

Initial Setup Checklist

Client Name _____

Project Date _____

Prepared By _____

Assign responsibility for performing the required tasks. Place and "X" in the middle column when complete or write "N/A" if task is not applicable. Enter the actual completion date in the final column

	TASK	RESPONSIBLE PARTY	X or N/A	DATE
	CLIENT INFORMATION:			
1	Complete the NEW CLIENT INTERVIEW form to establish the client's accounting process flow and desired end result			
2	Determine the conversion date (Quickbooks start date). Consider the answers to the following questions: a) When does the company's fiscal year start? b) How close is today to the end of the fiscal year? c) Is there an accurate balance sheet and profit-and-loss statement for the current fiscal year? d) How far back in time is the client willing to enter historical transactions? e) Will the client track Payroll usnig Quickbooks? f) How many transactions occur during a typical month? Note: The start date chosen should be the last day of the prior period, rather than the first day of the new period (example: use 12/31/2001 instead of 1/1/2002).			
3	Complete the INFORMATION GATHERING CHECKLIST form to assemble the appropriate information required for setup.			
	INSTALLATION OF SOFTWARE:			
1	Complete the INSTALLATION TASKS form to install the software.			
2	Download and install the most recent maintenance release update.			
	CREATE A NEW COMPANY:			
1	Start the QuickBooks program.			
2	From the file menu, choose New Company.			
3	Complete the EasyStep Interview (at a minimum, complete the General tab).			
	CHART OF ACCOUNTS:			
1	Review the chart of accounts selected in the EasyStep Interview, or create the accounts from scratch.			
2	Fine-tune the chart of accounts by adding, deleting, and/or creating subaccounts.			
3	If desired, set up classes to track department, location, or functional costs.			
	ENTER OPENING BALANCES:			
1	If you completed the Inventory topic on the Income Details tab; and the Customers, Vendors, and Accounts topics onthe Opening Balances tab of the EasyStep Interview, you can skip to step 5. Otherwise complete steps 2-4 as necessary.			

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2	Enter outstanding balances for each customer and vendor as of the start date. These balances can be entered as the customer/vendor record is set up, or can be entered as a transaction using the QuickBooks Invoice/Bill form. Note: If a client is on a "Cash basis" for tax purposes, use a QuickBooks form and choose the appropriate income/expense account rather than the Opening Balance Equity account.			
3	Enter the opening balance for each asset and liability account (other than Accounts Receivable, Accounts Payable, Payroll Liabilities, and Inventory accounts) as of the start date. The following account balances can be entered via a journal entry, from the registers, or during account setup: a) Bank Accounts b) Employee Advances c) Loans Receivable d) Fixed Assets e) Investments f) Lines of Credit g) Credit Cards h) Loans Payable			
4	Enter the inventory item quantities/values on hand as of the start date. These balances can be entered as the inventory item is set up, or can be entered as an inventory adjustment (choose the Opening Balance Equity account as the offset).			
5	Set up additional payroll items and accounts as required to process payroll. Existing payroll items can be redirected to the additional payroll accounts added.			
6	Enter the YTD payroll information for each employee, as well as, prior payments of payroll taxes as of the start date. Choose to affect the liability and expense accounts if these account balances were not previously set up.			
7	For each checking account, go into the register and separate the opening balance into its components. Change the opening balance entry to the actual cleared bank statement balance. Create new entries for each outstanding check and/or deposit as of the start date (the account selected as the offset for each entry should be the <u>Opening Balance Equity account</u>).			
8	Verify that the checking account balances, as of the start date, are the same as they were prior to step 7.			
9	Enter the opening balance for each equity account as of the start date (choose the Opening Balance Equity account as the offset). Note: Entries to the QuickBooks Retained Earnings account should be done via a journal entry, as a register does not exist for this account.			
10	When all balance sheet account balances are entered, the Opening Balance Equity account balance should be zero. If not, run a balance sheet as of the start date and review the account balances for accuracy.			
	COMPLETE THE LISTS:			
1	Add/Modify sales reps in the Sales Rep. List.			
2	Add/Modify customer types in the Customer Type List.			
3	Add/Modify vendor types in the Vendor Type List.			
4	Add/Modify job types in the Job Type List.			
5	Add/Modify terms in the Terms List.			
6	Add/Modify customer messages in the Customer Message List.			
7	Add/Modify payment methods in the Payment Method List.			
8	Add/Modify shipping methods in the Ship Via List.			
9	Add remaining items to the Item List.			

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10	Add/Modify price levels in the Price Level List.			
11	Synchronize the contact data in Symantec ACT! or Microsoft Outlook with Quickbooks			
12	Add remaining customers and jobs to the Customer: Job List.			
13	Add remaining vendors to the Vendor List.			
14	Add remaining employees to the Employee List.			
15	Add remaining other names to the Other Name List.			
	ENTER HISTORICAL TRANSACTIONS:			
1	Estimates prepared since the start date.			
2	Invoices sent out since the start date.			
3	Purchase orders issued since the start date			
4	Cash or checks received since the start date.			
5	Bills received since the start date.			
6	Bills paid since the start date.			
7	Deposits made to any of the accounts since the start date.			
8	Time data accumulated since the start date.			
9	Payroll checks created since the start date.			
10	Payroll liability payments since the start date.			
11	Checks written (for things other than bills) since the start date.			
	CUSTOMIZE FORMS/LETTERS:			
1	Create custom Invoice templates.			
2	Create custom Finance Charge templates.			
3	Create custom Credit Memo templates.			
4	Create custom Sales Receipt templates.			
5	Create custom Purchase Order templates.			
6	Create custom Statement templates.			
7	Create custom Estimate templates.			
8	Design QuickBooks Letters (create a new type of letter, edit an existing one, or move/copy a letter.)			
	CREATE SHORTCUTS:			
1	Memorize recurring transactions:			
2	Memorize useful reports.			
3	Customize the icon bar with frequently used activity.			
4	Review / edit the selected Company Preferences.			
	SET UP USERS AND PASSWORDS:			
1	Complete the NEW USER from for each person who will have access to the company file.			
2	Enter the Administrator password.			
3	Review / edit the Company preferences tabs. The following features can be turned on/off.			
	1099 Tracking			
	Account Numbers			
	Audit Trail			
	Class Tracking			
	Estimates			
	Inventory			
	Payroll			
	Price Levels			
	Progress Invoicing			
	Purchase Orders			
	Reminders List			
	Sales Tax			

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	Time Tracking			
4	Set up users and passwords for each additional user.			
5	Enter the closing date (the same date as the start date) and password to prevent changing the opening balances.			
6	Review / edit the My Preferences tabs for each user.			
7	Customize the Icon Bar / Shortcut List for each user.			
	ESTABLISH THE BACKUP PROCEDURES:			
1	Determine the appropriate method(s) of backup to be implemented.			
2	Photocopy the BACKUP LOG form and give to client.			

CLIENT NOTES:
