

# BA 229 : QUICKBOOKS

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## Transcript title

QuickBooks

## Credits

3

## Grading mode

Standard letter grades

## Total contact hours

40

## Lecture hours

20

## Other hours

20

## Recommended preparation

CIS 131 and either BA 111 or BA 211.

## Course 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.

## Course 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.