

# USING QUICKBOOKS FOR REAL ESTATE AGENT BOOKKEEPING BY SUSAN WILLIAMS

## Using QuickBooks® for Real Estate Agent Bookkeeping

By Susan E. Williams



The ULTIMATE guide for managing  
real estate agent's bookkeeping using  
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Using QuickBooks for Real Estate Agent Bookkeeping is a thorough "toolkit" that provides a complete system for setting up and managing the daily bookkeeping tasks faced by real estate agents. The system includes a workbook with easy-to-follow instructions and screenshots of each process, web-access to video demonstrations showcasing each concept in the workbook AND a special QuickBooks Company File template customized specifically for the real estate industry\*. You'll learn how to use QuickBooks to keep track of all of your commission income deposits as well as company expenses paid using checks, debit cards and credit cards. Armed with this package specifically created for the real estate professional, you'll be up and running in no time with your own professionally designed bookkeeping process! Topics in the Using QuickBooks for Real Estate Agent Bookkeeping training system (workbook and video training demos) include:

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- Creating several reports that will help you track and analyze your company's finances

The Using QuickBooks for Real Estate Agent Bookkeeping system also includes a special QuickBooks data file that can be used to set up your real estate agent company with QuickBooks. The Company File template contains the recommended Chart of Accounts, Sales Items, Sales Receipt Templates, and Memorized Reports Packages that give real estate agents a complete bookkeeping system designed specifically for them – something that generic QuickBooks training doesn't. Note: The QuickBooks Company File Template that comes with the QB4RE System is specifically designed to be used with QuickBooks Pro/Premier for Windows Desktop 2013 or later. We do not recommend the system be used with Quickbooks for Mac. This Company File Template cannot be used with QuickBooks Online. Also, this system is specifically created for processes most common for the individual real estate agent and is not the best tool for real estate brokerages.

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