13 Common QuickBooks & Enterprise Mistakes (Part III)

Brought to you by:

BuildYourNumbers.com

*Internet-based Accounting Training
+ Live Coaching*
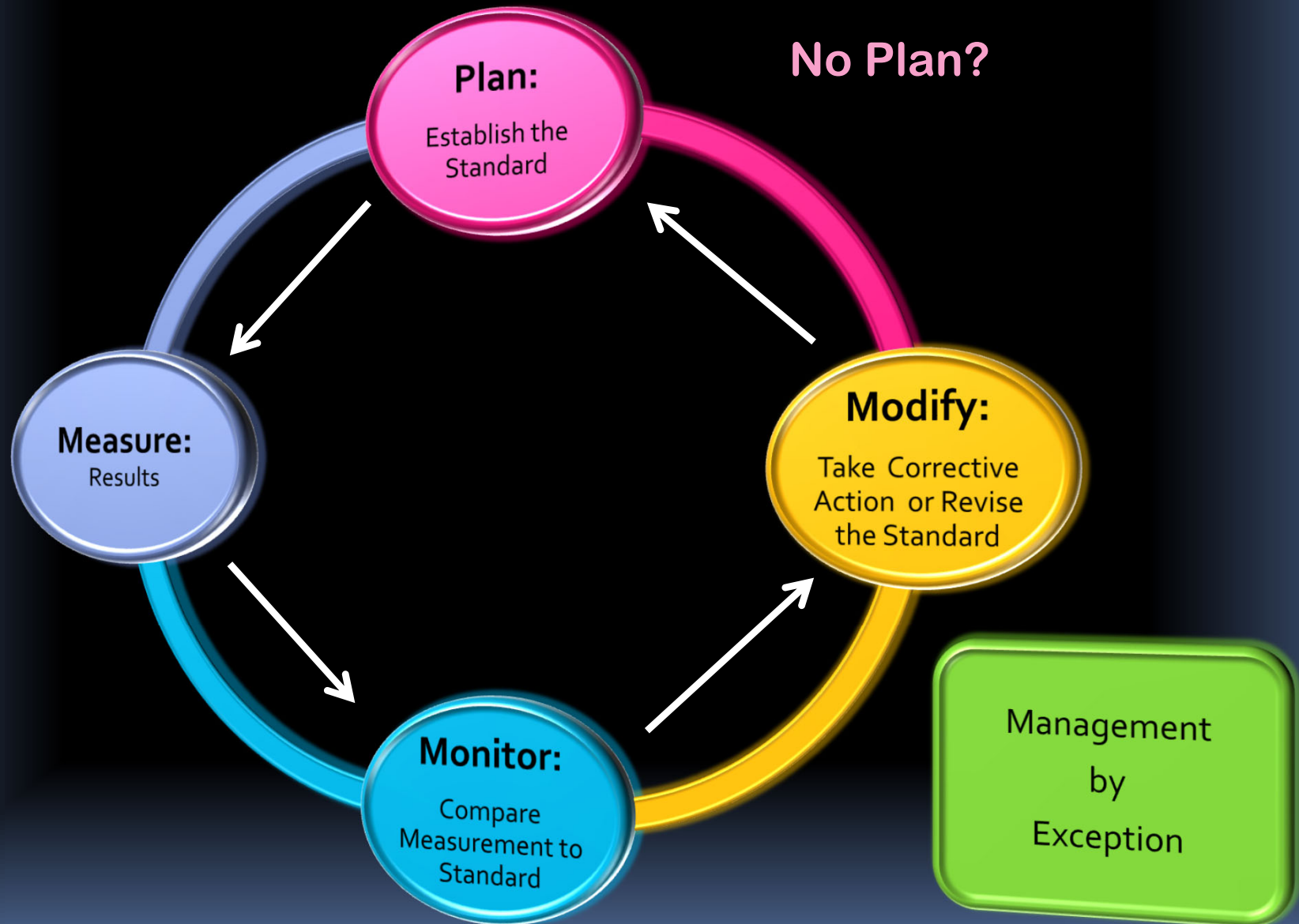
Management Accounting Services & Support Software

Part I – 1ˢᵗ 5 Mistakes…

- ❖ Shaky foundation (Chart of Accounts)

- ❖ Framing askew (Item List)

- ❖ Unskilled labor (Training needed)

- ❖ Improper permits (File & Personal Preferences)

- ❖ Illegible blueprints (Reporting deficiencies)

Part II – 4 More Mistakes…
Theme: PM³

Part II – 4 More Mistakes…
Theme: PM^3

- ❖ No community plan (Budget)

- ❖ Blueprints non-existent or lost (Estimates)

- ❖ Sloppy materials handling (Purchase Orders)

- ❖ Leaking pipes (Change Orders)

Part III – 4 More Mistakes…

- ❖ Laborers - MIA

- ❖ Customer confusion

    - ❖ Resources (simplified program ☺)

- ❖ Security guards off duty

- ❖ Failing inspections

Part III – 4 More Mistakes…

10. Laborers – MIA =
Burdened labor costs not known or job-costed

✓ Under-estimating the TRUE cost of labor
→ Bad cost estimates
→ Bad price estimates
→ Lost revenue

✓ Plus….
→ Lost & wasted time issues
→ Faulty hiring decisions
→ Not firing or laying off quickly enough

