

Introduction to QuickBooks 2002

(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



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