

DETERMINE WHICH QUICKBOOKS CLASS IS RIGHT FOR YOU!

**Familiarity with the Windows environment is a prerequisite for the Introduction and Intermediate courses.*



1. Have you ever kept the books for a business or nonprofit?
2. Do you understand the purpose of bookkeeping, income and deductible expenses, cash vs. accrual accounting, and the essential general records needed for a small business?
3. Can you generate and understand a basic Income Statement and Balance Sheet?

If you answered **“NO”** to any of these questions 1-3, **STOP HERE** and complete the **Small Business Accounting Course** before taking the QuickBooks Introduction class.

If you answered **“YES”** to the previous 3 questions, answer the next series of questions 4-6 to see which **QuickBooks** class you should consider.

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4. Can you enter and modify information in the Chart of Accounts, Customer Job list, Vendor list, and Item list in QuickBooks?
 5. Can you manage customer accounts using invoices and/or sales receipts? Can you write checks, enter credit card charges, and reconcile banking account in QuickBooks?
 6. Can you generate, modify, and read a basic Profit & Loss Report and Balance Sheet Report in QuickBooks?

If you answered **“NO”** to **ANY** questions 4-6, enroll in and complete the **QuickBooks Introduction** course before taking the Intermediate or Advanced Courses.

If you answered **“YES”** to **ALL** of the above questions, you're ready to enroll in the **QuickBooks Intermediate** Course.

Is the **ADVANCED** course right for you?

- Have you completed the Introduction and Intermediate Courses?
- Can you utilize the online banking/bank feeds functionality in QuickBooks?
- When errors occur in the accounts receivable/accounts payable accounts due to improper transaction entry, do you know how to correct them?
- Do you know how to use the 1099 wizard to set up tracking of applicable vendors, 1099 accounts, run 1099 reports, and issue 1099's?
- Does your company accept credit cards or checks as payments, and if so, would you prefer a more efficient method?



If you answered **“YES”** to the above questions, then you are ready to take the **QuickBooks Advanced** course!