

## **End-User Client Checkbook Checklist**

Your accountant may set up all options, accounts in the Chart, checking accounts, and source journals for your Client Checkbook client. Or they may request that you set up some of this information yourself. Coordinate with the accountant to make sure that all set up options are completed before you begin entering checks and journal entries.

If you plan to use after-the-fact payroll, see the [End-User After-the-Fact Payroll Checklist](#) for additional setup information.

### **Add a client**

Select New Client from the File menu. Browse to the location of the .VCCS file (Client Checkbook Setup file) created by the accountant for your business. You can select a different location for your checkbook client's database, or simply click Validate File to add your client to Client Checkbook.

When you click OK to add the client, you are taken to a Setup Checklist. This checklist is also available from the Help menu. Options on the checklist that have been set up by the accountant will be checked off. Use the checklist in conjunction with the following information to verify that all options have been set up for your checkbook client.

### **Client Setup**

Client information is stored in Client Setup. This includes your client code, name, address, tax entity type, and basic profile classifications. Select Client Setup from the Lists menu to review or add client information.

### **Client Options**

To review or change the default client options, select Client Options from the Lists menu. This may have been done for you by the accountant.

- On the Options & Post Method tab, enter the last closed year and whether or not to reset the journal entry number at year-end close.
- Click the Reporting & Preferences tab to select the address you wish to use. You can also select the default method for entering accounts.
- Click the Custom Fields button to enter custom client information.

You can also enter descriptions for custom fields (used to track additional information such as Attorney, Banker, etc.). Select Setup Custom Descriptions from the Custom Fields window.

### **Fiscal Periods**

Your fiscal year will have been set up by the accountant. Select Fiscal Periods from the Lists menu to review the fiscal year and number of periods in the year.

### **Set up accounts in the chart**

The accountant will set up a Chart of Accounts for you. The Chart of Accounts includes the format to use for account numbers, also known as the account mask. The account mask contains the length of the account number, any segments or divisions for the main account and department number, and indicates if the account can contain numbers or letters (or both). Your accountant may request that you coordinate any changes to the Chart with their office first.

### **Departments**

If you want to set up departments for your client, select [Departments](#) from Lists > Chart of Accounts.

### **Accounts**

Select [Account List](#) from Lists > Chart of Accounts to add any additional accounts to the Chart.

### **Set up checking accounts**

From the Lists menu, select [Checking Accounts](#).

Enter the checking account number, bank, the default cash account for checks written from this account, and the write-up check format.

If you need to add a bank, click the Add button in the Bank field to select [Banks](#). Enter information for the bank upon which checks will be drawn.

**Add source journals**

Source journals organize your transactions. Select [Source Journals](#) from Lists to add source journals for any other journals you will use.