

Become an Intuit QuickBooks Certified User

What is a QuickBooks Certified User? An individual who has passed the QuickBooks certification exam administered by Certiport.

What does the certification exam cover? The exam covers entry-level skills needed to plan, build, and maintain a company's accounting system using QuickBooks software. Specific skills are identified in Intuit's Objective Domains. (See Table below.)

Why would I want to become a Certified User? Certification demonstrates your proficiency in QuickBooks to current and future employers!

How do I get more information about taking the exam? Your school may already offer testing or know an authorized testing center close to your location so check first with your instructor. If not, you can search for a Testing Center at www.certiport.com/locator.

How can I use this book to help me pass the exam? This book has been mapped to Intuit's Domain Objectives. (See below.) Before you take the exam, make sure you read through the objectives. If you need to review a topic, go to the pages listed.

Mapping of Certiport QuickBooks Desktop Certification Objectives to *Computerized Accounting with QuickBooks 2019* by Williams published by Cambridge Business Publishers

Domains		Objectives A student should know:	<i>Computerized Accounting with QuickBooks 2019</i> by Williams
1.0		QuickBooks Setup	
	1.1	What information is required before they set up a QuickBooks file	442-450
	1.2	How to start a new company data file in QuickBooks (Easy Step Interview)	New company 442-450; Converting an existing company 442-470
	1.3	How to keep the lists and preferences from a old file while removing old transactions	273
	1.4	How to customize the home page	41-42
	1.5	How to set up lists (customers, vendors, items, etc.). This includes understanding which names and items should appear on which lists.	Accounts 24-30; Items 31-32 and 167-168; Customers: 64-67; Vendors 99-103; Employees 300-305; Payroll items: 283-300; Jobs 342-344
2.0		QuickBooks Utilities and General Product Knowledge	
	2.1	How to navigate or move around QuickBooks (use home page, menus, icon bar, etc.)	18-24
	2.2	How to back up and restore a data file.	8-17
	2.3	How to determine the release number and how to update QuickBooks	Release number 7 ; Update 6-7
	2.4	How to use QuickBooks in a single-user and multi-user mode	57-59
	2.5	What versions and editions of QuickBooks are available for a specific year (desktop version)	4
	2.6	How to password protect QuickBooks	11
	2.7	How and why to use preferences	39-41; 80, 83, 101-103, 141, 226, 249, 346, 359, 360, 385-386, 447-450
3.0		List Management	
	3.1	How to manage lists (customers, vendors, items, etc.). List management include:	
	3.1.1	Adding new entries	Accounts: 26-27; Items: 68-69, 168-171; Customers: 64-65; Vendors: 99-103; Payroll items: 283-289; Employees: 300-305; Terms: 107-108; Jobs: 342-344
	3.1.2	Deleting entries	Accounts: 29; Items: 64, 70; Customers: 64; Vendors: 64, 103-104
	3.1.3	Editing entries	Accounts: 27-29; Items: 70, 244-248; Customer: 67; Vendors: 103-104; Payroll items: 299-300; Employees: 306-307
	3.1.4	Merging entries	257-259

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Domains		Objectives A student should know:	Computerized Accounting with QuickBooks 2019 by Williams
4.0		Items	
	4.1	How QuickBooks uses items to perform the necessary account entries	68-69; 167-171
	4.2	The different types of items and when to use each type	68-69; 167-171
	4.3	How to use items for different types of scenarios. These include companies that sell:	
	4.3.1	Products for a specified price	167-171
	4.3.2	Services for a specified price	69-70
	4.3.3	Unique products or services that have different prices for each sale	69-70; 167-171
	4.3.4	One service or product	69-70; 167-171
5.0		Sales	
	5.1	Who should be listed in the Customer Center	64-65
	5.2	How to navigate and use the Customer Center	64-65
	5.3	How to complete the workflow (from the sale to making the deposit) for:	
	5.3.1	Invoicing (A/R)	72-74; 79-82; 83-85
	5.3.2	Sales Receipts (no A/R)	74-75; 83-85; 178-182
	5.4	How QuickBooks uses the Undeposited Funds, Accounts Receivable, and checking accounts in the invoicing cycle.	74, 83
	5.5	How and why to record a customer credit	76-78
	5.6	How and why to create statements	190-191
	5.7	How to handle bounced (NSF) checks	182-186
6.0		Purchases	
	6.1	Who should be listed in the Vendor Center	98-99
	6.2	How to navigate and use the Vendor Center	98-99
	6.3	The different workflows for making purchases	
	6.3.1	Entering and paying bills (A/P)	103-107; 115-117; 227-229
	6.3.2	Writing checks	110-111
	6.3.3	Using a Credit Card	113-114
	6.3.4	Using a Debit Card	110-11
	6.4	How to record the transactions in the purchase workflows	105-118
	6.5	How and why to record a Vendor credit	224-226
	6.6	How to complete the inventory workflow (PO to payment)	211-224; 115-117
	6.7	How to set up, collect, and pay sales tax	162-165; 248-352
	6.8	Bank reconciliation	131-137
7.0		Payroll	
	7.1	The differences between the Payroll Services available from QuickBooks	282
	7.2	How to set up Payroll (including employees, Federal and State taxes, and basic Payroll Deductions) using the Payroll Setup Wizard	456-469
	7.2.1	How to set up an employee's earnings and sick or vacation time	283-290; 334-336
	7.2.2	How to track sick or vacation time (accruing hour and using "banked hours")	333-340

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Objectives		Computerized Accounting with QuickBooks 2019	
Domains	A student should know:		by Williams
	7.3	How and why to setup Payroll Schedules	302-303
	7.4	How to run Payroll	308-312; 314-316
	7.5	How and why to pay Payroll Liabilities	316-318
	7.6	How to prepare payroll forms (941, W2) in QuickBooks	319
	7.7	Track time and use it for payroll or for invoicing customers.	345-354; 358-360
8.0	Reports		
	8.1	Why and how to use the Report Center	438-440
	8.2	How to customize reports (report modifications, collapsing subaccounts, etc.)	35-38
	8.3	The basic question that each report answers (basic understanding of each report)	85-86, ; 118; 143-144; 189-190; 231; 319-320 , 362
	8.4	How and why to process multiple reports	420
	8.5	How and why to send reports to Excel (understand and use the basic and advanced tab)	428-430
	8.6	How to memorize reports	418-419
9.0	Basic Accounting		
	9.1	What the basic financial statements are and have a basic understanding of what they mean.	Appendix A
	9.2	The difference between cash and accrual reports	Appendix A
	9.3	How and why to set a closing date	140-142
	9.4	How to enter a Journal Entry if asked to do so by an accountant (they do not need to fully understand what accounts to debit or credit	137-139
10.0	Customization/Saving Time and Shortcuts		
	10.1	How and why to memorize transactions (automatically enter)	416-417
	10.2	How to set up multiple users and what level of access can be granted or denied	155-159
	10.3	How and why to create custom fields (customers, vendors, and employees)	434
	10.4	How to customize an invoice	421-427