

# RECKON

This two day course introduces you to Reckon 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 Reckon and to manage the day to day processes of entering bills, invoicing and Banking.....

### Setting Up In Reckon:

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

### Opening Balances:

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

### 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

### 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

### Inventory And Service Items:

- Creating Service Items And Inventory Items
- List Of Inventory Items
- Verifying Inventory Entries

### 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

### Customer And Supplier Details:

- Customer And Supplier Balances
- Setting Up Customers
- Editing Customer Records
- Customer Details
- Setting Up Suppliers
- Editing Supplier Records

**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

**Reckon And The GST:**

- Goods And Service Tax (GST)
- Tax Codes In Reckon
- 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