

**QUICKBOOKS QUESTIONS** Just answer Yes or No or write comments or N/A (not available) This gives me an overview and some understanding of your company needs. Do not feel obliged to answer any though.

1. Are you familiar with accounting? Example used other version of accounts like Sage. Answers Yes or no.
2. Can you check which version of Quickbooks do you plan to use? the European Version and or UK or Quickbooks UK Desktop?
3. Have you started using Quickbooks or Do you need me to setup? Answers Yes or no.
4. Have you made any changes to Quickbooks since downloading and if so what ones?
5. What kind of service to you provide? Plumbing or electrical would be example?
6. How many invoices do you produce each month?
7. How many purchases do you enter each month?
8. Do you reconcile bank statements? Answers Yes or no.
9. Do you use multicurrency and if so do you have bank accounts also in non-euro. Say for example UK or Euro.
10. Do you charge Vat and if so is it accrual or Receipt or cash basis?  
You might want to check this with your accountant.
11. What is your vat period? (example every 2 months)
12. Do you require vat to operate in special way?
13. Are you aware that Quickbooks vat can only be used as **"Accrual"** or **"Cash Basis"** and NOT "Receipts Basis" Answer Yes or No. or more details. Or any comments.
14. Are you aware that if vat is not used the way Quickbooks recommend the calculations will be incorrect.? And the knock-on effect causes lots of problems and difficult to fix. Answer Yes or No.
15. Will you be doing vat returns yourself or will you accountant handle?
16. Will you be doing accounts or someone else?
17. Have you **fully satisfied in your own mind** and with assistance of your accountant that this version of "Simple Start" or "QuickBooks Online Essential " or "Quickbooks Plus" or "QuickBooks Desktop" will be suitable for your business?  
Answer Yes or No.
18. What are the main features you want to use in Quickbooks?. Mention at least 5. **Give detailed answer please.**
19. **Mention up to 5 things you need to know more fully?**

The answer to these questions are very important as I need them to ascertain how to best help you.

All bookings need to be paid one week in advance by Banking OnLine (details will be on Invoice).

## **VAT RETURNS PLEASE READ CAREFULLY AND CONFIRM YOU UNDERSTAND**

Vat has to be handled as “Accrual” or “CASH” not “Receipt”

QuickBooks will not work properly receipt basis.  
Who ever does the vat returns needs to be informed of this.  
And all vat returns must be done by QuickBooks online and not by excel.  
This is the number one problem.  
Please send them a copy of this email.  
If they disagree please Let me know.

### **CANCELLATION POLICY FOR TRAINING OR/AND PAYMENT MUST BE PAID IN ADVANCE BY 1 WEEK**

If you decide to cancel or amend the date of the training prior to the arranged day just let us know in by email and we will be happy to re-schedule the training to suit your new requirements. Please provide as much notice as possible to avoid cancellation charges.

- Less than 24 Hours notice.. 100 % Cancellation charge
- 1 day to 2 days notice 50% Cancellation charge
- 3 days to 4 days notice 25% Cancellation charge
- More than 7 days notice No charges.

Regards

*David Fields*

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