



INFOCUS COURSEWARE

QuickBooks Plus 2010-11

Module 1



Module Series

Order Code: INF570

ISBN: 978-1-921721-68-7

❖ General Description

The skills and knowledge acquired in the course are sufficient to be able to use and operate QuickBooks to set up the chart of accounts for a small business, produce and process invoices, purchase orders, reconcile bank accounts and produce a range of reports.

❖ Learning Outcomes

At the completion of QuickBooks Plus 2010-11 Module 1 you should be able to:

- use basic QuickBooks navigation techniques
- complete the first stage of the QuickBooks setup process
- create income and expense accounts
- create inventory and service items
- create and edit customer and supplier details
- enter opening balances
- enter cash sales
- create invoices
- receive and apply customer payments
- pay suppliers accounts
- record the purchase of goods and services
- pay bills
- reconcile QuickBooks with various bank statements
- create and modify reports
- understand how QuickBooks tracks GST
- setup and complete a Business Activity Statement

❖ Target Audience

This course is designed for people who are keen learn how to use QuickBooks to set up and manage the accounts of a small business.

❖ Prerequisites

QuickBooks Plus 2010-11 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment and the basic bookkeeping principles for a small business.

❖ Pages

136 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in the course require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF570.

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

** Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, September 15, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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- ✓ Calculating the PAYG Instalment
- ✓ BAS Debits And Credits
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- ✓ Tax Refunds

> Concluding Remarks



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