Client Needs Assessment

Talk to your client about their business processes to identify which ones they use, mark them as Yes/No in column B.
The Help resources offer further guidance on how QuickBooks supports these business processes.

Assessment category	Yes/No	Help resources
Sales and accounts receivable		
Estimates		When to use Estimates
Simple invoices (no customer tracking)		Simple invoicing in QuickBooks Self-Employed
Custom invoices (accounts receivable tracking)		When to use Invoices
Sales receipts		When to use Sales Receipts
Statements		When to use Statements
Sales tax (list states in notes/advisory column)		How to set up Sales Tax
Price levels		When to use Price Rules
Progress invoicing		When to use Progress Invoicing
Multicurrency		Understanding Multicurrency
Average number of transactions per month		
Expenses and accounts payable		
Accrual-based (bills and bill payments)		When to use bills, checks, and expenses
Approvals		Apps to manage Accounts Payable Approvals
Checks (indicate manual, printed, or both in notes/advisory column)		How to write a check
Credit card expenses		Record an expense
Electronic payments		Bill Pay in QuickBooks Online
Loans (list types in notes/advisory column)		How to record a loan and its payment
Multicurrency		About multicurrency in QuickBooks
Separation of personal and business expenses in same bank/credit card account		Separating personal from business finance
Petty cash expenses		Set up and track Petty Cash
Purchase orders		How to use a Purchase Order
Track vendors for 1099 reporting		How to track 1099 Contractors
Billable/Reimbursable expenses		How to enter billable expenses
Electronic receipt/bill capture		How to use Receipt Capture
Average number of transactions per month		

Employees and payroll		
Active workers' compensation insurance		Learn about workers' comp insurance
Number of employees on payroll		
Partners/Shareholders on payroll		
PTO/Sick/Vacation policy		Add vacation or sick leave policies
Retirement plan		Set up retirement deductions and contributions
Time tracking (indicate vendors, employees, or both in notes/advisory column)		How to turn on and set up time tracking
Average number of transactions per month		
Other expense-tracking needs		
Estimated income taxes		Quarterly Estimated Taxes Explained
Mileage tracking—*if yes, then complete the vehicle profile on the Mileage tab*		What Is Mileage Tracking?
Other daily operations needs		
Inventory tracking—FIFO method		What is FIFO and how is it used
Inventory tracking—other methods (indicate method in notes/advisories)		Inventory Valuation Method Comparison
Industry-specific needs		
Asset management		Managing assets in QuickBooks
Billable time		How to turn on and set up time tracking
Customer Relationship Management (CRM) for sales team		CRM apps on apps.com
E-commerce/Web-based sales		All you need to know about eCommerce Bookkeeping
EDI (electronic data interchange)		Apps to manage EDI
Field service		Apps to manage field service
Kitting/Bundled items		Bundles in QuickBooks
Logistics/Distribution/3PL		Apps to manage 3PL logistics
Manufacturing/inventory assembly		Apps to manage manufacturing
Point of sale/cash register		Apps to manage Point of Sale
Shipping and receiving		Apps to manage shipping

Specialized application needs (apps)		
Accounts receivable collections		Apps to manage Accounts Receivable
Billing: wholesale vs independent		Apps to manage Wholesale Distribution
Document cloud storage		Apps to manage Document Storage
Document collection & management		Apps to manage Document Collection
Electronic bill pay		Apps to manage Bill Pay
Merchant services/payment processing		Apps to manage Payment Processing
Time tracking approval & GPS		Apps to manage robust Time Tracking
Reporting needs		
Budgeting		How to create, edit, and manage budgets
Cash flow forecasting		Apps for Cash Flow Forecasting
Consolidated reporting		Apps for Consolidated Reporting
Customer/Job profitability		Set up and use Projects
Monthly financial statements required		Managment Reports
Multiple sources of revenue (product lines, revenue streams, departments, partners, etc.)		When to use Classes and Locations
Project/Job tracking		Set up and use Projects
Reports only access users		Types of users
Track multiple locations (enter # of locations in notes/advisories column)		When to use Classes and Locations
Trial balance		What is a Trial Balance?
Other		
Conversion from previous accounting solution		Convert from QuickBooks Desktop to Online
Number of users needed		Multiple Users in QuickBooks
Total number of transactions per month:		
Sales and accounts receivable		
Expenses and accounts payable		
Payroll		