



# **INTRODUCTION TO QUICKBOOKS FOR CPAs**

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## **CHAPTER 1**

## INTRODUCTION

QuickBooks is the world's most popular accounting system with more than 2 million customers, most of which are located throughout the United States. QuickBooks was originally introduced in 1987 as the Quicken Check-Writing tool that featured a basic check register and a great WYSIWYG check writing screen. In time, QuickBooks was released to include full balance sheet and income statement reporting, followed a few years later with multi-user access and limited customization capabilities. Today, QuickBooks comes in many versions and offers a wide and growing breadth of modules that can intimidate even the most knowledgeable of CPAs. Whether you are a user yourself, or you are providing advice and services to your clients, it's time that you mastered QuickBooks once and for all.

In this one-day CPE course, you will learn how to use QuickBooks to its fullest potential. You will learn what to watch out for, how to maximize the capabilities of QuickBooks, when it is time to move to another system, how to extract the information you need for other applications such as tax software, work paper tools, Microsoft Office products, and more. You will also learn about the latest product developments including QuickBooks Simple Start, the Accountant edition Financial Statement Designer, and security changes in Enterprise.

In this class we will bring you up to date on the latest developments in QuickBooks, QuickBooks Basic, QuickBooks Pro, QuickBooks Premier, QuickBooks Online, QuickBooks Enterprise, and QuickBooks Point of Sale. QuickBooks is on the move, and this class is designed to help you keep up. A few features and highlights from the course include:

- Accepting credit card receipts within QuickBooks
- Paying bills online
- Importing credit card details into QuickBooks via the web rather than inputting them manually
- Important setup options
- Exporting data to Microsoft Office
- Pricing levels which now include up to 100 price levels
- Working with inventory - this can be tricky in QuickBooks
- Working with Jobs in QuickBooks
- Managing reporting periods with in QuickBooks - the number one source of trouble
- Recovering from improper data entry - what every CPA needs to know - its really easy if you know the undocumented tricks
- Report Writing - QuickBooks actually has some of the best report writing capabilities on the planet - even stronger than SAP which sells for millions of dollars - we will show you

## QuickBooks for CPAs 2005

- Data storage - this is a hotspot where many companies run into trouble
- Multi-user access - the Enterprise version promises 10 concurrent users - but QuickBooks does not really deliver - find out why
- Protecting prior period entries - the secret to this trick is hidden and not well documented
- Industry solutions – yes, QuickBooks does point of sale very well