

QUICKBOOKS



Computer Smart TRAINING CENTRE

This two day course introduces you to Quickbooks and the world of computerised bookkeeping. With no prior accounting experience, we will have you managing your customers and suppliers, entering bills and creating invoices like an expert. Suitable for the small business owner / bookkeeper or to enhance your job skills and career prospects, you will find this instructor led course very practical and hands on. Plenty of time is allowed for practice and revision to be sure you leave with skills you can use immediately.

Pre-Requisites:

- As a minimum, students must have some Windows experience and good mouse skills. It would be beneficial to have a general understanding of bookkeeping concepts.

Learning Outcomes:

- The skills in this course will allow you to use the most common functions in Quickbooks and to manage the day to day processes of entering bills, invoicing and Banking.....

Setting Up In Quickbooks:

- Basic Accounting Principles
- Understanding And Creating A Company File
- Quickbooks Preferences
- Creating An Automatic Back-Up
- Understanding the Easy Step Interview

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 And 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

Opening Balances:

- The Balance Sheet
- Setting Up A Loan Liability Balance
- Setting Up Asset Balances
- Setting Up Equity
- Verifying Balance Sheet Entries

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
- Creating Card Sales
- Creating And Finalising A Pending Sale
- Deleting A Cash Sale
- Verifying Sales Entries
- Modifying The Sales By Customer Detail Report

Invoicing:

- Creating And Entering An Invoice
- Entering Invoices
- Memorising And Using A Memorised Invoice
- Creating Subtotal And Discount Items
- Applying A Discount
- 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-Stock Items
- Reviewing Inventory Status
- Receiving Inventory And The Bill
- Receiving Inventory Items Only
- Receiving The Bill After The Items

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 Service Tax (GST)
- Tax Codes In Quickbooks
- Tax Inclusive Transactions
- Calculating GST Liability

Business Activity Statements:

- Understanding BAS Requirements
- Configuring The BAS
- Reporting Quarterly GST
- Entering PAYG Tax Withheld Information
- Calculating the PAYG Instalment
- BAS Debits And Credits
- Saving The BAS Report
- Paying Tax
- Tax Refunds