

## Certification Testing

QuickBooks Certifications are administered through Certiport, a leading provider in certification exams. Buck's is a Certiport Authorized Testing Center offering test candidates certification exams to become a QuickBooks Certified User®.

Test candidates are required to purchase a voucher from certiport.com and pay a \$25 per exam administration fee to the College. To schedule an exam and pay the fee, call 215-968-8409, option 6. For more information, please visit [www.certiport.com](http://www.certiport.com) or call 1-888-999-9830.

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# QuickBooks

QuickBooks is an accounting software package developed and marketed by Intuit. QuickBooks products are geared mainly toward small and medium-sized businesses and offer on-premises accounting applications as well as cloud based versions that accept business payments, manage and pay bills, and payroll functions.

The QuickBooks course, WCOAP 1615, introduces you to QuickBooks; Intuit's powerful, easy-to-use accounting software for small business. You will learn how to use many of the features available including:

## Setting up a New Company

You will prepare and create a company file using QuickBooks Online, and build upon this file throughout the course.

## Working with Customers & Vendors

Customers and vendors are people and businesses from which you sell and purchase products and services. When providing your customers with products and services, you will learn to create many business documents such as sales receipts and invoices. You will also learn to set up an Accounts Receivable file, and how to create custom reports to track customer activity. Working with vendors is different in that it requires you first create a vendor list. You will then learn how to produce purchase orders and create an accounts receivable file. You will also learn how to create custom reports to track purchase history and unpaid bills.



## Banking & Credit Card Transactions

Financial transactions between a company and its customers and vendors are often processed electronically. You will learn how to import and use bank feeds to reconcile credit card transactions and record bank fees. You will also be able to reconcile the company's bank and credit card accounts.

## Managing Inventory

Inventory is the largest asset of any merchandise business. You will learn the differences between inventory and non-inventory items, and their valuation. You will also cover creating purchase orders, shipping and receiving of products, creating sales invoices and preparing reports.

## Working with Balance Sheets & Budgets

A Balance Sheet is the sum of all of the company's assets compared to its total liabilities resulting in the company's net worth at a given point in time. You will learn how to manage a company's assets and liabilities through journal entries, and when to write off bad debts. A Budget is a business's financial plan that forecasts revenue and expenses over a period of time. You will learn how to create a budget and how to use budget reports

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## Completing Accounting Cycle

An Accounting Cycle is a sequential process by which accounting events are recorded or processed in a company by following Generally Accepted Accounting Principles (GAAP.) The various steps include: Financial Transaction, General Journal, General Ledger, Trial Balance, and Financial Statements. You will learn how to record each step, and see how the data flows from the original transaction to the financial statements.

## Using Payroll

As with any business, Payroll is a critical process to pay employees for work performed. You will learn how to set up new employees, pay the employees, file payroll tax forms, and how to create payroll reports

