

## One-on-One Personal Computer Training

### Get Started Here

QuickBooks is a popular accounting program designed for small business.

One-on-One Personal Computer Training provides a comprehensive introduction to QUICKBOOKS Payroll and will enable your students to become productive with the product.

### Learning Outcomes

This course is designed for people who are new to accounting software. It covers the essential features people need to use QUICKBOOKS.

At the end of the course, the student will be able to:

- ☞ Create New Employees
- ☞ Work with Employee Details
- ☞ Process Employee Pays
- ☞ Adjust Employees Pays with Leave and Overtime
- ☞ Review Leave Liabilities
- ☞ Review Payments, Leave and Banking Details
- ☞ Improve productivity with QuickBooks

### Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

## QUICKBOOKS Payroll

### Contents

#### Level 1 (1 Day Course)

- ☞ Overview of Setting Up Payroll
- ☞ Setting Up Payroll Preferences
- ☞ Setting Up Payroll Accounts
- ☞ Setting Pay Frequency and Method
- ☞ Setting Up Payroll Items
- ☞ Modifying Payroll Items
- ☞ Setting Up Payroll Quick Reference
- ☞ Employee Records
- ☞ Creating a New Employee
- ☞ Entering Employee Payroll Information
- ☞ Entering Leave Balances, Tax Details, Bank Details, Year to Date Amounts
- ☞ Overview of Processing Pays
- ☞ Paying Employees
- ☞ Setting Up for Online Banking
- ☞ Creating an ABA file
- ☞ Payslips with Leave, Overtime and Allowances
- ☞ Payroll Quick Reference
- ☞ Payroll Liabilities
- ☞ Reporting on Payroll Liability Balances
- ☞ Paying Payroll Liabilities
- ☞ Overview of Payroll Reports
- ☞ Producing a Payroll Summary
- ☞ Superannuation Report
- ☞ Producing a Bank Report
- ☞ Creating a Leave Liability Report
- ☞ Overview of End of Year Processing
- ☞ Reviewing Payment Summaries
- ☞ Adjusting Payment Summaries
- ☞ Printing Payment Summaries
- ☞ Creating a EMPDUPE File
- ☞ Overview of Maintenance
- ☞ Check Tax Table Versions
- ☞ Updating Tax Tables
- ☞ Updating QuickBooks Manually

#### Prerequisites

Students should already be familiar with QuickBooks, PCs and Windows but no experience is necessary in Accounting Practices.

#### Enquiries

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