






### **Diploma in Computerised Accounting (333) – QuickBooks**

<b>Prerequisites:</b> Knowledge of accounting and basic computing	<b>Corequisites:</b> A pass or higher in Diploma in BA & Computer Systems or equivalence.
<p><b>Aim:</b> The Computerised Accounting course introduces candidates to popular programs; Operating Systems, QuickBooks, Sage, and Microsoft Excel, which are in use by business offices today. In addition to a solid theoretical foundation, candidates will gain valuable, hands-on practice in real-life business applications. The objective of this course is to facilitate candidates with the skills necessary to enter the workforce effectively using the most popular accounting software application – QuickBooks. Candidates will be taught the terms, concepts and methods to fully understand QuickBooks accounting principles, preparing the candidate to step quickly into the accounting profession. Would you buy a car without a speedometer or a fuel gauge? You wouldn't consider it. When driving, you need to know how fast you drive and how much fuel you have left. You don't want to get a speeding ticket or run out of fuel, so you watch the gauges on your dashboard. Organisations need to keep an eye on how much cash they have on hand to meet accounts payable and other expenses. Organisations also need to measure the business performance. As they say "If you can't measure it, you can't manage it". Quickbooks enable organisations to measure and manage business. This course will use the Quickbooks accounting software's sophisticated features for reviewing business accounting principles and procedures, and performing financial analysis. Candidates computerise a manual accounting system using Quickbooks. Candidates explore invoicing customers, recording payments from customers, paying bills to outside suppliers, managing inventory, and analysing financial data to understand where to focus future efforts.</p>	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b> The course requires a combination of lectures, demonstrations and discussions.	
<p><b>Intended Learning Outcomes:</b></p> <p>1 Familiarise with QuickBooks features:</p> <p>2 Understand how to use QuickBooks chart of accounts to describe and monitor the financial activities of the business</p> <p>3 Understand how to use Quickbooks to meet revenue-collection obligations</p>	<p><b>Assessment Criteria:</b></p> <p>1.1 Be able to start QuickBooks  1.2 Identify how to create a company  1.3 Explore QuickBooks Navigation techniques  1.4 Explore QuickBooks Icon Bar  1.5 Explore QuickBooks Menus  1.6 Explore QuickBooks Help  1.7 Be able to saving company files  1.8 Be able to backup files  1.9 Identify how to change a company name  1.10 Be able to exit QuickBooks</p> <p>2.1 Demonstrate password protection  2.2 Identify how to display chart of accounts  2.3 Identify how to display account numbers  2.4 Be able to add new accounts  2.5 Be able to delete accounts  2.6 Be able to edit accounts  2.7 Be able to print chart of accounts</p> <p>3.1 Be able to view and print cheque register  3.2 Be able to make deposits  3.3 Be able to write cheques  3.4 Be able to print journal entries  3.5 Be able to reconcile bank statements</p>

4	Understand how to set sales and customers preferences	4.1 Demonstrate how to view a customer list 4.2 Demonstrate how to add a new customer 4.3 Identify how to edit customer information 4.4 Identify how to handle cash sales 4.5 Demonstrate how to create an invoice 4.6 Describe the online billing service 4.7 Demonstrate how to create credit reminder statements 4.8 Identify how to receive payments from invoices 4.9 Demonstrate how to record bank deposits 4.10 Identify how to create customer reports
5	Understand suppliers, purchases and inventory	5.1 Demonstrate how to create a supplier list 5.2 Demonstrate creating service items 5.3 Be able to create purchase orders 5.4 Identify how to receive inventory 5.5 Identify how to receive bills 5.6 Demonstrate how to enter bills against inventory 5.7 Demonstrate the process of paying bills in QuickBooks
6	Understand how to prepare payrolls in Quickbooks	6.1 Identify how to setup payroll items 6.2 Demonstrate how to create an employee List 6.3 Define time tracking 6.4 Identify how to pay payroll liabilities 6.5 Demonstrate creating payroll reports
7	Understand how to create custom reports and graphs	7.1 Demonstrate how to create a trial balance 7.2 Identify how to adjust entries 7.3 Define a general ledger 7.4 Identify how to create a general ledger report 7.5 Define financial statements 7.6 Be able to produce financial statements 7.7 Identify how to create an income and expense graph 7.8 Describe tax reports 7.9 Be able to produce tax reports 7.10 Describe management reports
8	Understand how to setup and manage budgets	8.1 Identify how to create budgets 8.2 Demonstrate creating job estimates 8.3 Describe progress billing 8.4 Identify how to process credit card sales 8.5 Be able to record bad debts 8.6 Demonstrate exporting reports to Excel 8.7 Identify how to use an audit trail

## Recommended Learning Resources: QuickBooks Accounting

<b>Text Books</b>	<ul style="list-style-type: none"><li>• QuickBooks for Accounting by GLENN and OWEN</li><li>• South Western Accounting with QuickBooks by Howard A. Rankin</li></ul>
<b>Study Manuals</b> 	BCE produced study packs
<b>CD ROM</b> 	Power-point slides
<b>Software</b> 	QuickBooks

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