



State of Alaska;
 Department of Commerce, Community, and Economic
 Development; Division of Community and Regional Affairs

QuickBooks for Rural Utilities Syllabus

Instructors
 RUBA Staff

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Office Locations
 Anchorage
 Bethel
 Dillingham
 Fairbanks
 Juneau
 Kotzebue
 Nome

Course Overview

The course builds the skills and knowledge needed for QuickBooks accounting management of a small water and wastewater utility in rural Alaska. The instructors present eight sessions with topics that include accounting basics, working with the chart of accounts, working with classes, the safe, receiving money, paying bills and writing checks, setting up and processing payroll, serving customers, reconciling bank accounts, common reports, credit cards, and protecting data. See “Course Content” below for details within each lesson.

The course is 24 hours long and can be taught online using a learning management system or in person at one of our office locations. If the course is taught in person travel scholarships are available for those who successfully complete the class.

Who Should Take the Course?

Municipal clerks, utility clerks, treasurers, bookkeepers, managers, administrators, chiefs, mayors, and council members who are involved in the managerial and financial operations of the utility. In the RUBA program’s partnership with the Department of Environmental Conservation, water and wastewater operators can earn 3.2 core continuing education units (CEUs).

Operations and Maintenance Best Practices

The course qualifies for Operation and Maintenance Best Practices points used to determine eligibility and prioritization for community sanitation projects. Here is the link to more information about Best Practices.

[Operations and Maintenance Best Practices](#)

Homework and Attendance Policy

Students are expected to attend each day, read lesson materials before class, participate in discussions and lesson exercises take a pre-test and post-test, and draft action plans to take back to their communities.

Additional Information

Here is the link to more information about the RUBA program, our approach to helping communities, and class offerings.

[Rural Utility Business Advisor Program](#)

Course Content

Session	Subject
Session 1:	<ul style="list-style-type: none"> ▪ Creating a Company ▪ Creating a Chart of Accounts ▪ The Chart of Accounts Explained ▪ Balance Sheet ▪ Profit & Loss ▪ Accounting Basics
Session 2:	<ul style="list-style-type: none"> ▪ Making Deposits ▪ Accounts Payable (A/P) ▪ Bills and Paying Bills ▪ Creating Reports-Balance Sheet and Profit & Loss ▪ How the Balance Sheet and Profit & Loss Relate

Session 3:

- Writing Checks
- Entering Budgets
- Budget Reports-Budget Versus Actual

Session 4:

- Setting up Payroll

Session 5:

- Running Payroll

Session 6:

- Accounts Receivable (A/R)
- A/R Accounts
- Creating Customers
- Creating Billable Items

Session 7:

- Invoicing
- Statements and Finance Charges
- Receiving Payments
- NSF (Non-Sufficient Funds) Checks
- A/R Reports

Session 8:

- Bank Reconciliations
- Using Credit Cards
