BA 229 QuickBooks Outcomes

After the completion of this course, the student will be able to do the following using QuickBooks:

1. Set-up a business’ accounting system including customers, vendors, employees
2. Create budgets for revenues, expenses, assets, liabilities, and equities
3. Record daily accounting transactions including sales and purchases
4. Record equity and debt financing activities
5. Record adjusting entries including accrued expenses and accrued revenues
6. Create a balance sheet and modify its presentation
7. Create an income statement and modify its presentation
8. Record and classify business transactions as operating, investing, or financing activities
9. Create a statement of cash flow and modify its presentation
10. Investigate detail for various financial statements and other reports
11. Create comparative financial statements
12. Create various other accounting reports and modify their presentations
13. Record payroll transactions
14. Create reports designed specifically to evaluation a company’s performance and financial position
15. Prepare bank reconciliations
16. Print reports, reconciliations, and checks