



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB027 – Sales Tax**

This is module #27 of Q.A.T.'s QuickBooks® series. It shows how to set up tax codes and pay sales tax liabilities.

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:

- QB011 – Buying Basics
- QB012 – Selling Basics

Learning Objectives:

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

- create a sales tax item,
- create a sales tax group,
- link sales tax codes to items, and
- link sales tax codes to customers.

Tuition:

\$69 payable upon registration

How to Enroll:

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

Outline:

- 1 Sales Tax Items vs. Purchase Tax Items vs. Sales Tax Groups vs. Sales Tax Codes
- 2 Creating a Sales Tax Vendor
- 3 Creating Sales Tax Items for Sales
- 4 Creating Sales Tax Items for Purchases
- 5 Creating Sales Tax Groups
- 6 Assigning a Sales Tax Group to a Sales Code
- 7 Example: Ontario
- 8 Example: Québec
- 9 Example: Sales Tax Rebates for Charities in Ontario
- 10 Q&A