CERTIPORT®
A PEARSON VUE BUSINESS

intuit quickbooks
Certified User

QUICKBOOKS CERTIFIED USER
ONLINE EXAM OBJECTIVES
Intuit® QuickBooks Certification Objective Domains

1 QUICKBOOKS SETUP AND MAINTENANCE (14%)

A STUDENT SHOULD KNOW:

1.1. What information QuickBooks does and does NOT require when creating a new QuickBooks account

1.2. What lists can be imported and the basic steps to do so (including what is NOT imported)

1.3. How to modify/change basic elements after set up (e.g. accounts, company address, etc.)

1.4. How to setup users including a basic knowledge of the access rights available for different user types.

1.5. How to navigate or move around QuickBooks. A student should know:

   1.5.1. What info and functionality is found in the 3 key access points – navigation bar, global create, and company settings

   1.5.2. What's located on the home page and how to control what is or isn't seen

   1.5.3. What each button (e.g. save, more, etc.) does on major forms (e.g. invoice, bill, etc.)

2 LIST MANAGEMENT (12%)

A STUDENT SHOULD KNOW:

2.1. The names of the major lists in QuickBooks and what type of information is tracked on each.

2.2. How to manage lists (Customers, Chart of Accounts, Products and Services, etc.). This includes:

   2.2.1. Who should appear on which names list (e.g. employees or customers) and how to handle situations where the same person/company should be on more than one list.

   2.2.2. Adding new list entries

   2.2.3. Removing list entries (including what QuickBooks does if an entry has a balance)

   2.2.4. Editing list entries

   2.2.5. Merging list entries (including the basic rules of what can and can't be merged)

2.3. Which names MUST appear on which forms (i.e. which names are required on specific transactions otherwise QuickBooks will NOT save the transaction)

3 SALES/MONEY-IN (20%)

A STUDENT SHOULD KNOW:

3.1. How to set up a Product or Service

   3.1.1. How this set up allows QuickBooks to perform the appropriate accounting behind the scenes to correctly impact Financial Statements

3.2. How to set up Customers including how to specify when payment is due (terms) and track multiple projects/jobs for a single customer (sub-customers)

3.3. How to record sales/revenue. This includes:

   3.3.1. Knowing the advantages of using built in sales forms (e.g. invoice) over other methods (e.g. Bank Deposit or Journal Entry)

   3.3.2. Completing the Invoicing (A/R) and Sales Receipt (no A/R) workflow from sale to bank deposit. A student should know the differences between these methods and when to use each.

   3.3.3. How QuickBooks impacts and uses the Undeposited Funds, Accounts Receivable, and the bank accounts in the invoicing cycle.

   3.3.4. How to invoice for billable expenses (includes how to turn this feature on and record expenses to begin the process)

   3.3.5. How and why to record a customer credit

3.4. How and why to use Estimates, Delayed Charges, and Credit Memos. The student should understand how these transactions affect customer balances.

4 PURCHASES/MONEY-OUT (18%)

A STUDENT SHOULD KNOW:

4.1. How to set up a Product or Service to be used on purchase Forms and when this is appropriate

    4.1.1. How this set up allows QuickBooks to perform the appropriate accounting behind the scenes to correctly impact Financial Statements

4.2. How to set up Vendors

4.3. When to use the following transactions/workflows. This includes knowing the steps to record them in QuickBooks when the company does NOT have connected bank accounts (online banking). And how each affects the

    Vendor's Balance

    4.3.1. Purchase Orders

    4.3.2. Entering and paying bills (A/P)

    4.3.3. Recording Checks (hand written or printed)

    4.3.4. Recording Credit and Debit Card transactions

    4.3.5. Recording EFT's, online payments, wire transfers, etc.

    4.3.6. Vendor Credits

4.4. When and how to void vs. delete a check

4.5. How to use the Vendor page and reports to identify how much your company owes, and when payment is due.

5 BASIC ACCOUNTING (10%)

A STUDENT SHOULD KNOW:

5.1. What the basic financial statements are and have a basic understanding of their sections and what they mean.

5.2. The difference between cash and accrual reports

5.3. How and why to set a closing date

5.4. How to enter a Journal Entry if asked to do so by an accountant (students do not need to understand how to determine which accounts to debit or credit)

5.5. How to use the Audit Log to determine changes made by specific users.

6 REPORTS (8%)

A STUDENT SHOULD KNOW:

6.1. How to customize a report and run customized reports later

6.2. How to set up QuickBooks to automatically email reports

6.3. How and why to collapse and expand reports

6.4. How and why to export reports to Excel and any limitations on exporting the report back into QuickBooks.

7 CUSTOMIZATION/SAVING TIME (18%)

A STUDENT SHOULD KNOW:

7.1. How to set up QuickBooks to track income and expenses for multiple locations, or to separate transactions by class (e.g. department, profit center, etc.)

7.2. How to create custom fields on invoices.

7.3. How and why to make transactions recurring, including which transactions can be made recurring.

7.4. Which forms can be customized and the steps to customize a sales form

7.5. How to use a keyboard shortcut to find a list of keyboard shortcuts.

7.6. The time saving benefits of using QuickBooks online.

    These include:

    7.6.1. Using QuickBooks on phones and tablets (IOS and Android). Students just need to be familiar with basic functionality and understand that QuickBooks mobile can use a mobile device's camera, phone, and GPS to save time.

    7.6.2. Connecting Apps to expand what QuickBooks does. Students should know where to find apps and know that apps expand what QuickBooks does and automatically synch data with QuickBooks.

    7.6.3. The ability to have users/employees with different operating systems (e.g. Mac vs. P.C.) and web browsers (e.g. Chrome vs. Safari) still access the same data.

    7.6.4. Not needing to backup, and no IT issues (e.g. reinstalling software in cases of crashes or new computer purchases) usually associated with desktop software.