

## 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 setting up a Business File using 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:

- 📁 Setup a Company File
- 📁 Create a Chart of Accounts
- 📁 Create Service and Inventory Items
- 📁 Add Suppliers and Customers
- 📁 Enter Opening Balances
- 📁 Purchasing Items
- 📁 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 Starting a Business File 1-Day Course

### Contents

- 📁 **Getting Started**
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  - 📁 Working With Menus
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- 📁 **Chart of Accounts**
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  - 📁 Creating New Accounts
  - 📁 Modifying The Chart Of Accounts
  - 📁 Income and Expense Accounts
  - 📁 Hiding and Deleting Accounts
- 📁 **Inventory And Service Items**
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  - 📁 Verifying Inventory Entries
- 📁 **Customer And Supplier Details**
  - 📁 Customer and Supplier Balances
  - 📁 Setting Up Customers
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  - 📁 Customer Details
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- 📁 **Opening Balances**
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  - 📁 Setting Up A Loan Liabilities
  - 📁 Balance
  - 📁 Setting Up Asset Balances
  - 📁 Setting Up Equity
  - 📁 Verifying Balance Sheet Entries
- 📁 **Purchasing**
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  - 📁 Creating A Purchase Order
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  - 📁 Reviewing Inventory Status
  - 📁 Receiving Inventory & The Bill
  - 📁 Receiving Inventory Items Only
  - 📁 Receiving The Bill After The Items

### Prerequisites

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

### Enquiries



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