

QUICKEN - INTRODUCTION & GENERAL KNOWLEDGE



An ideal course for new and basic Quicken users. Does not require prior knowledge of package.

PURPOSE

This introductory course aims to provide participants with knowledge and skills required to use the basic functions of Quicken including general ledger, suppliers, customers & Inventory modules.

TARGET AUDIENCE

Aimed at participants who would not have used this package previously.

PRE-REQUISITES

Participants should be familiar with the basics of using a PC. Experience with alternative accounting package would be an advantage but not necessary.

CONTENT

- Getting Familiar
 - Understanding the general operation of Quicken & the Navigator
- Master Files
 - Setting up Creditors, Debtors and Products
- Creditors
 - Purchase Orders
 - Purchase Invoices
 - Creditor Payments
- Debtors
 - Sales Invoices
 - Cash sales
 - Returns on unpaid Invoices
 - Partial returns
- Receivables
 - Applying payments
 - Applying payments to multiple invoices
 - Analysing sales
 - Statements
- General Ledger
 - Enter cheque payments
 - Automatic payments to creditors
 - Making deposits
 - Reconciling the bank account
- End of Month procedures for Debtors, Creditors and General Ledger
- How to backup your data
- Introduction to checking GST reports.

MORE BUSINESS SUPPORT THAN YOU EXPECT...



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