



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB029 – Foreign Currencies**

This is module #29 of Q.A.T.'s QuickBooks® series. It shows how to buy, sell, borrow, and lend with non-Canadian currencies.

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
- 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

Prerequisites:

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

- any 9 modules

Learning Objectives:

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

- download exchange rates,
- create foreign currency vendors, customers, bank accounts, and credit card accounts, and
- transact business with foreign currency vendors and customers.

Tuition:

\$69 payable upon registration

How to Enroll:

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

Outline:

- 1 Creating Foreign Currency Customers
- 2 Creating Foreign Currency Vendors
- 3 Entering Bills in Foreign Currencies
- 4 Entering Invoices in Foreign Currencies
- 5 Receiving Payments in Foreign Currencies
- 6 Paying Bills in Foreign Currencies
- 7 Showing Canadian and Foreign Currencies on Reports
- 8 Behind-The-Scenes Bookkeeping
- 9 The Currency List
- 10 Downloading Exchange Rates
- 11 Home Currency Adjustment
- 12 Q&A