

Questions to help setup your QuickBooks file

Email back to David@Jewelerprofit.com or Fax (404) 462-7963

Please answer and return these questions below. I will make up your QuickBooks setup file to be customized for your store.

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Store Name, Address, City State, Zip Code, Email Address and phone number.

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Your Name, position

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What type of company are you? (S Corp; C Corp; LLC; Sole Proprietor)

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When does your fiscal year end? (most are Dec31st, yours might be different)

How many bank accounts do you have? _____

Whom do you bank with?

Name(s) of your bank accounts. If more than one, purpose (ex: operating/savings/payroll)

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Do you barter with people? (trade jewelry for their services or products)

Are you a member of a buying group? (RJO; IJO, etc) If so, the name

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What year QuickBooks do you have?

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Do you have any company credits cards you use for the store? (A debit card is not a credit card, it's a plastic check)

If so the names of the credit cards companies and last 4 digits, if you have it.

Example: Capital One MC-4512

American Express-1007

Your Cards:

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Do you have a Point of Sale program? If so, name (Edge/Shopkeeper/Winjewel, etc)

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Sales Tax: many people pay online but who would you make your sales tax check payable to?
(here in Georgia it would be "Georgia Department of Revenue")

Name:

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How do you perform payroll? (Use the QuickBooks payroll program; an outside firm, like ADP; your accountant does it; you computer it yourself)

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If you **do not use** the QuickBooks built in payroll program in QuickBooks or a service like ADP I will make an easy entry form for you in QuickBooks. So please list the names and their position of each employee who gets a paycheck with taxes taken out:

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When the owner gets a paycheck do their get a "draw" (no taxes taken out) or are taxes taken out like the rest of the employees?

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Does the company owe the owner(s) any money they have loaned? If YES, names below and have handy the total owed if you know it.

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Any short or long term bank loans? If yes please list names of banks or institutions.

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Thank you, as soon as I receive this I will make up your file, make your chart of accounts sheet and Bookkeeper procedures. Then we'll connect and I'll load the file into your QuickBooks, get you setup and train you.

Just fill in below the questions and resend this email back to me.

Any questions just let me know

Sincerely

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