CHAPTER 13
Live Project: QuickBooks in Action
CHAPTER 13 OVERVIEW

- QuickBooks LIVE Consulting Project
- Project Milestones
QuickBooks
LIVE CONSULTING PROJECT

- Opportunity to apply knowledge and skills
- Role of QuickBooks consultant
- Opportunity for realistic, valuable professional experience
- Enhance your resume
LIVE 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
GETTING 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
  - Cash sales
  - Credit sales
  - Purchase order
- Enter sample data
- Approval
- Modify (if needed)
MILESTONE 5

- Memorized reports
  - Which reports?
  - Review Chapters 4-7
  - 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
- Year-end Guide
MILESTONE 7

Presentation
- Complete project
- Present to class
- Present to client

Possible outline:
- History and Overview
- Demonstration
- Examples
- Cost/Benefit
- Summary
- Question & Answer
To Learn More ...

Turn to Chapter 13

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