

## **Course: QuickBooks Pro 2013**

**Level: Beginner**

**Duration: 10 hours** (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

### **Suitable for:**

Complete beginners or those who wish to transfer their skills from any other accounts package or upgrade from a previous version of QuickBooks.

### **Pre-requisites:**

If you are not already familiar with Windows and the use of a mouse, it is recommended that you first go through the Microsoft Windows course.

### **Course objectives:**

To enable an individual set up an accounts system and use the essential features of this popular accounting package.

### **Benefits:**

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace with flexible study times in your own home

### **Syllabus includes:**

- Program basics
- Getting started
- Account names and numbers
- Bank receipts and payments
- Financial Reports
- Customers and suppliers
- Service invoices
- Products and stock control
- Product invoices and credit notes
- Statements
- Customer receipts
- Customer activity
- Purchase invoices
- Nominal ledger
- Bank accounts
- Memorised entries
- VAT returns
- Extracting reports and information

### **Suitable follow on courses:**

QuickBooks Pro 2013 Intermediate

Best Training - Horsham  
36 Barttelot Road  
Horsham  
West Sussex  
RH12 1DQ

Tel: 01403 256168

e-mail:

[info@besttrainingws.co.uk](mailto:info@besttrainingws.co.uk)

Web site: [www.besttrainingws.co.uk](http://www.besttrainingws.co.uk)