



Quickbooks – Advanced

Introduction:

This course is aimed at people who wish to use and operate the software at an efficient level.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Manage your company file
- Track jobs and related sales and expenses
- Account for Fixed assets
- Use Class tracking
- Set up users with passwords
- Use Quickbooks data in a spreadsheet
- Complete end of year procedures
- Create customised templates
- Customise Quickbooks
- Use a range of techniques to handle unusual transactions

Course Content:

- Importing and Exporting lists
- Job tracking
- Fixed Asset and Loan accounts
- Allocating Depreciation
- Creating and assigning classes
- Security in Quickbooks
- Quickbooks and Spreadsheets
- End of year procedures
- Customising and Editing templates
- Navigation and Operation Preferences
- FAQ

Target Audience:

This course is aimed at people who wish to use and operate the software at an efficient level.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.



Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au

Quickbooks – Advanced

File Management

- Compressing A Company File
- Exporting Lists
- Importing Lists

Job Tracking

- Creating A Reimbursable Expense
- Checking Unbilled Costs
- Invoicing Reimbursable Expenses

Fixed Assets

- Creating A Loan Account
- Creating A Fixed Asset Account
- Creating An Interest Expense Account
- Depositing A Loan
- Using A Loan To Pay For A Fixed Asset
- Making A Loan Repayment
- Allocating Depreciation
- Memorising A Combined Transaction
- Using A Memorised Asset Transaction

Class Tracking

- Activating Class Tracking
- Creating Classes
- Assigning Classes To Transactions
- Assigning Classes To Items
- Using Class Quick Reports
- Displaying Class Columns In Reports

Security In QuickBooks

- Setting The Administrator's Password
- Opening A File With A Password
- Changing Your Password
- Creating Users
- Using User Names
- Checking Users' Access Levels
- Deleting Unwanted Users
- Turning On The Audit Trail
- Examining An Audit Trail

QuickBooks And Spreadsheets

- Exporting A List To Microsoft Excel
- Formula Gotchas
- Using Advanced Export Features
- Exporting Names To A Text File

End Of Year Procedures

- Creating Stocktake Accounts
- Recording Stocktake Adjustments
- Recording Depreciation
- Creating A Bad Debt Account And Item
- Writing Off A Bad Debt
- Entering A Prepayment
- Making A Pro Rata Prepayment Adjustment
- Entering Accrued Expenses
- Closing A Year
- Making A Start Of Year Adjustment By Journal
- Making A Start Of Year Adjustment By Cheque

Customising Templates

- Creating A Custom Template
- Custom Tax Invoice Template Options
- Editing A Template
- Adding A Logo
- Changing The Layout Design Of A Template
- Applying And Previewing A Template

Customising QuickBooks

- Setting Default Bank Accounts
- Using The Shortcut List
- Adding Icons To The Icon Bar
- Deleting Icons From The Icon Bar
- Navigation And Operation Preferences
- Adding A Report To The Memorised Report List

FAQ

- Creating An Adjustments Item
- Generating Credits
- Creating A Miscellaneous Invoice

- Handling A Small Overpayment
- Handling A Large Overpayment
- Writing A Refund Cheque For An Overpayment
- Handling Small Underpayments
- Cancelling A Cheque By Deletion
- Voiding A Cheque
- Locating A Bounced Cheque
- Recording A Bounced Cheque And Charges
- Creating A Bad Cheque Item
- Using The Bad Cheque Item On An Invoice
- Making Bank Accounts Distinctive
- Creating A Standing Order
- Recording A Reminder For A Customer
- Sending One Email With Multiple Invoices

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