Quickbooks Introduction

ClearCut
IT TRAINING

Duration: 1 day

If you're a sole trader, a small business, a bookkeeper, or an accountant, QuickBooks can be of use to your business. It allows you to manage your finances in real-time and automate your books so you always know where you stand financially.

This session provides an overview of how your business can use the QuickBooks software to run your bookkeeping and accounting functions.

Key Topics

Getting Started

- Basic overview of bookkeeping and accounting cycle
- Getting around the software
- QuickBooks Settings
- Company Settings
- Chart of Accounts
- Products and Services
- The Customer and Supplier Centres
- VAT Rates
- Using Classes/Location

Bank/Cash/Credit Card Reconciliation

Reporting

- Understanding Common Reports

Entering Data and Transactions

- Estimates
- Invoicing
- Receiving Payments
- Sales Receipts and Deposits
- Refunds and Credit Memos
- Inactive Customers and Delayed Charges
- Purchase Orders
- Entering and Paying Bills
- Checks and Registers
- Petty Cash
- Expenses

Troubleshooting Common Issues

- Handling Bounced Cheques
- Managing Accounts Receivable
- Managing Accounts Payable