<table>
<thead>
<tr>
<th>Wk</th>
<th>Description</th>
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| 1  | Navigator – Centres  
Starting Up a Company  
• Easy Step Interview  
• Skipping the Interview  
Chart of Accounts  
Preferences in Quickbooks  
Back Up/ Restore Your Company |
| 2  | Lists - Creating, Editing & Deleting  
• Customers  
• Suppliers  
• Employees  
• Items  
• Tax Codes  
• Other lists  
Voiding Transactions  
Forms – Optional  
• Customising Forms |
| 3  | Vendors (Suppliers)  
• Purchase Orders  
• Entering bills (supplier's invoices)  
• Bill Payment  
  • Bank A/c  
  • Credit Card  
• Writing cheques  
• Memorised Transactions  
• Purchase Returns  
• Tracking Expenses - optional |
| 4  | Customers  
• Creating an Invoice  
• Receiving a payment  
• Depositing money  
• Discounts for early payment  
• Cash Sales  
• Sales Returns |
| 5  | Reporting on Quickbooks  
• Filtering, Customising, Memorising  
• Graphs  
• Printing  
• Tax Reporting  
Password protection  
• Multi-user/single user  
• Previous accounting period  
• Company  
Company  
• Setup Users  
• Reminders  
• Write Letters (Pro Only)  
• To Do List |
| 6  | Integrated Payroll into Quickbooks  
• Revision on creating accounts  
Tax Adjustments  
• Receiving Tax  
• Paying Tax  
BAS Preparation  
• Linking the Business Activity Statement  
• Customising the Business Activity Statement  
• Troubleshooting errors |
| 7  | Petty Cash  
• Imprest system  
Bank Reconciliation  
• Cheque A/c  
• Credit Card  
Bad Debts  
Dishonoured Cheques  
Troubleshooting  
Excel Link (Pro Only) |
| 8  | General Journal Entries  
End of Year Processing  
Accountant’s Copy of Quickbooks  
Budgets – Optional  
Import and Export Information – Optional |