**Quickbooks 2014 – OCP-D**

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| Course Objectives | * Learn Basic accounting concepts * Plan and create a company * Enter opening balance and historical transactions * Use Customer & Vendor Profile List * Enter bills, pay bills, and write checks * Create invoices and sales receipts * Create bank accounts, make deposits, transfer funds, and reconcile accounts * Create customized templates and reports * Correct errors, issue refunds, deal with NSF checks and account for bad debt * Work with the accounting cycle and GAAP * Create a statement of Cash Flows * Create and use items to track inventory * Create purchase orders and receive items * Run payroll, manage Employees List, create paychecks and tracking * Work with estimates and time tracking * Work with Balance Sheet Accounts and Budgets * Learn to use reporting, close books and adjust entries |
| Competencies | 40.0, 42.02, 44.01, 50.04, 50.05, 50.06 |
| Module Materials | Quickbooks 2014 book |
| Assignments | Complete the following assignments:   |  |  |  | | --- | --- | --- | | **Lesson Assignment** | **Description of Work to be Completed** | **Point Value** | | Lesson 1-12 | Read and work through chapter  Complete Develop Your skills  Complete Reinforce Your Skills  Take Written Chapter Exam | 20 pts  20 pts  20 pts | |
| Assessment | Your chapter Reinforce Your Skills and your Apply Your Skills activities will be graded periodically by the instructor at your computer. You do not need to print out your work. Chapter Exams will be written exams |