



QuickBooks®

ACCOUNTING & PAYROLL MADE EASY

The QuickBooks Basic Bookkeeping Training Course

“The Manual & the QuickBooks way” (1 Day course)

(Please note that this course is presented by making use of QuickBooks, so we recommend that you have attended our QuickBooks Essentials course or have equivalent experience as a QuickBooks user.)

The following topics will be covered:

Module 1: Source Documents

Module 2: Flow of Source Documents

Module 3: Capturing of Source Documents

Module 4: Accounting Terminology

Module 5: The Double Entry System

Module 6: General Principles of Debit & Credit

Module 7: Books of Prime Entry

Module 8: Debtors

Module 9: Creditors

Module 10: Cash Transactions

Module 11: Inventory Management

Module 12: VAT

Module 13: Understanding the Profit & Loss



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Module 14: Understanding the Balance Sheet

Module 15: Understanding the Trial Balance

Module 16: Understanding the General Ledger

Module 17: Journals

Module 18: Fixed Assets and Depreciation

Module 19: Budgets

Module 20: Cash Flows

Module 21: Provisions & Accruals

Module 22: Month End Procedures

Module 23: Year End Procedures