Design Document: QuickBooks Basics

Class Description

Learn how QuickBooks' accounting software for small-medium sized businesses allows users to manage their company finances in class one of the QuickBooks' series.

**Curriculum Track**

Job & Career

**Audience**

Adult

**Course Length**

90 minutes

**Training Method**

Instructor led hands on

**Purpose**

To introduce user to the workings of QuickBooks software

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Intuit QuickBooks 2015 or above

**Material Requirements**

Pens or pencils, activity sheet, handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

1. Identify uses for QuickBooks software
2. Navigate through the modules, menu bars, and icons
3. Learn basic features and functions of QuickBooks
4. Identify different reporting techniques used in QuickBooks

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

***Agenda (5 mins.)***

* What is QuickBooks and should you be using it?
* Different versions of QuickBooks
* QuickBooks Modules Overview
  + Customer Module
  + Vendor Module
  + Employee Module
  + Company Module
  + Banking Module
* The Menus/Icons in QuickBooks
* QuickBooks reports

***Topics, Talking Points, and Activities (85 mins.)***

* What is QuickBooks and who should be using it?
  + Made by Intuit, QuickBooks is a line of financial software designed to help small business owners stay organized. Small businesses can use QuickBooks Pro or QuickBooks Premier as a data hub for storing their vital details, including customer information, vendor information, banking information as well as income and expense reports.
  + QuickBooks is made for small businesses
* Different Versions of QuickBooks
  + QuickBooks Pro- Small Business user
    - 3 users
    - Print checks, pay bills, track vendors
    - Track sales, sales taxes, and customer payments
    - Manage payroll (sold separately – Click on icon to purchase)
    - Accept credit cards
    - Track time
    - Track inventory and purchase orders
    - Download bank information
  + QuickBooks Premier- Medium sized business user
    - 5 users
    - Print checks, pay bills, track vendors
    - Track sales, sales taxes, and customer payments
    - Manage payroll (sold separately – Click on icon to purchase)
    - Accept credit cards
    - Track time
    - Track inventory and purchase orders
    - Download bank information
    - Business plan creation
    - Track balance sheet by class
    - Forecast sales/expenses
    - Industry specific reports
* QuickBooks Homepage/Modules Overview – QuickBooks is broken down into different areas for organization purposes. All the necessary tools are accessible through the homepage screen.
  + Open up the Sample Company for demonstration
  1. Open the QuickBooks application if you haven’t done so already
  2. In the *No Company Open* box, select “Sample – Product Based Business.” Click Open.
  3. The notice about dates will appear. Click Open to continue.
* Go over each of the following modules as you explain their use:
  + - **Customer Module** – The Customer Module is where one would perform Account Receivable tasks. It allows you to view and edit all customer information including:
    - Creating estimates – An Approximate cost of a job
    - Invoicing customers – List of goods/services provided with the amount due
    - Sending statements to customers – Summary of amounts due/paid
    - Refunding/Crediting Customers – Credit memos for goods returned
    - **Vendor Module** - The Vendor Module is where on would perform Accounts Payable functions. It allows you to view and edit all vendor information including:
    - Entering purchase orders – Byer generated document that authorizes a purchase
    - Receiving inventory – Inventory coming into a company
    - Entering bills from vendors – Invoices for goods that the company has purchased
    - Paying bill from vendors – Checks made to pay for goods/services bought by company
    - Sales tax – Taxes paid to the state on sales
    - Employee Module- The Employee Module is where one can access the payroll and tax functions. It allows you to view and edit all employees of a company including:
    - Entering employee information including name, address and department
    - Paying employees – Production of employee paychecks
    - Paying payroll taxes
    - **Company Module** - The Company Module houses miscellaneous functions of QuickBooks. It allows you to view and maintain all other company information including:
    - Chart of Accounts – COA is a financial organizational tool that provides a complete listed of every account in an account system.
    - Items/Services – Items/Services are what you buy and sell on all customer transactions
    - Inventory Activities – Items a company has in their inventory
    - Calendar
    - **Banking Module** - The Banking Module houses the financial functions of QuickBooks. It allows you to view and edit all Banking information for a company including:
    - Record your deposits
    - Write checks
    - Print checks
    - Reconcile bank statement
    - Enter credit card charges

**ACTIVITY:** Have participants complete **Activity #1** on the *Activity Sheet*

* Navigating the Customers Module
  + - Show the **Customer List** for demonstration

1. Click the Customers Button
2. Scroll through the left side of the screen to select a customer and show specific information
3. Click on Allard, Robert for demonstration
4. Click on the pencil icon to show how one can edit customer information including:
   * + - Address
       - Payment settings – Includes Payment terms, account number, credit limit, etc.
       - Sales tax – Does your company charge sales tax?
       - Additional info – Includes Customer type, Sales rep associated with account, Miscellaneous fields as defined by company

