

# QuickBooks Pro 2014

## Course Description

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This course covers the more basic aspects of QuickBooks Pro 2014, teaching the student how to: 1) set up a QuickBooks company file; 2) work with preferences, items, lists, and forms; 3) work with the Fixed Asset Item List and the Loan Manager; 4) create purchase orders, accounts payable transactions, and automated and manual checks; 5) create customer invoices, and receive payments and make deposits; 6) process payroll transactions and create payroll checks; 7) modify forms to create a customized appearance; 8) create journal entries and understand when they are needed; 9) reconcile bank accounts; 10) create, modify, and export reports; and 11) maintain QuickBooks company data files.

**Completion Deadline & Exam:** This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

**Course Level:** Basic. This program is appropriate for professionals at all organizational levels.

**CPE Credits:** 12 (CPA)

**Category:** Specialized Knowledge and Applications

**Prerequisite:** Some knowledge of QuickBooks is helpful but not required.

**Advanced Preparation:** The student should have access to a computer and a copy of QuickBooks, preferably Pro 2014. Use of other editions of QuickBooks (such as Premier) and versions (other than 2014) with this course may be possible, but the student should understand that there may be differences between the course content and the edition of software they are using.

## Course Learning Objectives

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### Chapter 1: An Overview

1. Identify the categories and versions of QuickBooks currently available and compare the features available in the Pro, Premier, and Enterprise Editions; and
2. Evaluate for whom QuickBooks is best suited, determine if QuickBooks meets company needs, and recommend the correct setup in single and multi-user environments.

### Chapter 2: Getting Started

1. Use QuickBooks to open a new company file and initialize the chart of accounts; and
2. Explain how to add and edit company information in QuickBooks.

## **Chapter 3: The Basics**

1. Identify the basic elements of the QuickBooks Home Page and define the role of lists and forms in QuickBooks, and
2. Determine Preferences settings.

## **Chapter 4: The Chart of Accounts**

1. Identify features of the Chart of Accounts list and explain how to access, add to, and edit the Chart of Accounts list,
2. Distinguish between an account and a subaccount when viewing the Chart of Accounts list, locate non-posting accounts on the Chart of Accounts list and contrast non-posting accounts to posting accounts.

## **Chapter 5: The Item List**

1. Explain the purpose for and uses of Items and the Item List, and name several Item Types; and
2. Discuss the purpose of Group Items and contrast them to Assembly Items, and demonstrate how to set up and organize Items and Group Items.

## **Chapter 6: Payroll**

1. Describe basic payroll features and recommend from the alternatives available, and
2. Demonstrate how to set up payroll information in QuickBooks to use basic payroll features and employ user-defined fields to customize captured information.

## **Chapter 7: Forms**

1. Identify the basic elements of modifiable QuickBooks forms and demonstrate how to modify forms to use classes in multiple distribution transactions, and
2. Use available form options to design and modify QuickBooks forms to better meet the needs of the entity.

## **Chapter 8: Recording Transactions**

1. Illustrate how to enter transactions via journal entries, payroll timesheets, and other QuickBooks forms, and
2. Utilize features available in QuickBooks Pro to control fixed assets and loans, and demonstrate how to memorize and print or batch print transactions.

## **Chapter 9: Reconciliation**

1. Explain how to use the bank reconciliation feature of QuickBooks and describe QuickBooks options available to help during reconciliation, and
2. Determine the best approach for entering credit card transactions into QuickBooks.

## **Chapter 10: Analysis and Maintenance**

1. Utilize reports and graphs features available in QuickBooks and demonstrate how to export QuickBooks report data for use with external applications, and
2. Describe QuickBooks utilities related to file maintenance, such as making backups.