

COMPUTER ACCOUNTING WITH QUICKBOOKS 2018

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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

