



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB013 – Accounts Payable Basics**

This is module #13 of Q.A.T.'s QuickBooks® series. It shows how to enter a “pay later” purchase and its subsequent payment. 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:

gatBusinessServices.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:

- QB011 – Buying Basics

Learning Objectives:

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

- enter “pay later” spending transactions that go through accounts payable, and
- pay bills that were entered into accounts payable.

Tuition:

\$59 payable upon registration

How to Enroll:

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

Outline:

- 1 Pay Now vs. Pay Later
- 2 Enter Bills
- 3 Pay Bills