



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB017 – Inventory Basics**

This is module #17 of Q.A.T.'s QuickBooks® series. It shows how to receive items into inventory and how to record manufacturing assembly. This is an introductory level module – the follow-on module, QB026, goes into 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:

- accountants
- bookkeepers
- business owners
- corporate directors
- finance managers
- senior 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.

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:

- receive items with a bill,
- receive items without a bill,
- enter a bill for items previously received,
- record manufacturing assemblies.

Tuition:

\$59 payable upon registration

How to Enroll:

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

Required Textbook(s) & Supplies:

none

Outline:

- 1 Receiving
 - 1.1 from a packing slip (no bill)
 - 1.2 from a bill
- 2 Assembling
- 3 Shipping
- 4 Creating/Editing an Inventory Part
- 5 Creating/Editing a Non-Inventory Part
- 6 Creating/Editing a Manufactured Item
- 7 Q&A