



Learn how to get the most out of your software



QuickBooks 2008/09 incorporates a number of major changes to the software. You'll see many of these changes right away when you open QuickBooks for the first time. A new work area design and updates to many of the tools you use have helped streamline workflows, so you can now access most tasks with only a couple of clicks. But you'll soon recognise the improvements in stability, security and performance resulting from these changes.

QuickBooks Certificate – 2 Day Course (9am-4pm)

Day 1 (Module 1 & 2) – Setup & Navigation

You will become familiar with the following:

1. The QuickBooks Navigator – Finding your way around QuickBooks (Module 1)
2. The Preferences – Setting up a database for your organisation (Module 1)
3. Setting up lists – creating customers, suppliers, accounts etc (Module 1)
4. Accounts Receivable – creating invoices, sales receipts, payments etc (Module 2)
5. Accounts Payable – creating bills, paying bills etc (Module 2)
6. Important tips for setting up a new database (Module 2)

Day 2 (Module 3 & 4) – Day to Day Processes

You will become familiar with the following:

1. Banking – Writing cheques, transfers, reconciliations and locating discrepancies (Module 3)
2. GST – Codes, Reports, GST payments & refunds (Module 3)
3. Form Customisation – creating your own invoice, statement templates etc (Module 4)
4. Time Savers – Memorised transactions & reports (Module 4)
5. Online Banking – Importing bank statements, exporting bill payments. (Module 4)
6. Integration with Word, Excel and Outlook (Module 4)

QuickBooks Advanced Certificate – 1 Day Course (9am-4pm)

Day 3 (Module 5 & 6) – Advanced Features

You will become familiar with the following:

1. Estimates and Progress Invoicing (Module 5)
2. Stock – creating stock items, stock assembly, Units of Measure etc (Module 5)
3. Job Costing – Assigning Billable time & costs (Module 5)
4. Advanced accounts receivable and payable functions (Module 6)
5. Creating and understanding budgets and forecasts (Module 6)
6. QuickBooks reporting (Module 6)
7. Multiple Users (Module 6)
8. Accountants review copy (Module 6)

Webinars – 1 hour Course (10-11am)

You will learn the basics in a 1 hour live webinar with a consultant who will show you how to use an area of the program. As they demonstrate the features, you will be able to view the program via webinar link and ask questions via telephone link simultaneously. We have 5 courses available which cover:

1. Using Foreign Currency in QuickBooks
2. Using Job Costing in QuickBooks
3. GST reporting and reconciling in QuickBooks
4. Processing sales in Point of Sale Terminal
5. Quicken (Personal & Home Business) Tips and techniques

Pricing

QuickBooks Certificate Day 1 & 2 - \$699

QuickBooks Advanced Certificate \$375

Individual Modules - \$199 each

Webinars - \$50

All prices inc GST. .