

Standard Steps to implement QuickBooks,

1. Locate the Person who will set up the system and support later on. This is not the Bookkeeper. Typically we prefer ladies of a certain age, who have been doing it for a over ten years, and have experience in your industry and QuickBooks versions. Usually CPA's will be more expensive, and less effective in the nuts and bolts and training
2. One easy way to locate them is to go to QuicBooks. Here is a link:
http://proadvisor.intuit.com/fap/fap_results.jsp? DARGS=/ intuit/proadvis or/fap/fap_results.jsp
3. Phil will interview the best 3 prospects, and help you decide.
4. Then he will share a managerial format for the Chart of Accounts with the advisor, and give them some guidelines.
5. Then come a series of meetings, where the advisor works with your people to set up the system, each session takes 2-3 hours
6. Get Z-reports. Set up accounts, teach how to input daily sales
7. Do un-deposited funds, Bank statements, Credit Card merchant accounts, and reconcile them all.
8. Purchase orders (if used), or payment of A/P.
9. Sales taxes, Credit Card account reconciliations, Loan statements.
10. Reconcile all of the above in full, P&L and B/S reports.

The Fine Print

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**Here is some info that is typically needed
to save time and money prior to the first meeting:**

1. The version of QuickBooks you have, and how many licenses.
2. Do we do payroll on it? if not how do we do it?
3. How do we deal with sales tax, is there a mess?
4. List of business and personal Credit Cards we use in the business,
5. List of bank accounts we use.
6. List of loans we need to keep track of (bank, or private)
7. Do we print checks on the computer or do them by hand?
8. Create a portable company file and send it to Phil and the advisor
9. If we have a POS system. Does it work with QuickBooks? What make?
10. Any other special issues, do we track inventory? Bill of Materials?
Are we doing estimates and bids?

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