



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB051 – Chart of Accounts**

This is module #51 of Q.A.T.'s QuickBooks® series. It shows how to create, delete, and merge general ledger accounts; map accounts to GIFL, and set default sales tax codes. It also compares the QuickBooks® account types to the sections included on standard financial statements.

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
- 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:

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:

- create/edit general ledger accounts,
- create a hierarchical account structure, and
- define the GL account groupings found in QuickBooks® and identify the statement/section on which the group is found.

Tuition:

\$69 payable upon registration

How to Enroll:

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

none

Outline:

- 1 Main Sections of Financial Statements
 - 1.1 Current Assets
 - 1.2 Fixed Assets
 - 1.3 Current Liabilities
 - 1.4 Long-Term Liabilities
 - 1.5 Equity
 - 1.6 Revenue
 - 1.7 Cost of Goods Sold
 - 1.8 Expenses
 - 1.9 Extraordinary Gains & Losses
- 2 Types of Accounts in QuickBooks
 - 2.1 Bank
 - 2.2 Accounts Receivable
 - 2.3 Other Current Asset
 - 2.4 Fixed Asset
 - 2.5 Other Asset
 - 2.6 Accounts Payable
 - 2.7 Credit Card
 - 2.8 Other Current Liability
 - 2.9 Long-Term Liability
 - 2.10 Equity
 - 2.11 Income
 - 2.12 Cost of Goods Sold
 - 2.13 Expenses
 - 2.14 Other Income
 - 2.15 Other Expenses
- 3 GL Account Hierarchy
 - 3.1 Collapsing/Expanding Statements
- 4 Mapping GL Accounts to GIFI (Premier Edition Only)
- 5 Sorting GL Accounts

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