

Get Started Here

QuickBooks is a popular accounting program designed for small business.

One-on-One Personal Computer Training provides a comprehensive introduction to QUICKBOOKS and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to accounting software. It covers the essential features people need to use QUICKBOOKS.

At the end of the course, the student will be able to:

- ☞ Understand the terminology of accounting software
- ☞ Set up QuickBooks for an organisation
- ☞ Perform day-to-day activities using QuickBooks
- ☞ Produce documents such as invoices, bills and orders
- ☞ Keep records necessary for the GST
- ☞ Assistant and recurring transactions
- ☞ Keep track of inventory and contacts
- ☞ Produce common business reports such as balance sheets and profit & loss statements
- ☞ Perform management activities
- ☞ Improve productivity with QUICKBOOKS

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Level 1 & Level 2 (Day 1 & 2)

- ☞ Introduction to accounting and terminology
- ☞ Navigate Around QuickBooks
- ☞ Work with Help
- ☞ Create and Configure a QuickBooks Company File
- ☞ Create and Modify a QuickBooks Chart of Accounts
- ☞ Setup and Maintain Stock and service items in QuickBooks
- ☞ Create a Variety of Different Accounts and Enter their Opening Balances
- ☞ Work with and Edit Customer and Supplier Records
- ☞ Process Cash Sales in QuickBooks
- ☞ Create, Manage and Print QuickBooks Invoices
- ☞ Track and Manage Accounts Receivable
- ☞ Enter and Pay Bills in QuickBooks
- ☞ Manage Stock Levels and Create Purchase Orders
- ☞ Use QuickBooks to write checks and make payments of all kinds.
- ☞ Reconcile QuickBooks with a Bank Statement
- ☞ Produce Fully Customised QuickBooks Reports
- ☞ Calculate GST Liability and complete a Business Activity Statement using QuickBooks.

Prerequisites

Students should already be familiar with PCs and Windows but no experience is necessary in Accounting Practices.

Enquiries

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