**ACTIVITY**: Have participants complete **Activity #2** on the *Activity Sheet*

* Navigating the Vendors Module
  + - Show the **Vendor List** for demonstration
    1. Click the Vendor Button.
    2. Scroll down the left side of the screen to select a vendor and show specific information.
    3. Click on CU Electric for demonstration.
    4. Click on the pencil icon to show how one can edit vendor information including:
       - Address
       - Payment Settings – Includes account numbers, Payments terms (when a bill is due), Credit limits
       - Tax settings – Determine if a vendor is taxable/Non-taxable
       - Account settings – Which expense account does this vendor get coded to?
       - Additional info – Includes fields as defined by company

**ACTIVITY:** Have participants complete **Activity #3** on the *Activity Sheet*

* + - Navigating the Employees Module
    - Click **Payroll Center** for demonstration
    - Briefly explore the following areas of the Payroll Center and Payroll Liabilities in the Employee module
      * Click the Employees tab to see a list of employees
      * Click on the Transactions tab to see all payroll transactions for the company
      * Click the Payroll tab
      * Click the Pay Employees – A feature that creates paychecks and displays recent payrolls
      * Click the Pay Liabilities tab – A feature that includes paying payroll taxes and other liabilities plus viewing payment history
      * Click the File Forms tab – A feature that allow you to crate tax forms for payroll
  + Explain that Payroll is an additional cost – Without purchasing QuickBooks Payroll, user can only enter employee names and information. Many companies use an outside payroll company for their payroll.
* Navigating the Company Module
  + Briefly explore the **Chart of Accounts –** Accounts are used by a company to classify Income and Expense activities
    1. From the Company section, click the Chart of Account button
    2. Scroll down to see accounts and their associated account numbers
    3. When finished, close out of Chart of Account by clicking X in the upper right-hand corner
    - Briefly explore the **Items/Services** area
      * Click the Items/Services button
      * Scroll down to view items and services a company may use
      * Each company will utilize their own items/services depending on what type of company they are
      * The example is a construction company, therefore their items and services are related to construction
      * View services/products the company provides
      * Close out of Items/Services by clicking on the X in the upper right-hand corner
    - Briefly explore the **Inventory Activities** section
      * Click on the Inventory Activities icon then Inventory Center
        + The left side houses all inventory the company has in their system (ex: Cabinets, Light Pine)
        + The right side shows information about the inventory (ex: Quantity on hand, Average cost and sales price)
        + The bottom of the screen shows all activity for that specific inventory

Briefly explore the **Calendar**

Click on the Company button

Click on the Calendar button

Calendar displays activity entered for each day

Click on a particular day to see specific transactions entered

Close of the calendar by clicking on the X in the upper right-hand corner

**ACTIVITY:** Have participants complete **Activity #4** on the *Activity Sheet*

* Navigating the Banking Module
  + Click on the Banking button to introduce the following functions:
    - Record Deposits – Record deposits going into your bank account
    - Write manual checks
    - Print Checks – Click on Checks to preview what it looks like
    - Check Register – Click on Register to preview what it looks like
    - Reconcile bank account

**ACTIVITY:** Have participants complete **Activity #5** on the *Activity Sheet*

* Icons – Icons are located on the toolbar on the left side of the screen
  + Show the major navigational icons and how the correspond to menus and the home screen
    - Home – Returns user to the home screen from anywhere within QuickBooks
    - My Company – Provides specific company info such as product information, name, address, and apps/services/subscriptions you have with QuickBooks
    - Income Tracker – Displays income coming in and open invoices
    - Snapshots – Provides a view of your company in a snapshot style
      * You may notice Income/Expense Trend
      * Previous year comparisons
      * Customers who owe money
        + The remaining icons are duplicate the visible modules – Customers, Vendors, etc.
* Menu Bar – The menu bar refers to the toolbar at the top of the screen in QuickBooks
  + Briefly click through different menu options to show how they correspond to the home screen and icons
  + Click the File Menu
    - Show the options for Opening files, Closing Files, Backups, Printing
  + Click on the List Menu
    - Show the options for List of Accounts, Vendors, Customers, Employees
  + Click on the Reports Menu
    - Explain that this lists all the possible reports in QuickBooks
* Reports
  + Run a Balance Sheet for demonstration. A Balance Sheet shows assets (what a business owns), Liabilities (what a business owes), and Owners Equity (owners investment in the business).
    1. From the main Menu Bar, click **Reports**
    2. Click on the Company and Financial option
    3. Scroll down and click on Balance Sheet Standard
       - Run a Profit/Loss statement for demonstration. A Profit/Loss statement shows income and expenses of a business
    4. From the Main Menu Bar, click on Reports
    5. Click on the Company and Financial option
    6. Scroll down and click on Profit/Loss Standard
       - Explain the options for A/R Aging Summaries under the Reports Menu
         * Under Customers and Receivables is the A/R Aging Summary which shows which customers own money and for how long
         * Under Vendors and Payables is the A/R Aging Summary which shows how much is owned to the vendors for how long

**ACTIVITY:** Have participants complete **Activity #6** on the *Activity Sheet*

***Wrap Up/Closing (5 mins.)***

* Highlight the next QuickBooks class and topics that will be covered will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving