

| Mapping of Certiport QuickBooks Online Certification Objectives to <i>Computerized Accounting with QuickBooks Online 2e</i> by Williams published by Cambridge Business Publishers | | | | |
|--|-----|-------|---|--|
| Domains | | | Objectives A student should know: | <i>Computerized Accounting with QuickBooks Online 2e</i> by Williams |
| 1.0 | | | QuickBooks Setup and Maintenance | |
| | 1.1 | | What information QuickBooks does and does NOT require when creating a new QuickBooks account. | 2-2 to 2-5; 2-9 to 2-14 |
| | 1.2 | | What lists can be imported and the basic steps to do so (including what is NOT imported) | 2-15 to 2-24 |
| | 1.3 | | How to modify/change basic elements after set up (e.g. accounts, company address, etc.) | 1-19 to 1-25; 2-5 to 2-8; 2-13 to 2-14 |
| | 1.4 | | How to set up users including a basic knowledge of the access rights available for different user types. | 6-1 to 6-6 |
| | 1.5 | | How to navigate or move around QuickBooks. A student should know: | |
| | | 15.1 | What info and functionality is found in the 3 key access points - navigation bar, global create, and company settings | 1-8 to 1-17 |
| | | 1.5.2 | What's located on the home page and how to control what is or isn't seen | 1-12 |
| | | 1.5.3 | What each button (e.g. save, more, etc.) does on major forms (e.g. invoice, bill, etc.) | Appendix C |
| 2.0 | | | List Management | |
| | 2.1 | | The names of the major lists in QuickBooks and what type of information is tracked on each | 1-18 to 1-19; 3-8 to 3-25; 4-2 to 4-8; 6-14 to 6-20; 9-16 to 9-27 |
| | 2.2 | | How to manage lists (Customer, 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. | 3-8; 4-2; 9-16; Chapter 12 Video |
| | | 2.2.2 | Adding new list entries | 1-19 to 1-23; 3-8 to 3-16; |
| | | 2.2.3 | Removing list entries (including what QuickBooks does if an entry has a balance) | 1-19 to 1-23; 3-14 to 3-16; 3-21 to 3-24; 4-6 to 4-8; 8-18 to 8-22 |
| | | 2.2.4 | Editing list entries | 1-19 to 1-23; 3-14 to 3-16; 3-21 to 3-24; 4-5 to 4-6; 9-25 to 9-27 |
| | | 2.2.5 | Merging list entries (including the basic rules of what can and can't be merged) | 8-21 to 8-22; Chapter 12 Video |
| | 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). | 3-27; 3-29; 3-33; 3-36; 3-39; 4-10; 4-13; 4-18; 6-26; 6-27; 7-3; 7-5; 7-21; 9-30 |

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| 3.0 | | | Sales/Money-In | |
| | 3.1 | | How to set up a Product or Service | 3-16 to 3-23; 6-14 to 6-20 |
| | | 3.1.1 | How this set up allows QuickBooks to perform the appropriate accounting behind the scenes to correctly impact Financial Statements | 3-16; 6-16; 6-19 |
| | 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) | 3-8 to 3-13 |
| | 3.3 | | How to record sales/revenue | 3-26 to 3-31 |
| | | 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) | 3-44; Chapter 12 Video |
| | | 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. | 3-26 to 3-45 |
| | | 3.3.3 | How QuickBooks impacts and uses the Undeposited Funds, Accounts receivable, and the bank accounts in the invoicing cycle | 3-42 to 3-44 |
| | | 3.3.4 | How to invoice for billable expenses (includes how to turn this feature on and record expenses to begin the process) | 10-11 to 10-21 |
| | | 3.3.5 | How and why to record a customer credit | 3-31 to 3-38 |
| | 3.4 | | How and why to use Estimates, Delayed Charges, and Credit Memos. The student should understand how these transactions affect customer balances. | Appendix 10B; 6-25 to 6-28 |

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|----------------|-----|-------|--|---|
| 4.0 | | | PURCHASES/MONEY-OUT | |
| | 4.1 | | How to set up a Product or Service to be used on purchase forms and when this is appropriate. | 3-16 to 3-23; 6-14 to 6-20 |
| | | 4.1.1 | How this set up allows QuickBooks to performs the appropriate accounting behind the scenes to correctly impact Financial Statements | 3-16; 6-16; 6-19 |
| | 4.2 | | How to set up Vendors | 4-2 to 4-8 |
| | 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 | 7-19 to 7-21 |
| | | 4.3.2 | Entering and paying bills (A/P) | 4-10 to 4-13; 4-21 to 4-24 |
| | | 4.3.3 | Recording Checks (hand written or printed) | 4-13 to 4-15 |
| | | 4.3.4 | Recording Credit and Debit Card transactions | 4-18 to 4-20 |
| | | 4.3.5 | Recording EFTs, online payments, wire transfers, etc. | Chapter 12 Video |
| | | 4.3.6 | Vendor credits | 7-21 to 7-26 |
| | 4.4 | | When and how to void vs delete a check | 4-15 to 4-18 |
| | 4.5 | | How to use the Vendor page and reports to identify how much your company owes, and and when payment is due | 4-2 to 4-8; 4-24 to 4-25 |
| 5.0 | | | BASIC ACCOUNTING | |
| | 5.1 | | What the basic financial statements are and have a basic understanding of what they mean | 5-15; Appendix A |
| | 5.2 | | The difference between cash and accrual reports | Appendix A |
| | 5.3 | | How and why to set a closing date | 5-18 to 5-21 |
| | 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) | 5-13 to 5-15 |
| | 5.5 | | How to use the Audit Log to determine changes made by specific users. | 6-Jun |

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| 6.0 | | | REPORTS | |
| | 6.1 | | How to customize and report and run customized reports later. | 1-28 to 1-33; 12-9 to 12-12 |
| | 6.2 | | How to set up QuickBooks to automatically email reports. | 12-10 to 12-11 |
| | 6.3 | | How and why to collapse and expand reports | 1-29 to 1-31 |
| | 6.4 | | How and why to export reports to Excel and any limitations on exporting the report back into QuickBooks. | 1-33 to 1-34; 12-21 to 12-23 |
| 7.0 | | | CUSTOMIZATION/SAVING TIME | |
| | 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.). | 11-4 to 11-18 |
| | 7.2 | | How to create custom fields on invoices. | 12-16 to 12-19 |
| | 7.3 | | How and why to make transactions recurring, including which transactions can be made recurring. | 12-5 to 12-9 |
| | 7.4 | | Which forms can be customized and the steps to customize a sales form | 12-19 to 12-21 |
| | 7.5 | | How to use a keyboard shortcut to find a list of keyboard shortcuts | Chapter 12 Video |
| | 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. | 1-5 |
| | | 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. | 1-5; 3-1 |
| | | 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. | 1-5 |
| | | 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. | 1-5 |