



# QuickBooks Accounting Training Checklist

## Big Hair Dog Information Systems

PLEASE COMPLETE INFORMATION BELOW

Trainee: \_\_\_\_\_ Trainer: \_\_\_\_\_

Company: \_\_\_\_\_ QB POS Version: QB Accounting \_\_\_\_\_

6-10 hrs training time

FAX: 916-368-1411

### Training #1: Installation, Setup Interview, Departments and Inventory Entry

#### Intro

- a) Identify Sysop \_\_\_\_\_
- b) Identify Hardware \_\_\_\_\_
- c) Keyboard Tour \_\_\_\_\_
- d) Tour Big Hair Dog Website \_\_\_\_\_
- e) Show our Videos \_\_\_\_\_

#### Setup Interview

- a) Preferences / Users \_\_\_\_\_
- b) Chart of Accounts \_\_\_\_\_
- c) Home Screen \_\_\_\_\_

#### Licensing (can't be done without license number and product code)

- a) Call and Register Software \_\_\_\_\_

#### Maintenance

- a) Daily backups – Reminder (testing to follow) \_\_\_\_\_
- b) Virus Scan/Disk Maintenance \_\_\_\_\_

#### Inventory Entry

- a) Department List \_\_\_\_\_
- b) Vendor List \_\_\_\_\_
- c) Item View \_\_\_\_\_
- d) Function Keys (F1 – Help) \_\_\_\_\_

#### Purchasing

- a) Inventory Follow-up/Review \_\_\_\_\_
- b) Purchase Orders \_\_\_\_\_
- c) Receiving From a PO \_\_\_\_\_
- d) Paying Vouchers \_\_\_\_\_
- e) Manually Entering Bills \_\_\_\_\_

#### Sales

- a) Receipts
  - Customers \_\_\_\_\_
  - Creating Sales Receipt \_\_\_\_\_
  - Creating an AR Invoice \_\_\_\_\_
  - AR Aging Report \_\_\_\_\_
  - AR Open Invoice Report \_\_\_\_\_
  - Sales Tax \_\_\_\_\_
- b) Writing Checks \_\_\_\_\_
- c) Making Deposits \_\_\_\_\_
- d) Reconciling Bank Account \_\_\_\_\_
- e) Payroll \_\_\_\_\_

Initial: \_\_\_\_\_ Date: \_\_\_\_\_



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*I understand all the features and processes of QuickBooks Accounting.*

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_