

Introduction to QuickBooks

Initial Set up

- Creating a new Company
- Preferences
- Printer set up
- Chart of accounts

Opening Balances

- Bank
- Opening debtors and creditors
- Opening trial balance

Setting up the products and services you sell

Sales ledger sales

- Raising a sales invoice
- Changing invoice details
- Drill down
- Raising a sales credit note

Reporting on sales and debtors

Customer statements

Receipts from debtors

- Entering/allocating receipts
- Unallocating/deleting sales ledger receipts

Cash sales

- Entering/changing cash sales details
- Cash sales and VAT invoices
- Sales report

Sundry receipts

Improving the layout of your reports

Memorising a report and using a memorised report

Purchase ledger purchases

- Entering bills
- Changing a bill
- Entering a vendor credit note

Reporting on vendors and creditors

Paying bills

- Raising cheques manually
- Using QuickBooks to raise cheques
- Remittance advices

Cash Payments

Making deposits at your bank

Bank reconciliation

Petty Cash

VAT reports

Preparing the profit and loss account

Preparing the balance sheet

Full nominal ledger report

Passwords/access rights

Month/period/year end close

Backing up

Other areas

- Stock records and purchase orders
- Time tracking
- Class tracking and reporting
- Tracking income, expenditure, profitability by customer: job
- VAT on reimbursable expenses
- Budgets