



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB001 – QuickBooks® Demo**

This is module #1 of Q.A.T.'s QuickBooks® series. It is a demonstration of QuickBooks® data entry and reporting capabilities, which will help you decide whether QuickBooks® is suitable for your business environment. This module is taught by an experienced bookkeeper who does not gain from the sale of QuickBooks®. Please note that this is not a “how-to” or “hands-on” module.

Format:

online presentation

Maximum Class Size:

20

Duration:

3 hours

Schedule:

gatBusinessServices.com/training/schedule.html

Intended Audience:

This module is designed for the following people, but others are welcome to attend:

- accountants
- bookkeepers
- business owners
- finance managers

Instructor:

Warren Gaebel, B.A., B.C.S. — Mr. Gaebel is a Certified QuickBooks ProAdvisor® and the General Manager of Q.A.T. Business Services. He taught at Learning Tree International, the University of Waterloo, and several colleges since the early 1980's.

Required Textbook(s) & Supplies:

none

Prerequisites:

For the benefit of all attendees, the following prerequisites should be observed:

- English (spoken and written)
- basic understanding of bookkeeping

Learning Objectives:

Upon completion of this course, attendees will be able to:

- decide whether QuickBooks® is suitable for their business environment

Tuition:

\$49 payable upon registration

How to Enroll:

enrol@gatBusinessServices.com
or (519) 404-7904

Outline:

- 1 The Home Page
- 2 The Menu
- 3 Entering Transactions
 - 3.1 Bills
 - 3.2 Invoices
 - 3.3 Payroll
 - 3.4 Paying Bills
 - 3.5 Receiving Customer Payments
- 4 Viewing Reports
 - 4.1 Balance Sheet & Income Statement
 - 4.2 Company Snapshot
 - 4.3 Aged Receivables
 - 4.4 Aged Payables
 - 4.5 Inventory Valuation
 - 4.6 Reconciling Bank & Credit Card Accounts
 - 4.7 Comparing Actuals to Budget
- 5 Editions & Versions
- 6 Q&A