QuickBooks User Certification

Participants will gain hands-on instruction on navigating and using QuickBooks Online Essentials accounting software.

Target Audience:	**This course is designed for individuals pursing a career in the accounting field or small business owners managing their business finances.**
Hands on Training:	**20 hours**
Practice Time	**4 hours**
Completion Results:	**Upon successful completion student will receive a passing score on QuickBooks Assessment pre-test and/or QB User Certification Test**

QuickBooks Setup

- What information is required before they set up QuickBooks file
- How to start a new company data file in QuickBooks
- How to keep the lists and preferences from an old file while removing old transactions
- How to customize the home page, set up lists (customers, vendors, items, etc.). This includes understanding which names and items should appear on which lists.

QuickBooks Utilities and General Product Knowledge

- Navigate or move around QuickBooks; Backup/restore a data file Release number and update QuickBooks What versions and editions of QuickBooks are available for a specific year How to use QuickBooks in a single-user and multi-user mode
- How to password protect QuickBooks and use preferences

List Management

- How to manage lists (customers, vendors, items, etc.)
- Adding new entries; Deleting, editing, and merging entries

Items

- How QuickBooks uses items to perform the necessary accounting entries
- The different types of items and when to use each type
- How to use items for different types of scenarios. These include companies that sell:
- Products and Services for a specified price
- Unique products or services that have different prices for each sale and One service or product

Sales

- Who should be listed in the Customer Center
- How to navigate and use the Customer Center
- How to complete the workflow (from the sale to deposit)
- Invoicing (A/R) and Sales Receipts (no A/R)
- How QuickBooks uses the Undeposited Funds, Accounts Receivable, and checking accounts in the invoicing cycle.
- How and why to record a customer credit and create statements
- How to handle bounced (NSF) checks

Purchases

- Navigate Vendor Center determine who should be listed
- How to navigate and use the Vendor Center
- The different workflows for making purchases
- Entering and paying bills (A/P) and Writing checks
- Using a Credit Card and Debit Card
- How to record the transactions in the purchase workflows
- How and why to record a Vendor credit
- How to complete the inventory workflow (PO to payment)
- How to set up, collect and pay sales tax and Bank reconciliation

Payroll

- Payroll Services available from QuickBooks
- How to set up Payroll (including employees, Federal and State taxes and basic Payroll deductions) using the Payroll Setup Wizard.
- Set up an employee's earnings and sick or vacation time
- Track sick or vacation time (accruing hours and using "banked" hours)
- Setup Payroll Schedules run Payroll and Payroll Liabilities
- How to prepare payroll forms (941, W2) in QuickBooks
- Track time and use it for payroll or for invoicing customers

Reports

- Report Center, customize reports (report modifications, collapsing subaccounts, etc.)
- The basic question that each report answers (basic understanding of each report)
- Process, memorize and multiple reports
- How and why to send reports to Excel (understand and use the basic and advanced tab)

Basic Accounting

- What the basic financial statements are and have a basic understanding of what they mean.
- The difference between cash and accrual reports
- Set a closing date and; How to enter a Journal Entry

Customization/Saving Time and Shortcuts

- How and why to memorize transactions (automatically enter)
- Granting/Denying multiple users and level of access
- Create custom fields and customize an invoice

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