



Quicken Accredited Consultants Programme

Quicken NZ currently has over 150 Accredited Consultants nationwide qualified in the very latest QuickBooks Products. The aim of this network is to provide superior support to your existing clients and to create new opportunities with new clientele who'd like to experience the world's best selling financial management software.

QuickBooks enables accountants to train their clients in the correct use of the software using well developed procedures that will save immeasurable time for users in their day-to-day administrative activities.

The objectives of the training courses in QuickBooks are:

- To provide accountants, bookkeepers and other professionals with the skills to fully design, set up and implement the programme and train users in all facets of its functionality.
- To develop a full understanding of the programme so that the integration of the clients' administration system with the accountant's services will maximise the benefits to both. Therefore the client gains an easy to use system and comprehensive information. The accountant gains from having access to information to enable the provision of advanced management advisory services to the users. At the same time, all information required for GST and other compliance work is available with the minimum of effort.
- To provide access to suitably qualified accountants and installers to the ever-expanding user base of the QuickBooks programme.

Specific Benefits you will receive as an Accredited Consultant:

- Over NZ \$3000 worth of the Reckon business range of software
- Free software upgrades and updates throughout the year
- Wholesale price on purchasing the Reckon range of products
- Qualified sales leads referred to you
- Listing on the Quicken website
- 0800 number for un-limited technical support
- Access to a special member only section on the Quicken website
- Monthly newsletter on software tips, new products, new software information and special offers
- Ability to use Accredited Consultants logo and leverage from our extensive marketing campaigns
- Advertising subsidy – Once approved, we will subsidize your marketing advert by 50%, up to \$1,000 per year, given to you in product up to the equivalent value

Quicken NZ

P O Box 331 534, Takapuna, Auckland
Phone 09 414 3650 Fax 09 414 3651
Email: training@quicken.co.nz



TAKE ACTION – ENROL AS AN ACCREDITED CONSULTANT TODAY!!

Important Information

1. Training commences at 9.00am and concludes at approximately 4.00pm. Refreshments and Lunch are provided at the course.
2. You will be trained in the latest version of the product released.
3. You will need to have the latest version of the product, which is supplied to you at the time of enrolling into the Professional Services Group (Professional Associates Fee).
4. You will need a suitable computer to attend the Accredited Training. Quicken NZ can provide a computer for hire @ \$75.00 Incl GST per day if required.
5. Full payment is required before attendance of the course. Please include payment details on your enrolment form.
6. Should you cancel your enrolment later than 5 working days before the course a cancellation fee of 10% will be charged. This fee will be waived in exceptional circumstances.
7. Accredited Consultants will be required to renew their membership annually.
8. Accredited Consultants will also be required to complete Re-Accreditation courses on release of new QuickBooks product.

Course Fees

QuickBooks Accredited Consultants Course (3 day course) \$1,250.00 Incl GST.

In addition to the training, attendees will be required to complete an Assignment to a satisfactory level to become listed as an Accredited Consultant with Quicken NZ. In the event that the assignment is not completed to this level, additional help will be provided.

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Course Outline

OBJECTIVES

The objectives of this course are to develop specific and high level skills in:

1. Designing suitable systems for a diverse range of applications.
2. Untangling the random information often encountered in real world installations.
3. Fully utilising the flexibility and power of the programme.

This is achieved by teaching how to:

1. Completely set up QuickBooks for a client.
2. Basic data processing through to advanced features such as job costing.
3. Stock/Inventory Control.
4. Customising Templates and Reports.
5. Exporting and Importing Lists.
6. GST Reporting.
7. Foreign Currency
8. Troubleshooting Datafiles.
9. Microsoft & ACT! Integration.

METHOD

As with all our training, the emphasis is in hands-on training. Experience has shown that this is the best way for people to develop skills and understanding.

All trainees will create a demo data file that will illustrate all the learning points in the training. Day 1 is focused on establishing a solid knowledge base about the programme and its many features and includes some hands-on work.

On days 2 and 3, attendees work through examples using notes that they can consult as required.

The Consultant discusses any problems encountered with the group. This ensures that everyone is exposed to the mix of difficulties everyone else has experienced.

To achieve Accreditation, attendees are required to complete an Accreditation assignment. This will be emailed at the completion of Day Three and is to be returned to training@quicken.co.nz.

TIME

The three-day QuickBooks Accredited Consultant course runs from 9.00am to 4.00pm with tea and coffee breaks as well as an hour break for lunch.

EQUIPMENT

Each attendee must have a suitable laptop with QuickBooks 2006/07 Premier installed (this will be your NFR copy that is provided when you join the PSG Membership). We have a limited number of computers for hire @ \$75.00 Incl GST per day, if you do not have a laptop that suits these requirements.

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Accredited Consultant - Enrolment Form

Company: _____ E-mail: _____
First Name: _____ Last Name: _____
Postal Address: _____ City: _____
Telephone: _____ Fax: _____
Home Phone: _____ Mobile: _____
Course Venue: _____ Course Dates: _____

Special Dietary Needs:

- I am currently not a Professional Associate. Please enrol me in the Quicken "Accredited Consultants Programme" for \$1700*. This sum is both first year PA membership and three day Accredited Training. I understand I will be invoiced \$699* annually to maintain my Accredited Consultant membership
- I am currently a Professional Associate. Please upgrade me from my current status of a Professional Associate to Accredited Consultant status for \$1250. (You will be booked on the earliest possible three day QuickBooks AC course)*
- Please provide a computer for \$75.00 Inc GST Per Day

Payment Options

(Payment required before attendance on course)

Cheque:

Post To: Quicken NZ Ltd, PO Box 331 534, Takapuna, Auckland

Credit Card: Visa Mastercard Bankcard

Card Number: _____

Card Name: _____ Expiry Date: _____

Signature: _____

Please fax your Enrolment Form & Payment Details to Quicken NZ on 09 414 3651, or return with payment to the address above.

If you require any further information on the training program, please contact Quicken NZ on 09 414 3650 or email training@quicken.co.nz.

Terms & Conditions of Training

Training may be cancelled by Quicken for any reason up to 24 hours prior to training commencing. 100% refund will be given if training is cancelled by Quicken. Students will be given no refund for cancellation, although a replacement student may be sent in their place.

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Comments about the QuickBooks Accreditation Course

"I found the course to be most informative and relevant. It expanded my knowledge of the product and its capabilities."

David Sheriff, Brimble Young & Associates, Nelson

"Just the most useful course!! Having used the package for one and a half years I found the course expanded the usage of the product 100-fold"

Tracy Mawson, Ekkekko, Napier

"Excellent Training, Learnt Heaps."

Leane Delaney, Taylor McLachlan, Dunedin

"Found the course excellent, the example used in the training was very relevant. Enjoyed the good interaction with the Consultant and other participants."

Paul Marlow, Computer Accounting Doctor, Christchurch

"Very Knowledgeable instructor, it is good to be taught by someone who believes so strongly in the program."

Matthew Arcus, KPMG, Wellington

"Hands on practical training exploring the best ways to use the product."

Peter Sewell, Wellington

"This training was very thorough and covered virtually every situation you would come across on a client site. I do not feel it would be possible to improve on this training."

Jess Richards, Palairret Pearson, Napier

"Really appreciated the flexibility of the instructor to tailor the course to all levels attending."

Sharon Sutherland, Lellman Weaver & Co, Tauranga

"Excellent hands-on training."

Vicki Botting, Deloitte Touche Tohmatsu, Dunedin

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