



LEVEL 1: BASIC QUICKBOOKS 2017 CURRICULUM

1. **Getting Started (Chapters 1 and 2)**
 - Setting up a New QuickBooks File
 - Creating a New Company File with Step-by-Step Guide
 - Understanding the Home Page, Menu, and Icon Bars
2. **Working with the Chart of Accounts (Chapter 3)**
 - Creating new accounts
 - Working with Subaccounts
 - Editing and Merging Accounts
 - Deleting and Inactivating Accounts
 - Accounting Basics and working with the chart of accounts
3. **Setting Up New Customers and Vendors (Chapter 4)**
 - Create a New Customer
 - Create a New Job
 - Editing Customer: Job detailed information
 - Create a New Vendor
 - Deleting/Inactivating Customers and Vendors
4. **Setting Up Items (Chapter 5)**
 - Understanding the Difference between Accounts and Items
 - Working with different Item types
 - Inventory Vs. Non-Inventory Parts
 - Creating Items and Sub Items
 - Editing, Deleting and Inactivating Items
5. **Customer Transactions: Estimates, Invoices, and Customer Payments (Chapter 10 & 13)**
 - Create an Estimate for a Customer: Job
 - Create an Invoice
 - Receiving a Full payment from an Invoice
 - Depositing customer payments in the bank
6. **Vendor Transactions: Purchase Orders, Bills, and Pay Bills (Chapter 9)**
 - Create a Purchase Order
 - Receive a Purchase Order into a Bill
 - Create a Vendor Bill from Scratch
 - Paying Bills
7. **Working with the Banks (Chapter 15)**
 - Working with the check Register
 - Entering Income and Expense information in the register
 - Using Write Checks vs. Bills/Pay Bills Feature
 - Introduction to Bank Reconciliation
8. **Introduction to Financial Reports (chapter 17)**
 - Profit & Loss
 - Balance Sheet
 - Accounts Receivable and Accounts Payable Reports

LEVEL 2: INTERMEDIATE QUICKBOOKS 2017 CURRICULUM

- 1. Analyzing Financial Reports (Chapter 23)**
 - Analyzing a Profit and Loss / Balance Sheet Reports
 - Customizing a Report's view (Date Range, Column's, Order Sort)
 - Create Comparative Reports (Month-to-Month, Year over Year, etc...)
 - Looking for bookkeeping errors while analyzing reports
 - Working with most commonly used reports
 - Exporting Reports to Excel and PDF
 - Using the Company Snapshot
- 2. Account Reconciliation (Chapter 14)**
 - The importance and significance of reconciling bank and credit card statements
 - Entering accounting data Straight in Register
 - Reconcile a Bank and Credit Card statements
 - Making Bank Transfers with multiple bank accounts
 - Working with Petty Cash Account
- 3. Managing Customers and Accounts Receivables (Chapter 13)**
 - Receiving multiple customer payments to deposit
 - Receiving partial customer deposits
 - Applying discounts and write-offs to open invoices
 - Understanding features in the Customer Center
 - Understanding Undeposited Funds
 - Producing Customer Statements
- 4. Managing Vendors and Accounts Payable (Chapters 4 + 9)**
 - Difference between using Write Checks feature to record expenses versus using the Enter Bill / Pay Bills feature
 - Paying multiple bills
 - Paying partial vendor bills
 - Paying Expenses with a Credit Card
- 5. Customizing Forms (chapter 27)**
 - Working with different templates
 - Adding Logo and other options to forms
- 6. QuickBooks Shortcuts and Timesavers (Chapter 6)**
 - Dating Shortcuts
 - Memorized Transactions
 - Introduction to Find/Search Tools



LEVEL 3: ADVANCED QUICKBOOKS 2017 CIRRICULUM

1. **Custom Reports and Looking for Specific Data**
 - Creating Reports from Scratch
 - Using MEMO field for custom searching
 - Working with Custom Fields
 - Advanced Find Feature
 - Memorizing Reports
2. **Working with Sales Orders and Managing Inventory (chapter 10 and 19)**
 - Why use Sales Orders and Understanding Backorders
 - Sales Orders for Inventory Management
 - Inventory Adjustments
 - Reviewing Inventory Quick Reports
 - Sales Order Fulfillment Worksheet
 - Working with Customer/Credit Memos
 - Introduction to Assemblies
3. **Job Costing**
 - Working with Customers and Jobs
 - Creating filters and and status updates to Jobs
 - Assigning billable time and costs to jobs
 - Billable vs. non-billable expenses
 - Estimates vs. Actual reports
4. **Working with Pre-Payments & Deposits**
 - Prepayments from Customers, and applying credits to invoices
 - Prepayments to Vendors, and applying credits to bills
 - Working with Retainers, Escrow, and Prepaid Expense Accounts
5. **Working with Classes and Other Lists**
 - Enabling Classes & Why use classes
 - Issues when working with Classes
 - Managing other QuickBooks Lists
6. **Working with Journal Entries**
7. **Online Banking / Bank Feeds**
8. **Advanced Accountant Tools: Batch Enter Transactions & Batch Reclassify**



LEVEL 4: PAYROLL QUICKBOOKS 2017 CURRICULUM

1. Introduction to Payroll and Taxes

- Structure of a Paycheck and Employee Taxes
- Employer Taxes
- Forms and Payment Schedules
- W-2 Employees VS. 1099 Independent Contractor

2. Payroll Processing Options

- Manual Payroll Processing (Excel, PDF forms, EFPTS.gov, SSA website...)
- Outsourced Payroll Services (ADP, Paychex, Intuit Full Service Payroll)
- QuickBooks Online Payroll
- QuickBooks Desktop Payroll: Basic, Enhanced, Assisted Payroll.
- Why Choose QuickBooks based payroll?

3. Setting Up Payroll

- Gathering Documents (I-9, W-4, New Hire Forms)
- Other Payroll Info to have handy (Pay periods, Health Insurance or other deductions, vacation policy, etc...)
- Getting your State UT number and Rate (Florida)
- Historical Payroll Info

4. Entering Timesheets and Prepare to run Payroll

- Printing Blank Timesheets
- Entering time data in single entry or timesheet

5. Processing Payroll

- Running Scheduled Payroll
- Entering or adjusting Time data not from Timesheets
- Printing Paychecks and Paystubs

6. Other Payroll Functions

- Entering Net paycheck data
- Working with Payroll items
- Payroll Reports
- Review Payroll forms