

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * use basic QuickBooks navigation techniques
- * complete the first stage of the QuickBooks setup process
- * create income and expense accounts
- * create inventory and service items
- * create and edit customer and supplier details
- * enter opening balances
- * enter cash sales
- * create invoices
- * receive and apply customer payments
- * pay suppliers accounts
- * record the purchase of goods and services
- * pay bills
- * reconcile QuickBooks with various bank statements
- * create and modify reports
- * understand how QuickBooks tracks GST

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

GETTING STARTED

- * Starting QuickBooks
- * The QuickBooks 2010/11 Screen
- * Displaying The Centres
- * The Menu System
- * Working With Menus
- * Exiting

SETTING UP IN QUICKBOOKS

- * Basic Accounting Principles
- * Understanding The Company File
- * Understanding The EasyStep Interview
- * Creating A Company File
- * Customising QuickBooks
- * QuickBooks Preferences
- * Creating An Automatic Backup

CHART OF ACCOUNTS

- * Opening An Existing Company File
- * Chart of Accounts Overview
- * Numbering The Chart of Accounts
- * Creating New Accounts
- * Modifying The Chart Of Accounts
- * Income and Expense Accounts
- * Hiding and Deleting Accounts

INVENTORY AND SERVICE ITEMS

- * Creating Service Items
- * Creating Inventory Items
- * List of Inventory Items
- * Verifying Inventory Entries

CUSTOMER AND SUPPLIER DETAILS

- * Customer and Supplier Balances
- * Setting Up Customers
- * Editing Customer Records
- * Customer Details
- * Setting Up Suppliers
- * Editing Supplier Records Chapter

OPENING BALANCES

- * The Balance Sheet
- * Setting Up A Loan Liabilities
- * Balance
- * Setting Up Asset Balances
- * Setting Up Equity
- * Verifying Balance Sheet

CASH SALES

- * Sales and Tax Codes
- * Creating Sales Receipts For Services
- * Sales Receipts With Customer Messages
- * Cash Sales Of Stock
- * Entering Cash Sales Of Stock Items
- * Credit Card Sales
- * Creating A Pending Sale
- * Finalising A Pending Sale
- * Deleting A Cash Sale
- * Verifying Sales Entries
- * Modifying The Sales By Customer
- * Detail Report

INVOICING

- * Creating An Invoice
- * Entering Invoices
- * Memorising An Invoice
- * Using A Memorised Invoice
- * Creating Subtotal And Discount Items

INVOICING

- * Applying A Discount
- * Applying A Subtotal
- * Exceeding Credit Limits
- * Batch Printing Invoices

MANAGING RECEIVABLES

- * Accounts Receivable Reports
- * Receiving Payments
- * Applying Out Of Sequence Payments
- * Receiving Partial Payments
- * Receiving Electronic Payments
- * Viewing Customer Balance Details

Creating Statements

ENTERING BILLS

- * Bills and Tax Codes
- * Entering A Bill
- * Entering Service Bills
- * Producing An Unpaid Bills Report
- * Creating A Memorised Bill
- * Using Memorised Bills
- * A Mixed Tax Code Bill
- * Deleting A Bill

PURCHASING

- * Checking Reorder Points
- * Creating A Purchase Order
- * Purchasing Non-Inventory Items
- * Reviewing Inventory Status
- * Receiving Inventory & The Bill
- * Receiving Inventory Items Only
- * Receiving The Bill After The Items Chapter

PAYING BILLS

- * Checking For Due Bills
- * Making Payments
- * Writing Cheques
- * Recording On-Line Bill Payments
- * Creating Adjustment Notes
- * Creating A Cheque Refund

RECONCILIATIONS

- * Depositing Cash And Cheques
- * Merchant Statements
- * Depositing Credit Card Payments
- * Entering Merchant Service Fees
- * Processing Direct Deposits
- * The Bank Statement
- * Entering Bank Fees
- * Entering Interest Earned
- * Performing A Bank Reconciliation

REPORTS

- * The Report Centre
- * Creating A Profit And Loss Report
- * Creating A Balance Sheet Report
- * Printing A Report
- * Drilling Down
- * Customising A Report
- * Filtering A Report

QUICKBOOKS AND THE GST

- * Goods and Services Tax (GST)
- * Tax Codes In QuickBooks
- * Tax Inclusive Transactions
- * Calculating GST Liability