

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