

QB Course Implementation Checklist & Reference Guide

The session where each topic is discussed indicated in right column. Applicable reference docs and worksheets are indicated in *italics* following the ►►

	<u>Session</u>	
1. Configure Chart of Accounts for TLM	I	<input type="checkbox"/>
▪ Import MASTER accounts from "TLM Basics 1" worksheet ►► <i>TLM Basics 1, MASTERS tab</i>		<input type="checkbox"/>
▪ Export list to Coach for initial recommends ►► <i>How to Export Reports from QB to Excel</i>		<input type="checkbox"/>
▪ Merge & sub- existing accounts as per recommends ►► <i>TLM Basics 1, TLM Chart & QB Example tabs</i> ►► <i>TLM Basic s 1a</i>	I	<input type="checkbox"/>
▪ Export to Steve for final review		<input type="checkbox"/>
2. Develop QB-based item list aligned with TLM account structure	I	<input type="checkbox"/>
▪ Export list to Coach for initial recommends ►► <i>How to Export Reports from QB to Excel</i>		<input type="checkbox"/>
▪ Create new items and import to QB ►► <i>TLM Basics 2</i>		<input type="checkbox"/>
▪ Re-point existing items in QB		<input type="checkbox"/>
▪ Create groups & sub-totals	I	<input type="checkbox"/>
▪ Develop protocols for creating/maintaining items	I	<input type="checkbox"/>
▪ The Inventory/Non-inventory Hybrid model ►► <i>TLM Basics 4</i>	I & II	<input type="checkbox"/>
3. Develop/document/implement TLM "transaction process"		
►► <i>TLM Basics 3, Job Admin Process Flowchart</i>		
▪ Customer estimates & Forms ►► <i>Daily Job Order & Progress Invoice Forms</i>	II	<input type="checkbox"/>
▪ Optimize Proposal Pricing for TLM Profit Model ►► <i>TLM Bid Pricing Worksheet</i>	II	<input type="checkbox"/>
▪ Requests for payment ►► <i>How to Create & Report on Requests for Payment</i>	II & III	<input type="checkbox"/>
▪ Receive customer payments	I, II & III	<input type="checkbox"/>
▪ Progress invoices	III	<input type="checkbox"/>
▪ Purchase orders and receiving ►► <i>How to Order & Receive Goods</i>	III	<input type="checkbox"/>
▪ Entering & paying bills	IV	<input type="checkbox"/>
▪ Credit cards	IV	<input type="checkbox"/>

▶▶ <i>How to Enter, pay, & reconcile Credit Card accounts</i>		
▪ Vendor returns & Customer credit memos/refunds	IV	<input type="checkbox"/>
▪ Loans & Loan Manager	IV	<input type="checkbox"/>
▶▶ <i>TLM Basics 3 (page 2)</i>		
▪ Sales tax		<input type="checkbox"/>
▶▶ <i>How to Accrue & Pay Sales Tax in QB</i>		
▪ Payroll account assignments (COMP 1, 2, 3 & 4)	IV	<input type="checkbox"/>
▪ Paycheck procedure	IV	<input type="checkbox"/>
▶▶ <i>How to Write Payroll Checks in QB</i>		
▪ Interface with design program (if applicable)	II & III	<input type="checkbox"/>
 4. Management activities		
▪ Job orders completed by techs	IV	<input type="checkbox"/>
▪ Job orders & CC receipts turned in to Admin	IV	<input type="checkbox"/>
▪ Enter timesheets (tech time by job)	III	<input type="checkbox"/>
▪ Enter bills; pay bills	IV	<input type="checkbox"/>
▪ Enter CC charges	III & IV	<input type="checkbox"/>
▪ Review AR & RFP reports	IV	<input type="checkbox"/>
▪ Weekly Production Meet	IV	<input type="checkbox"/>
▪ Review Job Progress & Purchase Orders	IV	<input type="checkbox"/>
▶▶ <i>How to Create a Job Progress Report</i>		
▶▶ <i>TLM Pipeline Tally</i>		
▪ Time by Job report	IV	<input type="checkbox"/>
▪ Job reconciliation	IV	<input type="checkbox"/>
▶▶ <i>How to Manage & Reconcile Job Progress</i>		
▪ Monthly income statement & balance sheet review	IV	<input type="checkbox"/>
▶▶ <i>How to Export Reports from QB to Excel</i>		
▪ Monthly adjust of AR credit balances	IV	<input type="checkbox"/>
▶▶ <i>How to Reclassify AR Credit Balances</i>		

Your next step in the TLM implementation process...

Fast-Forward's 2013 Profit Management Program

Using TLM to Manage for Greater Productivity & Profit

- Profit Training Workshop & Monthly Group Meetings
- Starts February, 2013

Email steve@ffbizcoach.com for more info.