

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 Online |
|--|---|

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? | |
| 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? | |
| How do you track your credit card transactions in QuickBooks? | |

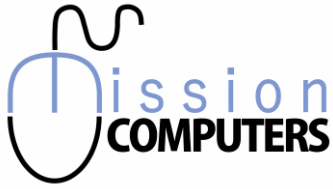
Send Completed Forms to mission@xplornet.com



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| Topic | Answer as best you can |
|--|------------------------|
| 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? | |
| Have you reconciled your bank account and credit card accounts 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 use Bank feeds for your bank accounts? | |
| Do you use Bank feeds for your Credit Card accounts? | |
| What Apps (or other programs) do you connect with QuickBooks? | |



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

Date

