

## QuickBooks and Advanced Computer Skills Course Details

Department: ICT and Security Management

Presented by Magna Skills Development Institute

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## Course Summary

Quickbooks is the leading accounting and payroll software for small to medium businesses. Its intuitive interface is easy to understand, even if you lack an accounting or financial background. It integrates with other programs such as Microsoft Excel, making it easy to import data

This course enables participants to be exposed to the true potential of the QuickBooks Financial Software. Who should attend? Owners, Office Managers, Franchisees, Universities, Bookkeepers, and Accounting Professionals benefit from learning how this software solution can be customized to the vast number of small to mid-sized businesses.

## Course Objectives

### QuickBooks

QuickBooks Products and System Requirements Clean and Conversion File Setup Customizing Preferences Sales Cycle – Invoicing Customers, Customer Payments, Bank Deposits Procurement Cycle – Purchase Orders, Entering Bills, Paying Bills, Writing Checks Tips and Tricks on Unique Customer and Vendor Transactions Inventory Management Payroll Services Payroll Setup and Processing Sales Tax Data File Management Data Security Measures Year-End Procedures

## Course Outline

### QuickBooks Products and System Requirements

- QuickBooks Product Line Comparison
- System Requirements
- Third Party Software

### New Company vs. Existing Company File Setup

- Express Start Interview
- Opening Balances
- Historical Transactions
- Mid-Year Set Up Strategy
- Payroll
- 1099 Vendors

## **Customizing Preferences**

### **Sales Cycle**

- Item Setup
- Price Levels
- Estimates
- Sales Orders
- Time and Billing
- Receive Payment and Make Deposits

### **Procurement Cycle**

- Purchase Orders
- Enter Bills
- Vendor Terms and Discounts
- Pay Bills

### **Tips and Tricks on Unique Customer and Vendor Transactions**

- Customer Returns and Vendor Credits
- Vendor Deposits
- Customer Deposits
- Customer Over/Under Payments
- Barter Accounts

### **Bank and Credit Card Transactions**

- Write Checks
- Enter Credit Card Charges
- Transfers
- Bank Reconciliation
- Reconciliation Troubleshooting
- Bounced Checks

## **Inventory Management**

- Inventory Items
- Enabling Units of Measure
- Inventory Assemblies
- Inventory Adjustments

## **Payroll Setup and Processing**

- QuickBooks Payroll Services
- Employee Set Up
- Payroll Accounts and Items
- Employee Defaults
- Tax Payments and Payroll Frequency
- Creating a Paycheck
- Payroll Liabilities
- Payroll Tax Forms
- Payroll Reports

## **Sales Tax**

- Sales Tax Items
- Assigning Sales Tax Codes
- Paying Sales Tax
- Sales Tax Reports

## **Reporting**

- Cash and Accrual Based Reporting
- Reporting Options
- Report Customization
- Groups and Memorized Reports

## **Data File Management**

- Types of QuickBooks Files

- Corrupted Files
- Importing and Exporting Information
- QuickBooks Updates

## Data Security Measures

- Backup and Restore
- Creating a Portable File
- Set Up Users and Passwords
- Closing Date



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## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.

- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

### **Our Training Methodology**

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

### **Why Choose Magna Skills?**

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

## Request for Training Form

Complete the form and share with Magna Skills Support Team on email [info@magnaskills.com](mailto:info@magnaskills.com) or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.