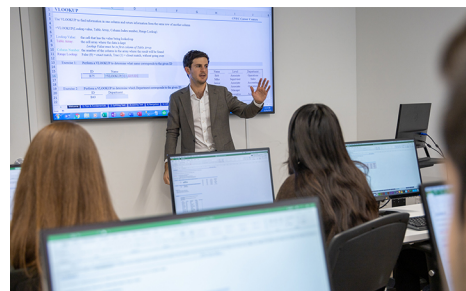


Quickbooks Certified User Certification

NYC Career Centers offers the leading QuickBooks certification program in New York City, including beginner and advanced QuickBooks classes, the QuickBooks Certified User Exam and proctoring for the exam.

Group classes in NYC and on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: careercenters.com/courses/quickbooks-certified-user-certification



nyc@careercenters.com • [212-684-5151](tel:212-684-5151)

Course Outline

This package includes these courses

- QuickBooks Level I
- QuickBooks Level II for PC

This package also includes two hours of private training, the QuickBooks Certified User Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group classes.

QuickBooks Level I

Getting Started

- Discovering what's new in QuickBooks
- Presenting QuickBooks Pro
- Understanding Basic Accounting
- Managing Basic QuickBooks Files
- Working with the QuickBooks Window
- Backing up and Updating Your Company File

Creating a Company

- Planning and Creating a Company
- Editing Your QuickBooks Preferences
- Working with Opening Balances and Historical Transactions
- Finding Help in QuickBooks
- Setting up Users

Customizing a Company File

- Entering Customers and Vendors
- Inventory Items, Sales Tax Items and Service Items

- Viewing the reminders list and the classifications list
- Creating QuickReports from Vendors, Customers and Charts of Accounts

Working with Vendors

- Exploring the Vendor Center
- Working with Customer and Vendor Profile Lists
- Creating Custom Fields
- Entering Bills
- Paying Bills
- Writing and Printing Checks

Working with Customers

- Working with the Customer Center
- Understanding and Creating Items
- Creating Invoices
- Receiving Payments
- Entering Sales Receipts
- Integrating with Microsoft Word

Banking with QuickBooks

- Creating Bank Accounts
- Making Deposits
- Transferring Funds
- Understanding Banking Online

Understanding the Process of Reconciliation

Reconciling Bank Accounts

Additional Fundamentals

- Backing up and restoring data
- Entering Opening Balances

QuickBooks Level II

Quick Review

A short review of QuickBooks Essentials Class

Running and Analyzing Reports

- Modifying and Memorizing Reports
- Customizing and Filtering Reports
- Exporting Reports to Microsoft Excel
- Saving as PDF files

Customizing Forms

- Modifying a QuickBooks Form
- Downloading Template

Working with Credit Card Accounts

- Entering a new CC Account
- Entering transactions for CC Account

- Reconciling CC account
- Paying CC account

Bank Reconciliation

Reconciling Bank Accounts

Managing Inventory

- Entering Products into Inventory
- Ordering Products
- Receiving and Paying for Inventory
- Selling Your Product
- Creating Product Invoices
- Making Cash Sales for Services
- Manually Adjusting Inventory

Estimating, Time Tracking, and Job Costing

- Creating Job Estimates
- Creating an Invoice from an Estimate
- Updating the Job Status
- Tracking Time

Entering Payroll

- Outside Payroll Service
- QuickBooks Payroll