

QuickBooks Desktop

3 Day Training Course

This very comprehensive 3-day course covers the full features and functionality of QuickBooks Desktop.

Over and above a general product overview demonstration, we'll help you set up your company, perform key transactions and show you how to draw performance insights from your financial data.

Working in QuickBooks Desktop will be a breeze!

Course outline:

SETTING UP

- Changing your regional settings for QuickBooks
- Setting up your preferences in QuickBooks
- Creating a company in QuickBooks
- Navigating around QuickBooks
- Setting up users
- Backups and Restore functions in QuickBooks
- Working with Classes (Profit / Cost Centres)
- Working with Multiple Currencies in QuickBooks
- Customising templates1. Navigation and configuration
- Left navigation and Quick Create
- Settings and Tools
- Customising the Icon Bar

GENERAL LEDGER & BANKING

- Understanding the Chart of Accounts (General Ledger)
- Creating and modifying your General Ledger Accounts
- Creating Bank Accounts
- Banking and Cash transactions
- Cash Payments in QuickBooks
- Company Credit Card transactions
- Recording / Making Deposits
- Transferring funds
- Reconciling Credit Card accounts
- Reconciling bank accounts

INVENTORY & SUPPLIERS

- Working with The Items List in QuickBooks
- Setting up Items in QuickBooks
- Purchase orders
- Entering Inventory Bills
- Entering Expense Bills
- Entering Supplier Credit Notes using Credit bills
- Paying Suppliers and setting Credits
- Remittance Advice in QuickBooks
- Inventory actions
- Building Assemblies
- Stock take worksheets
- Stock adjustments

GENERAL

- Explanation and uses for VAT codes
- Tips and Tricks for editing Items
- Working with Suppliers – Set-up
- Tips for Items (Changing Prices, Editing multiple Items in forms)
- Managing your VAT
- Exporting of VAT Reports
- Filing your VAT in QuickBooks
- Journals

CUSTOMERS

- Setting up Customers
- Working with Price Levels in QuickBooks
- Setting up Jobs
- Creating quotes (Estimates)
- Invoicing
- Progress Invoicing (linking Invoices to a Quote)
- Printing Invoices
- Credit notes
- Receiving Payments from Customers
- Setting of Credits
- Looking at underpayments and overpayments
- Customer statements
- Common Reports in QuickBooks

REPORTS

- Customising of and Modifying of Reports
- Memorising Reports
- Management Reports

A large, stylized circular logo with a green-to-teal gradient border. Inside the circle, the letters 'R', '&', and 'A' are written in a bold, sans-serif font, also following the gradient. The ampersand is positioned between the 'R' and 'A'.