

November, 2015

MEMO to Accompany Model Home Care Cooperative Chart of Accounts

The accompanying chart of accounts may be used with any accounting system; it was modeled off of a Uniform Chart of Accounts developed by the Home Health and Hospice Financial Managers Association (HHFMA).

QuickBooks is the most popular accounting software for small businesses and organizations. Instructions for utilizing the chart of accounts in QuickBooks are below:

While there are many “flavors” of QuickBooks, two important distinctions should be made between the traditional “desktop” version and the newer, completely web-based QuickBooks Online. QuickBooks Online is accessed through an internet browser and can be run from any Windows or Mac computer that has broadband internet access. The online service costs approximately \$25-\$40 a month, depending on the level.

The desktop version can be installed on a single computer or on a local area network for multi-user access. QuickBooks Pro supports up to three concurrent users and is available for Windows or Mac. QuickBooks Premier supports up to five concurrent users and QuickBooks Enterprise Solutions supports up to 30 users. Both Premier and Enterprise are only available for Windows.

QuickBooks Pro and Premier can be purchased as a one-time purchase ranging from \$300 for a single Pro license to \$2,500 for five licenses of Premier. These are also available on a subscription basis for those amounts on an annual basis that include support, backup service and annual upgrades. QuickBooks Enterprise is only sold on a subscription basis and starts at about \$3,000 per year.

The desktop version can also be run in a “hosted environment” where a service provider runs the software on their servers and users can access it from any computer (Mac or Windows) with an internet connection. The monthly fees are generally \$50-\$70/user/month in addition to the QuickBooks license fees.

Either the Cooperative Development Foundation which funded this project or the ICA Group which developed the chart of accounts can provide any user with an empty QuickBooks desktop backup file that includes the standard home care cooperative chart of accounts. This file can be restored in any Windows desktop version from 2013 or later to provide a new home care cooperative with a QuickBooks file already populated with this standard chart of accounts. It can also be converted to QuickBooks for Mac, or converted to QuickBooks Online.

In addition to this basic accounting software, there are many 3rd party applications for employee time tracking, service tracking and so on. When shopping for such applications, be mindful of whether they integrate with QuickBooks desktop and/or QuickBooks Online. Some integrate with both and some only with one or the other.