

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

**COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College**

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

**ACC-206
Quick Books Computerized Accounting
3 Credit Hours**

Task	Satisfactory	Unsatisfactory
To gain an overview of the course and the topics to be covered		
To know how QuickBooks works and how you can get around in QuickBooks		
To learn common business terms used by QuickBooks		
To practice using the QuickBooks Help tools		
To see how to exit QuickBooks		
To discuss some of the decisions you need to make before using QuickBooks, such as you QuickBooks start date and the number of QuickBooks companies you should create		
To create a new QuickBooks company using the EasyStep Interview		
To set QuickBooks preferences in the Interview		
To record the opening balance for a checking account		
To create customers, jobs, vendors, accounts, and items for a QuickBooks company		
To edit the company chart of accounts		
To add anew customer to the Customers & Job list		
To add a new vendor to the Vendor list		
To learn about custom fields, and to practice adding custom fields		
To see how to manage lists in QuickBooks		
To learn how to work with the registers for QuickBooks bank accounts		
To demonstrate how to open a register		
To learn the features common to all registers		
To learn when and how to make entries directly in the register		
To demonstrate how to reconcile a QuickBooks bank account		
To introduce the other account types available in QuickBooks		

Task	Satisfactory	Unsatisfactory
To learn how to track credit card transactions in QuickBooks		
To reconcile a credit card account		
To see how to make a credit card payment		
To discuss the different types of asset and liability accounts you can create and see how to track assets and liabilities in QuickBooks		
To introduce the subject of equity and QuickBooks equity accounts		
To learn about the different formats available for sales forms		
To save sales and purchase forms in Portable Document Format (PDF)		
To practice creating a new invoice		
To learn the purpose and use of the QuickBooks Item list		
To see how QuickBooks records the information you enter on sales forms		
To memorize an invoice transaction for reuse		
To add a new price level to the Price Level list		
To associate a price level with a customer		
To create invoice letters		
To generate reminder statements		
To create sales orders (QuickBooks Premier and higher)		
To track backorders (QuickBooks industry-specific editions)		
To learn how to record customer payments in QuickBooks		
To learn how to handle customer discounts, partial payments, overpayments, or down payments		
To see how to record a deposit in QuickBooks, and learn how QuickBooks treat the deposit behind the scenes		
To learn how to enter cash back from a deposit in QuickBooks		
To discuss the different ways you can handle bills in QuickBooks		
To learn how to enter a bill in QuickBooks		
To use the Pay Bills window to pay a bill in QuickBooks		
To learn how to enter a discount on a bill from a vendor		
To discuss some of the tools QuickBooks gives you for analyzing financial data: QuickReports, preset reports, and graphs		
To create a QuickReport		
To add a column to a report		
To learn how to move a column in a report		
To learn about the types of preset reports QuickBooks offers		
To practice creating reports and viewing them onscreen		

Task	Satisfactory	Unsatisfactory
To customize a report by changing how it looks and the data it covers (filtering)		
To learn how to process reports in batches		
To save reports as Portable Document Format (PDF) files		
To learn how to export a report to Microsoft Excel		
To practice filtering reports in Microsoft Excel		
To learn about the types of graphs QuickBooks offers		
To create and customize several graphs		
To get an overview of inventory in QuickBooks		
To practice filling out a purchase order for inventory items		
To track the receipt of the inventory items in QuickBooks		
To adjust inventory manually to enter a stock loss or increase		
To create, build, and edit inventory assemblies (finished goods) (QuickBooks: Premier or higher)		
To set up and use units of measure		
To get an overview of sales tax in QuickBooks (the steps involved in tracking, collecting any paying it)		
To see how to set up QuickBooks to track sales tax		
To learn how to determine a business's sales tax liability		
To write a QuickBooks check to the appropriate tax agency for sales tax liability		
To gain an overview of payroll in QuickBooks		
To learn more about payroll setup		
To set up employee payroll information		
To set up payroll schedules		
To practice writing and printing a payroll check		
To learn how QuickBooks tracks your tax liabilities		
To practice paying payroll taxes		
To learn how to create job estimates		
To find an estimate in data file		
To learn to duplicate and existing estimate		
To create an invoice from an estimate		
To display project reports for estimates		
To update a job's status		
To make an estimate inactive		

Task	Satisfactory	Unsatisfactory
To learn how to track time worked on a project		
To learn how to invoice a customer for time worked on a project		
To create project reports for time tracking and learn about other project reports		
To learn how to setup items used to track time worked by owners or partners		
To learn how to pay nonemployees for time worked		
To learn how to modify a preset invoice form		
To design a custom invoice form		
To see how to print invoices		
To learn how to prepare a collection letter for overdue customers		
To learn how to edit a prewritten letter in QuickBooks		

Instructor's Signature _____ Date _____