



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB011 – Buying Basics**

This is module #11 of Q.A.T.'s QuickBooks® series. It shows how to enter a “pay now” purchase that does not go through accounts payable. This is an introductory level module – the follow-on module, QB021, provides more detail.

Format:

online presentation

Maximum Class Size:

20

Duration:

3 hours

Schedule:

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:

- QB003 – Workflow Overview

Learning Objectives:

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

- enter spending transactions that are paid immediately by cash, cheque, credit card, or debit card.
- reimburse employees, owners, and others when they pay our business expenses

Tuition:

\$59 payable upon registration

How to Enroll:

enrol@qatBusinessServices.com

or (519) 404-7904

Outline:

- 1 Petty Cash
- 2 Spending by Cheque (immediate payment, non-accounts-payable)
- 3 Spending by Credit Card
- 4 Spending by Debit Card
- 5 Employee-Paid Spending
- 6 Owner-Paid Spending