



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB021 - Buying**

This is module #21 of Q.A.T.'s QuickBooks® series. It covers purchase transactions and accounts payable in depth, including setting up vendors and using purchase orders.

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

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:

- QB013 – Accounts Payable Basics

Learning Objectives:

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

- setup, edit, and deactivate vendors,
- create purchase orders,
- receive against purchase orders, and
- generate tax forms.

Tuition:

\$69 payable upon registration

How to Enroll:

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

Outline:

- 1 The Vendor Centre
- 2 Creating/Editing Vendors
 - 2.1 Address Info
 - 2.2 Payment Settings
 - 2.3 Sales Tax Settings
 - 2.4 Account Settings
 - 2.5 Additional Info
- 3 Entering Bills
- 4 Credit Notes
- 5 Paying Bills
- 6 Other Methods of Payment
- 7 Workflow: Purchase Orders -> Receiving -> Entering Bills
- 8 Terms
- 9 Resolving Issues
- 10 The Aging Schedule
- 11 Q&A