

Objective Domains

1. QuickBooks Setup

A student should know:

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

2. QuickBooks Utilities and General Product Knowledge

A student should know:

- 2.1 How to navigate or move around QuickBooks (use home page, menus, icon bar etc.)
- 2.2 How to back up and restore a data file
- 2.3 How to determine the release number and how to update QuickBooks
- 2.4 How to use QuickBooks in a single-user and multi-user mode
- 2.5 What versions and editions of QuickBooks are available for a specific year (desktop version)
- 2.6 How to password protect QuickBooks
- 2.7 How and why to use preferences

3. List Management

A student should know:

- 3.1 How to manage lists (customers, vendors, items, etc.). List management include:
 - 3.1.1 Adding new entries
 - 3.1.2 Deleting entries
 - 3.1.3 Editing entries
 - 3.1.4 Merging entries

4. Items

A student should know:

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

5. Sales

A student should know:

- 5.1 Who should be listed in the Customer Center
- 5.2 How to navigate and use the Customer Center
- 5.3 How to complete the workflow (from the sale to making the deposit) for:
 - 5.3.1 Invoicing (A/R)
 - 5.3.2 Sales Receipts (no A/R)



- 5.4 How QuickBooks uses the Undeposited Funds, Accounts Receivable, and checking accounts in the invoicing cycle.
- 5.5 How and why to record a customer credit
- 5.6 How and why to create statements
- 5.7 How to handle bounced (NSF) checks

6. Purchases

A student should know:

- 6.1 Who should be listed in the Vendor Center
- 6.2 How to navigate and use the Vendor Center
- 6.3 The different workflows for making purchases
 - 6.3.1 Entering and paying bills (A/P)
 - 6.3.2 Writing checks
 - 6.3.3 Using a Credit Card
 - 6.3.4 Using a Debit Card
- 6.4 How to record the transactions in the purchase workflows
- 6.5 How and why to record a Vendor credit
- 6.6 How to complete the inventory workflow (PO to payment)
- 6.7 How to set up, collect and pay sales tax
- 6.6 Bank reconciliation

7. Payroll

A student should know:

- 7.1 The differences between the Payroll Services available from QuickBooks
- 7.2 How to set up Payroll (including employees, Federal and State taxes and basic Payroll deductions) using the Payroll Setup Wizard.
 - 7.2.1 How to set up an employee's earnings and sick or vacation time

- 7.2.2 How to track sick or vacation time (accruing hours and using "banked" hours)
- 7.3 How and why to setup Payroll Schedules
- 7.4 How to run Payroll
- 7.5 How and why to pay Payroll Liabilities
- 7.6 How to prepare payroll forms (941, W2) in QuickBooks
- 7.7 Track time and use it for payroll or for invoicing customers

8. Reports

A student should know:

- 8.1 Why and how to use the Report Center
- 8.2 How to customize reports (report modifications, collapsing subaccounts, etc.)
- 8.3 The basic question that each report answers (basic understanding of each report)
- 8.4 How and why to process multiple reports
- 8.5 How and why to send reports to Excel (understand and use the basic and advanced tab)
- 8.6 How to memorize reports

9. Basic Accounting

A student should know:

- 9.1 What the basic financial statements are and have a basic understanding of what they mean.
- 9.2 The difference between cash and accrual reports
- 9.3 How and why to set a closing date
- 9.4 How to enter a Journal Entry if asked to do so by an accountant (they do not need to fully understand what accounts to debit or credit)

10. Customization/Saving Time and Shortcuts

A student should know:

- 10.1 How and why to memorize transactions (automatically enter)
- 10.2 How to set up multiple users and what level of access can be granted or denied
- 10.3 How and why to create custom fields (customers, vendors, and employees)
- 10.4 How to customize an invoice



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