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QuickBooks Course Outline

Duration: 2 Days

Benefit: This course is designed to give attendees the ability, practice and confidence to set up their accounting records, enter transactions and prepare end of period accounts.

Objectives: On completion of this course, attendees will be able to set up company, customer and supplier details, record customer, supplier and bank transactions, reporting accounts, set up and record VAT, set up and use Payroll.

Pre-requisites: Attendees do not need any previous experience of QuickBooks but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

- **Setting up the Company**
  - Setting up and entering the Company Information
  - Opening Balances
  - Chart of Accounts
- **Preparing For Use**
  - Setting up Classes and Items
  - Setting up and Maintaining the Customer and Supplier Records
- **Recording Customer, Supplier and Bank Transactions**
  - Creating Invoices
  - Receiving and Depositing Payments
  - Entering and Paying bills
- **Reporting on Your Accounts**
  - Recording Cash Payments
  - Bank Transfers
  - Bank Reconciliation
- **The Reporting Structure**
  - Standard QuickBooks Reports
  - Management Reporting
  - Budget Reporting
- **The Reporting Structure Cont.**
  - Filtering and Customising Reports
  - Exporting Reports to Excel
  - Using Graphs
- **VAT**
  - Setting up VAT
  - Recording VAT
  - Tracking and Paying VAT Liabilities
  - Reminders and Memorised Transactions
  - Maintaining your Data
- **Setting up Payroll**
  - Registering and Using Payroll
  - Setting up Company Details
  - Payroll Items
  - Employee Details
- **Using Payroll**
  - Setting up Payroll
  - Paying Employees
  - Calculating and Paying Payroll Liabilities
  - Year End Procedure

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