

# Introduction to QuickBooks

(1 or 2 days)

## Background

This course can be adapted for the particular requirements of your business.

## Who should attend

Anyone who needs to prepare monthly accounts, VAT returns, payrolls, look after credit control or any of the main accounting functions

*Trainees should ideally have a certain amount of experience in general accounting.*

## Course Outline

- Understanding the computer and Windows
- Setting up the accounts structure
  - *Setting up a company*
  - *Changing the List of Accounts*
  - *Adding a Customer or Vendor*
  - *Setting up Invoice items*
  - *Setting up Classes*
- Accounts Receivable
  - *Creating invoices*
  - *Receiving payments*
  - *Making deposits*
  - *Cash sales*
- Accounts Payable
  - *Entering bills*
  - *Paying bills*
- Banking
  - *Writing cheques*
  - *Making deposits*
  - *Reconciling the bank account*
  - *VAT*
  - *Setting up VAT*
  - *VAT reports*
- Payroll
- Reports and Graphs
  - *Quick reports*
  - *Standard reports*
    - \*Trial Balance, Profit and Loss account and Balance Sheet*
  - *Customising reports*
- Setting up Budget control
- Backup procedures
- Exporting data
- Configuring the system