

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

QUICKBOOKS CERTIFIED USER REVIEW

(16 hours)

ITSX 3014

COURSE SYLLABUS

Course Description: Intensive practical exercises designed to provide students with the opportunity to master user skill level and program knowledge sufficient to successfully complete the "Certified User" examination. **Prerequisites:** Successful completion of Introduction to QuickBooks and Intermediate QuickBooks courses or equivalent knowledge and experience.

Objectives: Every student will be able to pass the standardized QuickBooks Certified User examination by demonstrating their knowledge of ten critical subject areas:

- Basic Accounting
- Company File Setup
- Utilities Functions and General Product Information
- List Management
- Using Items
- Sales
- Purchases
- Payroll
- Reports
- Customizing

Rationale: QuickBooks is one of the most popular accounting programs used in the business community. This course will enable students to demonstrate their ability as users of QuickBooks Pro.

Required Material: None

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

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Course Outline:

Lesson 1: Basic Accounting

Basic financial statements and what they mean
Difference between cash and accrual reports
How and why to set closing date
How to enter Journal Entry (understanding of debits and credits not needed)

Lesson 2: Setting Up Company Files

Information needed to set up file
Start new company – easy step interview
Lists: Customers
Lists: Vendors
Lists: Items
Lists: Other – Employees – Owner(s)
Customize home page
Keep lists and preferences but delete transactions

Lesson 3: Utilities/Gen Product Information

Navigation: Home page; menus; icon bar
Backup and restore data file
Determine release number and how to update QB
Use single-user and multi-user mode
Versions and editions of QB available (current yr)
Password protect QB
How/why to use preferences

Lesson 4: List Management

New entries (customers, vendors, items, etc)
Deleting entries
Edit entries
Merge entries

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Lesson 5: Using Items

Use of QB items to perform accounting entries
Different types and use of items
Using items from different scenarios; company sells:
 Products for specified price
 Services for a specified price
 Deleting entries
 Unique products/services w/different price each sale
 One service or product

Lesson 6: Sales

Who should be listed in Customer Center
Navigate in Customer Center
Complete workflow from sale to deposit – Invoicing (A/R)
Complete workflow from sale to deposit – Sales Receipts (no A/R)
How QB uses Undeposited Funds, A/R and checking accts for invoice cycle
How and why to record customer credit
How and why to create statements
How to handle bounced (NSF) checks

Lesson 7: Purchases

Who should be listed in Vendor Center
Navigate in Vendor Center
Workflow for purchases: Enter and pay bills (A/P)
 Write checks
 Using Credit Card
 Using Debit Card
How to record transactions in the purchase workflows
How and why to record Vendor credit
How to complete the workflow: P.O. to payment
How to set up, collect and pay sales tax
Bank reconciliation

Lesson 8: Payroll

Differences between payroll services from QB
Set up payroll using wizard: Fed and state taxes
 Basic payroll deductions
 Employee earnings
 Sick/vacation time
 Track sick and vacation time (using banked hours)

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How and why to set up Payroll Schedules
How to run payroll
How and why to pay Payroll Liabilities
How to prepare payroll forms (941/W2) with QB
Track time and use it for payroll or for invoicing customers

Lesson 9: Reports

Why and how to use the Report Center
How to customize reports (modifications, collapsing subaccounts, etc.)
Basic question each report answers (basic understanding)
How and why to process multiple reports
How and why to send reports to Excel (basic and advanced tab)
How to memorize reports

Lesson 10: Customizing and Shortcuts xx

How and why to memorize transactions (automatic entry)
How to set up multiple users and what level of access can be granted or denied
How and why to create custom fields (customers, vendors and employees)
How to customize an invoice

Lesson 11: Logistics of Testing