



Quickbooks – Intermediate

Introduction:

This course is aimed at people who wish to extend their understanding and knowledge of Quickbooks.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Complete the first stage of the Quickbooks setup process
- Create income and expense accounts
- Create stock and service items
- Enter opening balances
- Pending sales
- Deleting sales
- Discounts
- Purchasing
- Online Bill payments
- Centres
- Reports
- GST and other Tax
- Budgets
- Petty Cash
- Credit Cards
- Quickbooks Letters and Labels
- Job Tracking

Course Content:

- Setting up in Quickbooks
- Create and Modify accounts
- Stock and Service Items
- Setting up Customers, Suppliers, and Accounts
- Pending Sales
- Discounts
- Exceeding Credit Limes
- On-Line Bill payments
- Adjustment notes
- Cheque refund
- Using the Centres
- Customising reports
- GST and other Tax
- Working with Budgets
- Setting up Petty Cash
- Credit Card account
- Creating letters and labels
- Job tracking

Target Audience:

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au

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Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.



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Setting Up In QuickBooks

Basic Accounting Principles
Understanding The Company File
Understanding The EasyStep Interview
Creating A Company File
Entering Preferences
Setting The Goods & Services Tax
Specifying The Start Date
Creating An Automatic Backup

Income And Expense Accounts

Opening An Existing Company File
Reviewing The EasyStep Interview
Creating Accounts Using The EasyStep Interview
Modifying The Chart Of Accounts
Creating Accounts Using The Chart of Accounts

Stock And Service Items

Preparing For Accounts Receivable
Creating Service Items
Creating Stock Items
List of Stock Items
Verifying Stock Entries

Opening Balances

The Balance Sheet
Subsidiary Accounts
Setting Up Customers
Setting Up Suppliers
Setting Up A Bank Account

Setting Up A Loan Liabilities Balance
Setting Up Asset Balances
Setting Up Equity
Verifying Balance Sheet Entries

Cash Sales

Creating A Pending Sale
Concluding A Pending Sale
Deleting A Cash Sale
Verifying Sales Entries
Modifying The Sales By Customer Detail Report

Invoicing

Creating Subtotal And Discount Items
Applying A Discount
Applying A Subtotal
Exceeding Credit Limits

Purchasing

Checking Reorder Points
Reviewing Stock Status

Making Payments

Recording On-Line Bill Payments
Creating Adjustment Notes
Creating A Cheque Refund

Centres

Using The Company Centre
Using The Customer Centre

Using The Customer Detail Centre
Using The Supplier Detail Centre

Reports

Drilling Down
Customising A Report
Filtering A Report
Exporting Information From Reports

GST And Other Tax

Configuring The BAS
Reporting Quarterly GST Taxes And Amounts Withheld
BAS Debits And Credits
Paying Tax
Tax Refunds
Installment Activity Statements

Budgets

A Sample Budget
Setting Up A Profit And Loss Budget
Budget Figure Entries
Budget Figures Completed
Verifying The Budget By Report
Editing Budget Figures
Copying A Budget To A New Year

Petty Cash

Setting Up A Petty Cash Account

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Transferring Money To The Petty
Cash Account
Reimbursing Petty Cash

Credit Cards

Creating A Credit Card Account
Recording Mixed GST Spending

QuickBooks Letters And Labels

Creating A Simple Letter
Creating Labels For Letters
Creating An Individual Letter
Adding A Customised Letter
Using A Customised Letter

Job Tracking

Creating A Job
Creating A Sub Job
Using Jobs In Invoices
Using Jobs In Purchase Orders
Working With Open Invoices For
A Job
Checking Open Purchase Orders
By Job

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