

QuickBooks

On-site

Consultancy & Training

Training Syllabus

Session 1:

- Consultation
- Create a new company file
- Navigating through QuickBooks
- Managing the QuickBooks Data File
- Preference Setup
- List setup:
 - Chart of accounts
 - Supplier list
 - Customer list
 - Item List
- Backup

Session 2:

- Opening Balances
- Outstanding Sales Invoices
- Outstanding Bills
- Banks & Unpresented Cheques
- Stock on hand
- Other Balance Sheet account

Session 3:

- Bills
- Sales Invoices
- Credit Notes
- Payment
- Receipt
- Edit the transaction

Session 4:

- Journals
- Void / delete transaction
- Bank Reconciliation
- Set Closing Date
- Find transactions
- GST Reporting
- Standard reports

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CRM - Customer Relationship Management
Accounting Software

SIMPLE SOLUTION | GREAT RESULT

we help small businesses use software more effectively