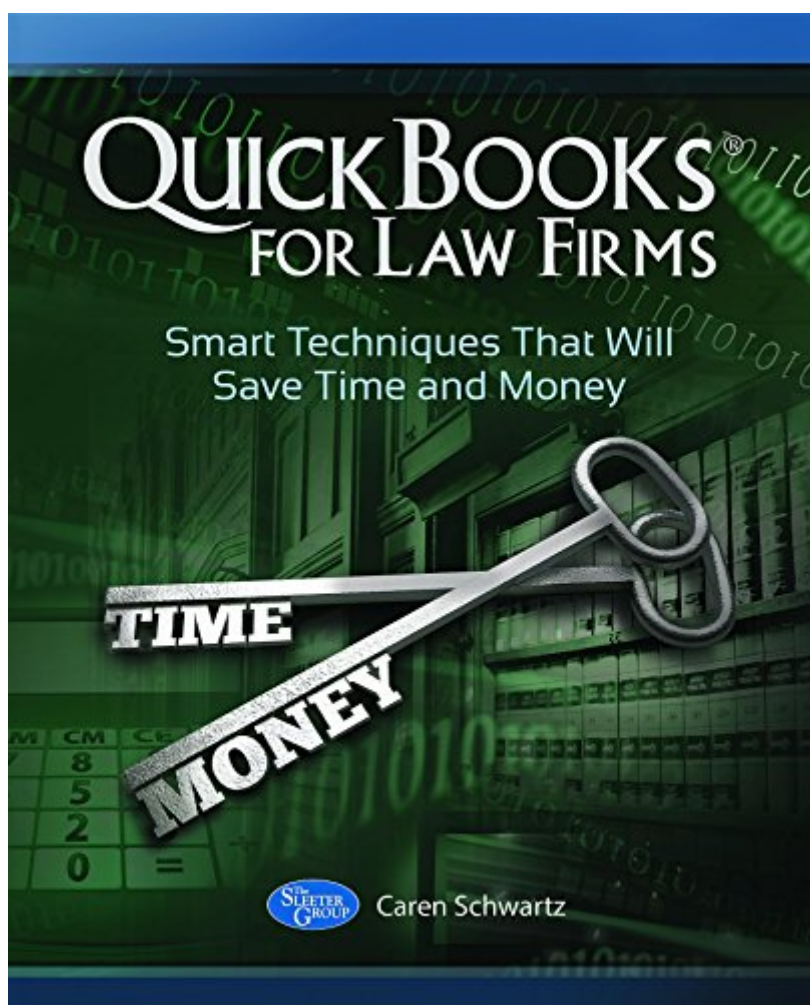


The book was found

# QuickBooks For Law Firms: Smart Techniques That Will Save Time And Money



## Synopsis

QuickBooks is the most popular small business accounting software program, and it is used in all types of industries. Legal firms are no exception, with thousands of small law offices using QuickBooks across the country. But lawyers and their firms have specific needs. QuickBooks can be a smart choice for legal firms, but only if it is properly set up and transactions are entered correctly and consistently. This book will help lawyers and their staff make the right choices and use QuickBooks correctly. It will guide attorneys through the terminology, special setup issues, and billing needs to help ensure their law firm's accounting is accurate and easy. We also cover ways to make law offices more efficient with add-on products that work for attorneys. QuickBooks for Law Firms: Smart Techniques That Will Save Time and Money shows you how to use QuickBooks to:

- Set up your Chart of Accounts and items.
- Set up customers and vendors.
- Set up rates and track time.
- Track expenses and bill them to your clients.
- Generate invoices and statements for your clients.
- Track your receivables.
- Manage general retainers.
- Manage Interest on Lawyer Trust Accounts (IOLTAs) and trust accounts.

"Any lawyer using QuickBooks in his or her office will find this a very valuable resource."- Julie Zevchek, Executive Office Solutions, Inc.

## Book Information

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## Customer Reviews

This book should be titled "How to Setup Quickbooks." There is virtually NO helpful information in this book that would assist an attorney or small law firm effectively USE Quickbooks on a day to day basis. Items that aren't discussed at all: 1. Best workflow practices for entering firm expenses (i.e., methods for staying on top of accounting) 2. How to reconcile accounts, particularly IOLTA accounts. 3. How to change EXISTING Quickbook setups to incorporate setup suggestions in the book. 4. How to run reports on client's outstanding items that are discussed, but don't offer any practical help: 1. How to effectively account for "soft costs." The book offers advice for setting up an "Item" for tracking soft cost expenses, but doesn't cover at all how you are supposed to categorize the reimbursement funds when they are received. All in all, this book includes SOME very basic information - but not enough to effectively allow an attorney to use Quickbooks on their own. It certainly doesn't cover the particular needs of law firms very well at all.

A very well written book and easy to follow and understand. Caren also makes sure that we understand the legal terminology and how it applies in QuickBooks. I really appreciated the many QuickBooks screenshots she included in her book because it made it that much easier to follow along and see how transactions and reports were created and later used (especially great for us visual learners).

I did find some useful tips in this book but I expected a lot more depth and detail. The author spends a lot of time on basic Quickbook functions which a regular user already knows. I bought this because I thought they were going to provide a lot more information specific to law firm accounting. I skimmed through more than half the book looking for the meat. The book is easy to read and clear. On my iPad it was very handy that I could tap on the illustrations and then expand them to read them easily.

As I read the book to see what QB would offer "in comparison" to the billing program my law firm currently utilizes, the book stated that it would only be useful if the reader already has the actual program. So, hint: don't use the book to "determine" if it would be helpful to "switch" from another program to QB. Guess it would be better to speak with sales to that end. That said, the book is written in clear, easy to understand language.

I have no prior experience with Quickbooks and this book was very easy to read and a great guide

to getting things done in Quickbooks! Great purchase!

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