

ACCOUNTINNG PACKAGES QUICKBOOKS

DETAILED COURSE OUTLINE

Course Purpose

The course builds on financial reporting by translating the theory to computerised working environment

Expected Learning Outcomes

At the end of the course, students should be able to:

1. Produce financial statements from computerised environment
2. Prepare financial reports of various modules : Customers, Vendors, Employees, Banking, Budgets
3. Interpret various reports from Quickbooks

Lesson	TOPIC	SUBTOPIC/CONTENT
1	Background of computerised packages	Definition of accounting packages Type of accounting packages Features of accounting packages Advantages & disadvantages of accounting packages Overview of various modules
1	Setting up new company	<ul style="list-style-type: none"> Opening existing company Exit quickbooks software
1	Setting up Lists module	<ul style="list-style-type: none"> Adding item lists – Service <ul style="list-style-type: none"> Non inventory parts Other charge Group Discounts Payment
2	Customers module / Accounts receivables / Debtors	<ul style="list-style-type: none"> Create new customer Set up term lists, payment methods Open bank account Create invoice Create credit memo Receive payments Run reports relating to customers module
3	Vendors module / Accounts payables / Creditors	<ul style="list-style-type: none"> Create new vendor Set up term lists, payment methods Enter bills Create credit memo Make payments Run reports relating to vendors module
4	Banking module	<ul style="list-style-type: none"> Open bank account Make deposit Transfer funds from one bank account to the other Write cheques

		<ul style="list-style-type: none"> • Perform bank reconciliation exercises • Run reports relating to banking module
5	Employees module	<ul style="list-style-type: none"> • Create new employee • Enter payroll details
5	List module	<ul style="list-style-type: none"> • Fixed assets lists • Customer list • Vendor list • Employees list
6	Company module	<ul style="list-style-type: none"> • Company information • Set up users depending on the user rights • Set up passwords and user limitation rights on various modules • Prepare planning & budgets • Set up To do lists • Set up Reminders • Create Charts of Accounts / Trial Balance • Create Assets, Liabilities, Expense & Income accounts • Make General Journals
7	View module	<ul style="list-style-type: none"> • Multiple windows • Add Icon bar • Create shortcut list • Back up • Restore • Import • Export • Archive & condense data • Using calculator • Find invoices
7	Reports	<ul style="list-style-type: none"> • Memorised reports • Company & Financial • Statement of Profit or Loss • Statement of Financial Position • Statement of Cashflows • Customers & receivables • Sales • Vendors & payables • Employees & Payroll • Banking • Budgets • Lists
8 & 9	Comprehensive exercise	
10	Main exam	