

Duration: 1 day

This course is for the delegate who has started using QuickBooks and has sat on the Introduction course, but now seeks to gain more from the program.

Key Topics

Producing Meaningful Reports

- Understand the Chart of Accounts
- Understand your financial statements
- Cash vs accrual accounting
- Accruals, Prepayments
- Fixed Assets
- Job Costing
- Bank/Cash/Credit Card Reconciliation

Budgets

VAT Return

Advanced Reporting

- Preparing and customizing reports to your needs. Filter and format reports.
- Memorising reports, and create memorised report groups, exporting reports to Excel.

Advanced Features

- Password Protect QuickBooks
- Close the books.
- Find transactions FAST and other time saving features.
- Classes/Departmental/Branch Reporting
- Recharging expenses
- Rebilling Time, Expenses and Mileage

Tips and Tricks

- Keyboard shortcuts
- Templates: amending and creating custom invoices and other forms, add logos.
- Accountants Review.
- Account Correction and Maintenance.