

BA 229 : QUICKBOOKS

Transcript title

QuickBooks

Credits

3

Grade mode

Standard letter grades

Contact hours total

40

Lecture hours

20

Other hours

20

Recommended preparation

[CIS 131](#) and either [BA 111](#) or [BA 211](#).

Description

Introduces students to QuickBooks accounting software. It is designed to give students the basic skills to effectively use QuickBooks and to reinforce the concepts students learned in their first accounting course. Students will get hands-on experience using the software, including recording a variety of accounting transactions and creating financial statements and other financial reports useful in making business decisions.

Learning outcomes

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

Content outline

Vendors
Customers
Period-End Procedures

Inventory
New Company Setup
Express Start
Payroll Setup
Payroll Processing
Banking

Required materials

Required textbook and online access.

Grading methods

This course is assessed through homework, midterm final exam, and a final project.