



Quickbooks Qbi 2008/09

(all versions – except Easy Start)

Course Outline

Wk	Description	Wk	Description
1	Navigator – Centres Starting Up a Company <ul style="list-style-type: none"> ▪ Easy Step Interview ▪ Skipping the Interview Chart of Accounts Preferences in Quickbooks Back Up/ Restore Your Company	5	Reporting on Quickbooks <ul style="list-style-type: none"> ▪ Filtering, Customising, Memorising ▪ Graphs ▪ Printing ▪ Tax Reporting Password protection <ul style="list-style-type: none"> ▪ Multi-user/single user ▪ Previous accounting period ▪ Company Company <ul style="list-style-type: none"> ▪ Setup Users ▪ Reminders ▪ Write Letters (Pro Only) ▪ To Do List
2	Lists - Creating, Editing & Deleting <ul style="list-style-type: none"> ▪ Customers ▪ Suppliers ▪ Employees ▪ Items ▪ Tax Codes ▪ Other lists Voiding Transactions Forms – Optional <ul style="list-style-type: none"> ▪ Customising Forms 	6	Integrated Payroll into Quickbooks <ul style="list-style-type: none"> ▪ Revision on creating accounts Tax Adjustments <ul style="list-style-type: none"> ▪ Receiving Tax ▪ Paying Tax BAS Preparation <ul style="list-style-type: none"> ▪ Linking the Business Activity Statement ▪ Customising the Business Activity Statement ▪ Troubleshooting errors
3	Vendors (Suppliers) <ul style="list-style-type: none"> ▪ Purchase Orders ▪ Entering bills (supplier's invoices) ▪ Bill Payment <ul style="list-style-type: none"> ▪ Bank A/c ▪ Credit Card ▪ Writing cheques ▪ Memorised Transactions ▪ Purchase Returns ▪ Tracking Expenses - optional 	7	Petty Cash <ul style="list-style-type: none"> • Imprest system Bank Reconciliation <ul style="list-style-type: none"> • Cheque A/c • Credit Card Bad Debts Dishonoured Cheques Troubleshooting Excel Link (Pro Only)
4	Customers <ul style="list-style-type: none"> ▪ Creating an Invoice ▪ Receiving a payment ▪ Depositing money ▪ Discounts for early payment ▪ Cash Sales ▪ Sales Returns 	8	General Journal Entries End of Year Processing Accountant's Copy of Quickbooks Budgets – Optional Import and Export Information – Optional