

## EXERCISE 12.1: QUICKBOOKS APPS

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The Intuit App Center features apps that work with QuickBooks, including apps that permit you to access your QuickBooks company data on your mobile phone.

- Step 1:** Select the **App Center** icon under My Shortcuts.
- Step 2:** From the Apps featured, select your favorite.
- Step 3:** Summarize for your accounting clients why you consider your choice a worthwhile app for QuickBooks.

## EXERCISE 12.2: ACCOUNTANT CENTER

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A QuickBooks feature designed for accounting professionals is the Accountant Center. To learn more about this feature:

- Step 1:** To open the Accountant Center, from My Shortcuts, select **Accountant**.
- Step 2:** From the *Tools* section of the *Accountant Center* window, select two Accountant tools and write a short email to send to your accounting firm staff summarizing information about how these tools can be used.



## EXERCISE 12.3: WEB QUEST

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Not ready to file your tax return by April 15? File an extension and postpone filing your tax return until mid October. File Form 4868 by April 15 and send a check for an estimate of the tax you owe to avoid interest and penalties.

To learn more about filing for a tax extension:

- Step 1:** Go to the IRS website: [www.irs.gov](http://www.irs.gov).
- Step 2:** **Print** Form 4868 and instructions for filing a tax extension for an individual income tax return (Form 1040 and Schedule C).