



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB023 - Banking**

This is module #23 of Q.A.T.'s QuickBooks® series. It covers banking in depth, including customer payments, transferring funds between accounts, and using online banking to assist with reconciliations.

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

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:

- QB015 – Banking Basics

Learning Objectives:

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

- deposit customer payments,
- deposit debit/credit card payments,
- transfer funds between accounts, and
- use online banking.

Tuition:

\$69 payable upon registration

How to Enroll:

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

Outline:

- 1 What is a Receipt?
- 2 Invoices vs. Statements
- 3 Invoices vs. Bills
- 4 Selling
 - 4.1 Pay Now by Cash or Cheque
 - 4.2 Pay Now by Credit Card or Debit Card
 - 4.3 Pay Now by PayPal
 - 4.4 Pay Later
 - 4.5 Receiving Customer Payments by Cash or Cheque
 - 4.6 Receiving Customer Payments by Credit Card of Debit Card
 - 4.7 Receiving Customer Payments by PayPal
- 5 Buying
 - 5.1 Pay Now by Cheque
 - 5.2 Pay Now by Credit Card
 - 5.3 Pay Now by Debit Card
 - 5.4 Pay Now by Pay Pal
 - 5.5 Pay Later
 - 5.6 Paying Bills by Cheque
 - 5.7 Paying Bills by Credit Card
 - 5.8 Paying Bills by Debit Card
 - 5.9 Paying Bills by PayPal
- 6 Undeposited Funds
- 7 Reconciling Bank & Credit Card Accounts
- 8 Transferring Funds
- 9 Online Banking
- 10 Q&A