



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB015 – Banking Basics**

This is module #15 of Q.A.T.'s QuickBooks® series. It shows how to reconcile bank and credit card accounts when the statements are received. This is an introductory level module – the follow-on module, QB023, goes into 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:

- accountants
- 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

Outline:

Prerequisites:

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

- QB011 – Buying Basics
- QB012 – Selling Basics

Learning Objectives:

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

- reconcile bank and credit card accounts.

Tuition:

\$59 payable upon registration

How to Enroll:

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

- 1 Reconciling Bank and Credit Card Accounts
- 2 Reconciling Clearing Accounts
- 3 Reconciliation Discrepancies

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