



# QuickBooks Skills & Training Assessment

Client Name \_\_\_\_\_

Phone No. \_\_\_\_\_

The purpose of this form is to:

- Determine what you need to know to effectively run your business.
- Assess your current understanding of QuickBooks and accounting.
- Help us make your training more meaningful and efficient.

My Business	Yes	No	Not sure
I sell services.			
I sell products and have an inventory.			
I manufacture products.			
I have a retail store.			
I do jobs for customers.			
I collect sales tax.			
I use sales orders.			
I use bids/estimates.			
I extend credit to my customers.			
I accept credit cards from customers.			
My business has departments, divisions, or locations.			
I track expenses by job or would like to.			
I use purchase orders.			
I use a business credit card.			
My suppliers & vendors extend credit to me.			
I have employees.			
My employees keep timesheets.			
I provide benefits to my employees or would like to.			
I have business loans.			

My QuickBooks experience	I'm very comfortable with this	I would like to learn more	Not applicable to my business	Not sure
<b>I know how to:</b>				
Reconcile bank, credit card, and loan accounts.				
Record sales.				
Create customer invoices, and record and apply payments.				
Enter checks and debit card purchases, and print checks.				
Enter debit card and credit card purchases.				
Enter vendor bills and pay bills.				
Enter and apply customer and vendor credits.				
Set up new accounts, customers, vendors, and jobs.				
Set up new "items".				
Use class tracking for departments, divisions, or locations.				
Use timesheets.				
Create and print paychecks.				
Set up an employee for direct deposit.				
Track and pay payroll tax liabilities.				
Enter transactions for owner draws/distributions or salary.				
Customize financial statements and reports.				
<b>My accounting experience</b>	<b>I'm very comfortable with this</b>	<b>I would like to learn more</b>	<b>Not important to me</b>	<b>Not sure</b>
<b>I know how to:</b>				
Do both cash and accrual accounting.				
Read profit and loss statements.				
Read balance sheets.				
Read cash flow statements.				
Analyze financial statements (trends, ratios, identify problem areas and opportunities, etc.)				
Prepare journal entries (debits and credits)				

Additional QuickBooks or accounting topics or training I would like to discuss: \_\_\_\_\_

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