



QuickBooks Set-Up Appointment

New Company:

- All start up records
- QuickBooks software (Pro 2006 is current recommendation)
- Company information (Tax ID#, Company name, address, contact phone #, type of entity)
- Bank account information and transactions (check register)
- Copy of original documentation of any financing incurred
- Will there be payroll or sales tax?

Established Company: Set up or Training

- QuickBooks software (Pro 2006 is current recommendation)
- Company information (Tax ID#, Company name, address, contact phone #, type of entity)
- Bank Accounts with current Reconciled Bank Statement
- Check Register
- Fixed Asset Listing with Depreciation Schedules or prior Tax Return (if not done in this office)
- Outstanding loans, current statements with principal balances, original loan paperwork
- Sales Tax Reports filed – current year
- Payroll records and reports – current year
- Open Accounts Receivable and/or Accounts Payable detail listing