mailed to the person making the request and also saved in the client folder on the network.

Do I really need to complete a form? Yes! It will take more time to avoid filling out the form than just doing it to begin with!