



Harvest Training and
Consultancy Uganda Ltd.

QUICKBOOKS TRAINING COURSE OUTLINE

Course Description:

A hands-on training course on QuickBooks Accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors and employees; managing lists; running reports and customizing them; changing forms and generating letters.

Course Aim

Our QuickBooks hands-on training course to demystify the world of accounting and provide participants with the techniques and confidence to manage and control their financials effectively.

Learning Objectives

Upon completion of this course, the course participant will become familiar with the basics of the QuickBooks program. The course participant will have the skills necessary to complete most tasks available in QuickBooks. The following learning objectives will be emphasized during the course:

- (i) The course participant will understand the basic principles of bookkeeping as it applies to the QuickBooks program.
- (ii) The course participant will be able to set up a company and its associated accounts, customers, and vendors in the QuickBooks program.
- (iii) The course participant will be able to record sales, as well as associated receivables in the QuickBooks program.
- (iv) The course participant will be able to produce invoices using the QuickBooks program.
- (v) The course participant will be able to record initial payables as well as the payment of payables in the QuickBooks program.
- (vi) The course participant will be able to prepare and print financial statements using the QuickBooks program.

QuickBooks Accounting is one of the most popular accounting programs used in the business community. This course will enable participants to efficiently use this application.



Learning Outline

- SESSION 1 BASICS OF ACCOUNTING**
- (i) The Accounting cycle
 - (ii) Rules of Double entry
- SESSION 2 SETTING UP THE COMPANY IN QUICKBOOKS**
- (i) Creating the Company
 - (ii) Creating the Chart-of-Accounts
 - (iii) Posting of Opening Balances
- SESSION 3 ACCOUNTS RECEIVABLES AND RECEIVING MONEY**
- (i) Creating Customers in QuickBooks
 - (ii) Posting of Invoices sent out to Customers
 - (iii) Posting Receipts to the Cash Book
- SESSION 4 ACCOUNTS PAYABLES AND PAYING BILLS**
- (i) Creating Suppliers in QuickBooks
 - (ii) Posting of Invoices received from Suppliers
 - (iii) Posting cheques sent-out to suppliers (*Cheque payment vouchers*)
 - (iv) Posting cash paid to Suppliers (*cash payment Vouchers*)
- SESSION 5 END OF YEAR ADJUSTMENTS**
- (i) Bank Reconciliations
 - (ii) The Asset Register & Depreciation
 - (iii) Bad-debts Written off
 - (iv) Loans, prepayments & Accruals
- SESSION 6 FINANCIAL REPORTING AND INTERPRETATION**
- (i) The Trial Balance in QuickBooks
 - (ii) The Income Statement in QuickBooks
 - (iii) The Balance Sheet in QuickBooks
 - (iv) Exporting & Using Excel in Reporting