

# QuickBooks® Custom Installation & Training

QuickBooks provides a cost effective solution to meet present and future accounting and report needs. Lewis and Knopf's team of QuickBooks Pro Advisors can provide you with custom installation and training. Our process includes:

On-site interviews to identify:

- Current accounting processes and procedures
- Efficient methods for conversion to QuickBooks® procedures
- Required and desired reports for management

Professional QuickBooks® company set-up including:

- Company information
- Chart of accounts setup
- Operation preferences set-up
- Vendor and customer setup and instruction\*
- Opening balances\* entered from client info
- Basic financial reports customization
- Bank reconciliation preparation\*
- Invoice customization
- Payroll set-up
- Unique solutions for your business\*\*

On-site, remote access or telephone instruction/training including:

- How to enter and pay bills
- How to pay employees and liabilities
- How to enter and print checks
- How to generate reports
- How to enter POs and receive goods

*\*Client is responsible for individual data entry and detail information, Lewis and Knopf will provide instruction and examples.*

*\*\* Available upon request – additional time will be billed separately.*

*\*\* Inventory setup and job costing*

*\*\* All other modules outside the scope of this engagement*

Custom training and installation is only valid on systems that have the recommended hardware, enough hard drive space and memory to adequately and properly run the software withno conflicts.

Additional Accounting Services:

- Bank reconciliations
- Sales and use tax coupons and returns
- Quarterly payroll taxes
- General ledger data entry
- Payroll
- Year-end: 1099s and W2s
- Financial statement preparation
- Financial operations efficiency reviews
- Depreciation schedules
- Management consulting

**For more information, contact:**

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