



Continuing Professional Education



Bookkeeping Using QuickBooks

Dates:	Wednesday 20 & Thursday 21 August 2014
Time:	9.00am to 4.00pm
Venue:	Applied Education Level 1, 524 Hay St, Perth WA
Fee:	Member \$629.00 (GST Free) Non-Member \$699.00 (GST Free)
Includes:	Session notes, lunch & tea breaks
CPE Hours:	14

Introduction & Overview

Bookkeeping Using QuickBooks/ Reckon Accounts training course in Perth (2 days) is designed to provide skills and knowledge which will allow participants to enter and maintain your accounting data as well as ensure a streamlined process to transfer information to your Accountant's system.

In addition, this course demonstrates the payroll setup and day to day maintenance of employees and associated activities. Whether your company has one employee or 100 employees, this course will help you simplify your payroll system and is the perfect solution for business.

Prerequisites

The Bookkeeping Using QuickBooks/ Reckon Accounts training course in Perth assumes little or no knowledge of bookkeeping or QuickBooks/ Reckon Accounts. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

About the presenter

BRETT THORNETT MIPA

Brett spent the early years of his professional career applying his accounting qualifications in public practice, mostly with Mann Judd. He later held commercial positions in a number of significant organisations including the NSW public utility AGL and has lectured in commercial law, accounting, finance and accounting data applications.

Brett joined Applied Education in 2001. His success in training and professional qualifications made him the ideal person to set up Applied Education's Payroll & Office Tax Procedures and Salary Packaging training courses.

Learning Outcomes

At the completion of this Bookkeeping Using MYOB training course in Perth, participants will be able to:

Accounting Section

- create a new business data file and enter opening balances
- correctly set up and edit the chart of accounts in QuickBooks/ Reckon Accounts
- understanding the GST and correctly set up to complete the BAS using QuickBooks/ Reckon Accounts
- set up customers and suppliers
- use the Bank Register to enter transactions
- import bank statements from your online bank account such as credit card in QuickBooks/ Reckon Accounts
- set up inventory and stock control
- understand the basic accounting concepts and terminology
- reconcile the bank account and credit card statements, export ABA files to your bank
- run trial balance and reports
- depreciation
- customise accounting documents
- reporting and graphs
- understand the GST & BAS link process and lodging BAS
- reconcile your BAS lodgements to QuickBooks/ Reckon Accounts
- verify and validate data for corruption and data entry errors
- plus more

Payroll Section

- set up the company and employee
- load the current tax tables
- set up payroll categories
- maintain employee entitlements, allowances and superannuation contributions
- manage employer payroll expenses
- pay employees (casual, part time and full time)
- process adjustments
- print pay cheques and payslips
- plus more

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IPA INSTITUTE OF PUBLIC
ACCOUNTANTS
Partnership beyond numbers

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Institute of Public Accountants, Locked Bag 9, South Perth, WA 6951

Ph: 08 9474 1755 Fax: 08 9474 2911 Email: wadivn@publicaccountants.org.au

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Second Attendee _____

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Please indicate how you wish to receive confirmation Email Fax Post

Payment Details

This document will be a Tax Invoice for GST purposes when you make full payment. Please keep a copy for your records.

Amount Payable	IPA Member	Non Member	
	\$629.00	\$699.00	GST Free

**Regional Members - All regional members located 200kms from Perth are entitled to a 25% discount on the registration fee.*

Payment Method

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