

QuickBooks Assessment

Please check off the amount of knowledge you have with each topic listed. Make additional notes if required.

Name:		Company Name:	
Position:		Email:	

How many years have you used this program?	What version are you using? Desktop or Web-based (cloud)
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Introductory Level

Topic	Answer as best you can
Have you used any other computerized bookkeeping program? If so, which one and for who long?	
What type of Bookkeeping experience do you have?	
Why do you want to learn about QuickBooks?	
What type of business do you do the bookkeeping for?	
Which of these modules do you use - GL, Accounts Rec., Accounts Pay., Payroll, Inventory, Job Costing, Estimating	
Did you create the chart of Accounts in QuickBooks or did someone else do it for you?	
Have you edited the Chart of Accounts?	
Do you edit your customer, vendor & items lists regularly?	
Do you have subaccounts? If so, what are they called?	
Have you added any custom fields for customers, vendors or employees?	
What types of reports do you generate?	
How do you FILTER your reports?	
Have you used the Customize button in the reports menu?	
Do you create Invoices in QuickBooks?	
Have you created custom templates?	
How do you record payments on invoices in QuickBooks?	
How do you record your bank deposits in QuickBooks?	

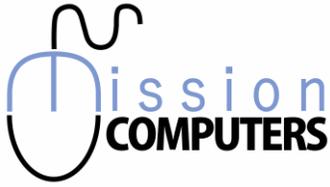
Send Completed Forms to mission@xplornet.com



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Topic	Answer as best you can
How do you track your credit card transactions in QuickBooks?	
Have you created QuickReports?	
Do you use QuickBooks to generate your GST returns/payments statement?	
How many employees have you set up in QuickBooks?	
Have you Memorized transactions in QuickBooks? If so, what have you Memorized?	
Have you entered partial or overpayments on your sales transactions in QuickBooks?	
Do you use the Enter bills area in QuickBooks?	
Are you familiar with how to reconcile your bank?	
Have you reconciled your bank account and credit card accounts in QuickBooks?	
Do you track depreciation in QuickBooks?	
Do you track loans or long-term liabilities in QuickBooks?	
Do you enter products into Inventory?	
Do you use Purchase Orders?	
Do you create Estimates or Quotes in QuickBooks?	
Do you delete transactions in QuickBooks or do you do reversing entries?	
What type of entries do you make in the General Journal (or Miscellaneous Transactions)?	
Do you know how to Hide vendors or customers?	
How do you handle returns or refunds in QuickBooks?	
How often do you use the Back-up feature in QuickBooks?	
Do you merge your data from QuickBooks with any other programs?	



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Other Notes, areas that you want to specifically learn more about:

From time to time we send out a Newsletter with valuable tips and tricks. This is a great way to extend your learning. Please check this box & sign below to authorize us to include you in our mail-outs.

Signature

