

# One-on-One Personal Computer Training

## Get Started Here

QuickBooks is a popular accounting program designed for small business.

One-on-One Personal Computer Training provides a comprehensive advanced course in QUICKBOOKS and will enable your students to become productive with the product.

## Learning Outcomes

This course is designed for people who are new to accounting software. It covers the essential features people need to use QUICKBOOKS.

At the end of the course, the student will be able to:

- ☞ manage your company file
- ☞ create and edit budgets
- ☞ manage petty cash
- ☞ account for fixed assets
- ☞ manage credit card transactions
- ☞ handle point of sale transactions
- ☞ use a range of techniques to handle unusual transactions
- ☞ use class tracking
- ☞ set up users with passwords in QuickBooks
- ☞ create letters and labels using QuickBooks
- ☞ use QuickBooks data in a spreadsheet
- ☞ track jobs and related sales and expenses
- ☞ perform end of month procedures
- ☞ complete end of year procedures
- ☞ create customised templates
- ☞ customise QuickBooks.

## Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

# QUICKBOOKS Advanced 2-Day

## Contents

### File Management

1. Locating The Company File
2. Verifying Data
3. Performing A Backup
4. Scheduling A Local Backup
5. Restoring A Company File from Backup
6. Copying A Company Or Backup File
7. Archiving And Condensing A Company File
8. Exporting Lists
9. Importing Lists
10. File Management Quick Reference

### 2. Budgets

1. A Sample Budget
2. Setting Up A Profit And Loss Budget
3. Budget Figure Entries
4. Verifying The Budget By Report
5. Editing Budget Figures
6. Copying A Budget To A New Year
7. Budgets Quick Reference

### 3. Petty Cash

1. Setting Up A Petty Cash Account
2. Transferring Money To The Petty Cash Account
3. Recording Petty Cash Expenses
4. Reimbursing Petty Cash
5. Reconciling The Petty Cash Account
6. Petty Cash Quick Reference

### 4. Fixed Assets

1. Creating A Loan Account
2. Creating A Fixed Asset Account
3. Creating An Interest Expense Account
4. Depositing A Loan
5. Using A Loan To Pay For A Fixed Asset
6. Making A Loan Repayment
7. Allocating Depreciation
8. Memorising A Combined Transaction
9. Using A memorised Asset Transaction
10. Fixed Assets Quick Reference

### 5. Credit Cards

1. Creating A Credit Card Account
2. Spending Using A Credit Card
3. Recording Mixed GST Spending
4. Paying Bills With A Credit Card
5. A Credit Card Statement
6. Reconciling The Credit Card Account
7. Paying A Credit Card Account
8. Credit Cards Quick Reference

### 6. Point Of Sales

1. Creating A Generic Customer
2. Processing A Cash Sale At The Counter
3. Adding A Credit Card
4. Making A Bank Deposit
5. Creating A Deposit Detail Report
6. A Pre-Paid Merchant Statement
7. A Merchant Statement As An Invoice
8. Entering The Merchant Service Fees
9. Counter Sales On The Bank Statement
10. Reconciling The Bank Statement
11. Point Of Sales Quick Reference

## 7. FAQ

1. Creating An Adjustments Item
2. Generating Credits
3. Creating A Miscellaneous Invoice
4. Handling A Small Overpayment
5. Handling A Large Overpayment
6. Writing A Refund Cheque For An Overpayment
7. Handling Small Underpayments
8. Cancelling A Cheque By Deletion
9. Voiding A Cheque
10. Locating A Bounced Cheque
11. Recording A Bounced Cheque And Charges
12. Creating A Bad Cheque Item
13. Using The Bad Cheque Item On An Invoice
14. Making Bank Accounts Distinctive
15. Creating A Standing Order
16. Recording A Reminder For A Customer
17. Sending One E-Mail With Multiple Invoices
18. FAQ Quick Reference
19. FAQ Quick Reference Con't

## 8. Class Tracking

1. Activating Class Tracking
2. Creating Classes
3. Assigning Classes To Transactions
4. Assigning Classes To Items
5. Using Class Quick Reports
6. Displaying Class Columns In Reports
7. Class Tracking Quick Reference

## 9. Security in QuickBooks

1. Setting The Administrators Password
2. Opening A File With A Password
3. Changing Your Password
4. Creating Users
5. Using User Names
6. Checking Users' Access Levels
7. Deleting Unwanted Users
8. Turning On The Audit Trail
9. Examining An Audit Trail
10. Security In QuickBooks Quick Reference

## Prerequisites

Students should already be familiar with PCs and Windows and have undertaken the Quickbooks Core Course

## Enquiries

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