CHAPTER 18
QUICKBOOKS CONSULTING PROJECT
CHAPTER 18 OVERVIEW

- QuickBooks Consulting Project
- Project Milestones
QUICKBOOKS CONSULTING PROJECT

• Opportunity to apply knowledge and skills
• Role of QuickBooks consultant
• Opportunity for realistic, valuable professional experience
• Enhance your resume
CONSULTING PROJECT

Project management framework:

- Guides you through development of an accounting system
- Divides the project into milestones for system development
- Can be used with various types of organizations
- Customize the system to meet the specific needs of entrepreneur or not-for-profit
GET STARTED

- Identify QuickBooks project
- Gather project information
- Complete the User Requirements Checklist
- Begin project proposal
MILESTONE 1

Proposal

• Cover letter
• Executive summary

Proposal Report

• Overview
• Scope
• Responsibilities
• Cost/benefit analysis
• Timeline
• Recommendation
MILESTONE 2

- Company Setup
- Chart of Accounts
  - Create
  - Review
  - Approval
MILESTONE 3

- Create lists
  - Customer List
  - Vendor List
  - Employee List
  - Item List
  - Payroll information (if applicable)
- Approval
MILESTONE 4

- Memorized transactions
  ‣ Customer and sales transactions
  ‣ Vendor and expenses transactions
  ‣ Employee and payroll transactions
  ‣ Other transactions
- Enter sample data
- Approval
- Modify (if needed)
MILESTONE 5

- Memorized reports
  - Recommend reports to memorize
  - Review Chapters 4 - 10 for reports
  - Communicate options with client
- Create reports
- Approval
MILESTONE 6

Documentation

- History
- Client Instructions
  ‣ How to back up
  ‣ How to use transactions
  ‣ How to use reports
- Training materials for client
MILESTONE 7

Presentation

• Complete project
• Present to class
• Present to client
MILESTONE 7

Possible Presentation Outline:

• History and Overview
• Demonstration
• Examples
• Cost/Benefit
• Summary
• Question & Answer
• Close
TO LEARN MORE... SEE CHAPTER 18