

## **Skill Set No. 5**

# **Embroidery Business Bookkeeping System Quick Start Guide**

Step 1. Organize all of your Expense and Income receipts

Step 2. Go back to How To Price and Create Price lists for each area of your business if you have not done that so far. It is very important to have your pricing in place before you start setting up QuickBooks.

Step 3. Create a list of all of your Customers, Vendors and List of Products or Services that you plan to offer.

Step 4. Install QuickBooks.

Step 5. Set up your Chart of Accounts including a Liability Account for Customer Deposits

Step 5. Import all of your Lists of information into QuickBooks.

Step 6. Change the name of the Estimate Form to Work Order

Step 7. Gather all of your outstanding orders and add them into QuickBooks. Continue this practice as soon as you finish taking the physical order from the customer using the Estimate Form that you have changed to a Work Order.

Step 8. Create Sales Receipts for all of your current Customer Deposits.

Step 9. Add each job to your Scheduling System if you have not done this already.

Step 10. Create a report of the Outstanding Orders which will be the Estimates (Work Orders) that have not been completed. Check the report with your scheduler to see if they coincide with each other - Make any adjustments necessary.

You are now ready to start using QuickBooks on a daily basis. As you take each physical order, immediately add it to QuickBooks and start going through the entire process.

Print out the Checklist and keep that beside you to help you with each step of the process.