

# DMP Management – New Bookkeeping Client Questionnaire

(For Office use): Client # \_\_\_\_\_

So that we may better serve you, please take a few moments to complete the following form:

Company name/DBA: \_\_\_\_\_

Legal Name (if different than above): \_\_\_\_\_

Year Business Established: \_\_\_\_\_

Industry and Primary Service/Product: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Principal (Director, CEO, CFO) decision making contact: \_\_\_\_\_

Internal Accountant/Bookkeeper/Comptroller contact: \_\_\_\_\_

Primary Phone Number (Include area code): \_\_\_\_\_

Primary Mobile Number (Include area code): \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

SSN/FEIN: \_\_\_\_\_

Estimated Annual Gross Revenue: \_\_\_\_\_

Number of Employees (if applicable): \_\_\_\_\_

Affiliated Companies (if applicable): \_\_\_\_\_

Platform: QuickBooks Online \_\_\_\_\_ QuickBooks Desktop \_\_\_\_\_ Year: \_\_\_\_\_

Last completed financial statements date: \_\_\_\_\_

Do you collect Sales Tax? (please circle): Y / N If so, which states? \_\_\_\_\_

Additional notes/information you would like us to know: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Questions to Ask with Client*

Books Closed? (please circle): Y / N    Date: \_\_\_\_\_

Assets and Liabilities matches last filed tax return (Schedule L): (please circle): Y / N    Tax Year: \_\_\_\_\_

Capital Accounts and Retained Earnings match Schedule K, M-1, M-2 (please circle): Y / N

Who is responsible for reporting financial statements (internal CFO, Comptroller, etc.):

\_\_\_\_\_

What are your short-term goals (less than one year)? \_\_\_\_\_

\_\_\_\_\_

What are your long-term goals (more than one year)? \_\_\_\_\_

\_\_\_\_\_

How often do you need to review financial reports (and feel a high level of confidence that the numbers are as accurate as possible; including: bank and credit card accounts reconciled, customer and vendor balances accurate, and/or inventory valuation is accurate)?

Daily    Twice per week    Weekly    Biweekly    Monthly    Quarterly    Annually

If you don't collect sales tax, what type of activities are you engaged in, in which you are not sure whether you should be collecting sales tax?

\_\_\_\_\_

Do you track or want to track income and expenses by a specific segment/location/division of your business?

\_\_\_\_\_

*Questions to Ask with Client*

How many people in your organization, and who in your organization, will be logging into the QuickBooks to do any accounting work such as:

- Creating Estimates and/or Sales Orders: \_\_\_\_\_
- Creating Invoices: \_\_\_\_\_
- Creating Purchase Orders: \_\_\_\_\_
- Receiving Inventory: \_\_\_\_\_
- Making Inventory Adjustments: \_\_\_\_\_
- Creating Bills (Accounts Payable): \_\_\_\_\_
- Paying Bills with checks and printing the checks (previously entered): \_\_\_\_\_
- Paying Bills with checks (previously entered): \_\_\_\_\_
- Preparing or approving timesheets: \_\_\_\_\_
- Preparing Paychecks: \_\_\_\_\_
- Paying payroll liabilities: \_\_\_\_\_
- Filling state and federal payroll forms: \_\_\_\_\_
- Paying sales tax liabilities and/or preparing sales tax forms: \_\_\_\_\_
- Marking previously entered bills as paid using manual checks or electronic payments: \_\_\_\_\_  
\_\_\_\_\_
- Writing and/or Printing Checks: \_\_\_\_\_
- Entering bank transactions and Reconciling Bank Account(s): \_\_\_\_\_
- Entering credit card transactions and Reconciling Credit Card Account(s): \_\_\_\_\_
- Creating or Querying Custom Reports: \_\_\_\_\_
- Consulting Standard Financial Reports: \_\_\_\_\_