Part III – 4 More Mistakes…

10. Laborers – MIA =
    Burdened labor costs not known or job-costed

- ✓ Not assigning **TIME** to jobs
- ✓ Not assigning **COST** to jobs (basic comp & taxes)
- ✓ Overhead time "lost"
    (i.e., not assigned to overhead jobs)
- ✓ True ("burdened") labor cost not assigned to jobs
    → Faulty job cost reports
    → False sense of security

Part III – 4 More Mistakes…

11. "Customer Confusion" =
Not using QB Customer:Job features

✓ Not establishing "special" jobs for

- Burden
- Equipment, Vehicles, Machinery
- Sales
- Admin
- Owner

Part III – 4 More Mistakes…

11. "Customer Confusion" =
    Not using QB Customer:Job features

- ✓ Hierarchy of C:J Names not utilized
  - Customer is "parent", Job is "sub"
  - Better groupings → Better reports

- ✓ Naming problems
  - Hodgepodge of names – lack of consistency
  - Confusion about names
  - Duplication of jobs

Part III – 4 More Mistakes…

11. "Customer Confusion" =
    Not using QB Customer:Job features

    ✓ Not using Customer Types and Job Types:

    - Great for analysis and spotting trends
      → Winners, losers,

    - Can often replace use of "Class"
      → Faster, easier entry
        (1 entry vs. many)

Resource Goal #1:

❖ To provide **online training and coaching** that helps YOU…

❖ Avoid – Find – Minimize

COSTLY MISTAKES!

BuildYourNumbers.com

Resource Goal #2:

To help YOU…

❖ Create a **job cost** and **financial info system** that:

✓ Provides the useful data that you need
✓ To control job costs and business results
✓ So you can run your company more

Effectively – Efficiently – PROFITABLY

We believe you should:

❖ Be able to attend training sessions <u>when and where</u> you choose

❖ Have regular access to <u>experienced accounting pros who understand your industry</u>

❖ At an <u>affordable price</u>

BuildYourNumbers.com

An Affordable Resource…

Online training
& live coaching
for less than $17/hour

BuildYourNumbers.com
Internet-based Accounting Training
+ Live Coaching

Part III – 4 More Mistakes…

12. "Security guards off duty" =
    Not securing your financial data and assets

   ✓ Not backing up your financial data

   ✓ No password (or everyone knows it)

   ✓ Not setting user permissions:
   - Pro & Premier (broad levels)
   - Enterprise Solutions (detailed levels)

12. "Security guards off duty" =
    Not securing your financial data and assets

    ✓ Not establishing basic anti-fraud controls

    - Busy owners

    - Positive outlook - "It can't happen here"

    - Trusted employees

    - See *"Diary of a Bad Bad Bookkeeper"*

Part III – 4 More Mistakes…

13. "Failing inspections" = Not finalizing or inspecting the job with closing procedures & checklists

   ✓ Multiple fields x hundreds of transactions/mo

   ✓ Multi-tasking and shifting priorities

   ✓ Opportunities for errors abound

   ✓ Front-end "Get the data entered fast" pressures

   ✓ "Entered, filed, and done" orientation

Part III – 4 More Mistakes…

13. "Failing inspections" = Not finalizing or inspecting the job with closing procedures & checklists

   ✓ Construction requires internal (& external) inspections: Why not **your** critical financial info?

   - Use internal checklists

   - Hold employees accountable for completing

   - Hold owner accountable for checking

   - Consider additional inspection ("Another set of eyes … and ideas")

Part III – 4 More Mistakes…

- Laborers – MIA (not properly job costed)

- Customer confusion (under-utilizing features)

  - Resources (including simplified plan)

- Security guards off duty (systems not set)

- Failing inspections (closing procedures)

BuildYourNumbers.com

Series Wrap-Up

- Covered 13 MAJOR "Mistakes" topics
  (which included <u>many</u> more sub-issues!)

- Accomplished in just 1.5 hours!

- Thoughts: If you invested just **<u>6 hours</u>** per month
  into ***training & live coaching***:

  What could you learn?

  What mistakes could you avoid?

  What could you add to your bottom line?

BuildYourNumbers.com

In closing…

The <u>right kind of training</u> + motivation, commitment and practice – is the key to mastering any skill
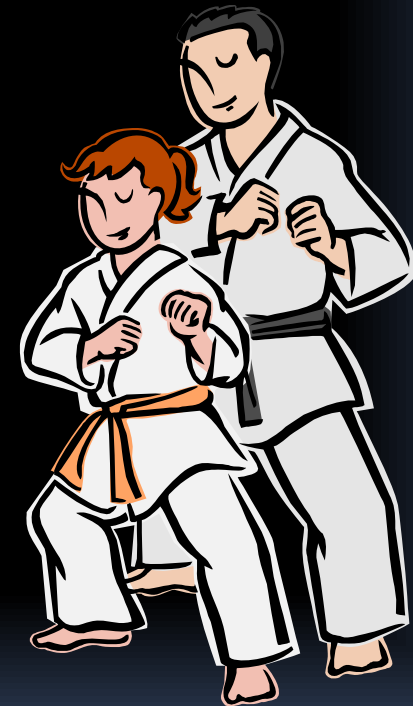
Reminder:
We've helped lots of other people get their numbers under control – so we know that <u>YOU</u> can do it too!

Will you continue to do what you've always done, and continue to get what you've always gotten?

Or

Are you **ready** to make a change?
To do whatever it takes?

Choose from more than 60 online workshops!

Brought to you by:

BuildYourNumbers.com

*Internet-based Accounting Training
+ Live Coaching*

Management Accounting Services & Support Software