

Small Business Computer Accounting

1 DAY COMPUTER WORKSHOP

COURSE OUTLINE

INTRODUCTION

A Bookz 1Day Workshop will show you how to install your accounting software, set it up for your business, and operate the core features.

You will learn how to prepare and interpret the reports you and your accountant need, and you will know how to backup and restore your database to keep it safe.

When you leave the Workshop you will take with you a copy of the accounting software plus copies of the resource videos you have used for your training.

SKILLS ACQUIRED

1. Software installation
2. Software setup
3. Bank accounts and category setup
4. Data back -up and restore
5. Data entry
6. Bank reconciliations
7. Report creation and printing
8. Report interpreting
9. Data repair
10. Year end preparation

WORKSHOP INCLUDES

Full use of a training computer, a USB flash drive containing electronic copies of all training materials including the videos, sample reports, workbook & software - plus unlimited email support.

WHAT YOU WILL NEED

You will need to have the basic computer skills listed on page 2.

Typing skills are an advantage, but not a prerequisite.

You need no accounting skills.

WHAT YOU WILL LEARN

The following modules are necessary for any basic accounting system, and will be completed during the Workshop.

GETTING SET UP

- Installing your training software (from the USB drive)

- Running the Setup Wizard to prepare for data entry
- Creating, and editing, account categories
- Setting up bank accounts and the opening balances

KEEPING IT SAFE

- Backing up your data
- Restoring your backup

ENTERING DATA

- Entering initial data (and selecting a starting point)
- Reconciling accounts
- Advanced data entry - cash transactions, split transactions, transfers and copying transactions

REPORTS

- Printing standard reports
- Understanding reports

HOUSEKEEPING

- Registering the software
- Maintaining the database
- Understanding the year-end and the reports that are needed

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COMPUTER SKILLS NEEDED

Can you recognise and turn on/off a computer, monitor, printer, etc?	<input type="checkbox"/>
Do you understand, and can use, a mouse?	<input type="checkbox"/>
Can you use a keyboard?	<input type="checkbox"/>
Do you understand, and can recognise, disk drives and the media they use?	<input type="checkbox"/>
Do you understand the difference between hardware and software?	<input type="checkbox"/>
Do you understand the difference between program, folder and file?	<input type="checkbox"/>
Can you select the appropriate software program for a task?	<input type="checkbox"/>
Do you know what the Desktop is, and icons?	<input type="checkbox"/>
Do you understand the concept of Menus and how to navigate them?	<input type="checkbox"/>
Can you open a program (application) using the Start button?	<input type="checkbox"/>
Do you understand the concept of toolbars, toolbar buttons; and the relationship of toolbar buttons to menu selections?	<input type="checkbox"/>
Can you use Help screens in software programs?	<input type="checkbox"/>
Can you maximise/minimise a window?	<input type="checkbox"/>
Can you resize a window by dragging its borders?	<input type="checkbox"/>
Can you switch between open windows?	<input type="checkbox"/>
Do you understand scrolling/scroll bars?	<input type="checkbox"/>
Can you successfully exit/close a program?	<input type="checkbox"/>
Can you print a document?	<input type="checkbox"/>

You do not need to be a typist - two finger typing is fine!