

Become an Intuit QuickBooks Certified User

What is a QuickBooks Certified User? An individual who has passed the QuickBooks certification exam administered by Certiport. <https://certiport.pearsonvue.com/Certifications/QuickBooks/Certified-User/Overview>

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 Certiport'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 2020* by Williams published by Cambridge Business Publishers

Domains		Objectives A student should know:	<i>Computerized Accounting with QuickBooks 2020</i> by Williams
1.0		QuickBooks Setup	
	1.1	What information is required before they set up a QuickBooks file	447-475
	1.2	How to start a new company data file in QuickBooks (Easy Step Interview)	New company 447-455; Converting an existing company 447-475
	1.3	How to keep the lists and preferences from a old file while removing old transactions	279-283
	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 169-173; Customers: 64-67; Vendors 100-106; Employees 306-311; Payroll items: 289-306; Jobs 348-350
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.	13-17
	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	Appendix 1A
	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

3.0			List Management	
	3.1		How to manage lists (customers, vendors, items, etc.). List management include:	
		3.1.1	Adding new entries	Accounts: 25-27; Items: 70-72, 169-174; Customers: 64-67; Vendors: 101-105; Payroll items: 289-304; Employees: 306-313; Terms: 109-111; Jobs; 348-351
		3.1.2	Deleting entries	Accounts: 29; Items: 71, 174; Customers: 68; Vendors: 105-106
		3.1.3	Editing entries	Accounts: 27-29; Items: 71-72, 174; Customer: 67; Vendors: 105-106; Payroll items: 305; Employees: 312-313
		3.1.4	Merging entries	264-265
4.0			Items	
	4.1		How QuickBooks uses items to perform the necessary account entries	70-71; 169-173; 289-304
	4.2		The different types of items and when to use each type	70-71; 169-173; 289-304
	4.3		How to use items for different types of scenarios. These include companies that sell:	
		4.3.1	Products for a specified price	169-173
		4.3.2	Services for a specified price	70-71
		4.3.3	Unique products or services that have different prices for each sale	70-71; 169-173; Appendix 5A
		4.3.4	One service or product	70-71; 169-173
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)	74-75
		5.3.2	Sales Receipts (no A/R)	76-77
	5.4		How QuickBooks uses the Undeposited Funds, Accounts Receivable, and checking accounts in the invoicing cycle.	76, 81, 85
	5.5		How and why to record a customer credit	78-80
	5.6		How and why to create statements	192-193
	5.7		How to handle bounced (NSF) checks	184-188

6.0			Purchases	
	6.1		Who should be listed in the Vendor Center	100-101
	6.2		How to navigate and use the Vendor Center	100-101
	6.3		The different workflows for making purchases	
		6.3.1	Entering and paying bills (A/P)	107-117
		6.3.2	Writing checks	112-114
		6.3.3	Using a Credit Card	115-116
		6.3.4	Using a Debit Card	112-114
	6.4		How to record the transactions in the purchase workflows	107-116
	6.5		How and why to record a Vendor credit	230-232
	6.6		How to complete the inventory workflow (PO to payment)	215-230
	6.7		How to set up, collect, and pay sales tax	164-167; 254-257
	6.8		Bank reconciliation	133-137
7.0			Payroll	
	7.1		The differences between the Payroll Services available from QuickBooks	288
	7.2		How to set up Payroll (including employees, Federal and State taxes, and basic Payroll Deductions) using the Payroll Setup Wizard	461-472
		7.2.1	How to set up an employee's earnings and sick or vacation time	Appendix 8B
		7.2.2	How to track sick or vacation time (accruing hour and using "banked hours")	Appendix 8B
	7.3		How and why to set up Payroll Schedules	308-309
	7.4		How to run Payroll	314-322
	7.5		How and why to pay Payroll Liabilities	322-325
	7.6		How to prepare payroll forms (941, W2) in QuickBooks	325
	7.7		Track time and use it for payroll or for invoicing customers.	351-367
8.0			Reports	
	8.1		Why and how to use the Report Center	Appendix 11B
	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)	87-88, ; 120; 145-147; 191; 237; 325-326 , 368
	8.4		How and why to process multiple reports	426
	8.5		How and why to send reports to Excel (understand and use the basic and advanced	434-435
	8.6		How to memorize reports	424-425

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	Appendix A
	9.3		How and why to set a closing date	142-142
	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	139-141
10.0			Customization/Saving Time and Shortcuts	
	10.1		How and why to memorize transactions (automatically enter)	422-423
	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)	Appendix 11A
	10.4		How to customize an invoice	427-433