



# *Q.A.T. Business Services*

*Extreme Competence Inspires Extreme Confidence™*

## **Module Outline** **QB003 – Workflow Overview**

This is module #3 of Q.A.T.'s QuickBooks® series. It explains typical bookkeeping workflow as implemented in QuickBooks®, focusing on what needs to be done and in what order, rather than how to do the tasks. It is a bird's-eye view rather than an in-depth study.

### **Format:**

online presentation

### **Maximum Class Size:**

20

### **Duration:**

3 hours

### **Schedule:**

[qatBusinessServices.com/training/schedule.html](http://qatBusinessServices.com/training/schedule.html)

### **Intended Audience:**

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

- bookkeepers
- 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:

- QB002 – How to Get from Here to There

### **Learning Objectives:**

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

- use the home page as an aid to understanding workflow,
- see how transactions interact with each other, and
- use the home page to quickly access data entry windows.

### **Tuition:**

\$49 payable upon registration

### **How to Enroll:**

[enrol@qatBusinessServices.com](mailto:enrol@qatBusinessServices.com)  
or (519) 404-7904

***Outline:***

- 1 The Home Page
- 2 Buying
- 3 Selling
- 4 Banking
- 5 Payroll
- 6 Inventory
- 7 Q&A