

One-on-One Personal Computer Training

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
- ✔ 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
- ✔ 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.

Quickbooks Day-to-Day Operations

Getting Started

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

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

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
- ⌚ 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
- ⌚ 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 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

🌀 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

🌀 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

Prerequisites

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

Enquiries

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