



INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

Office: Unit 201, Alista Towers

Training Venue: Unit 201, Alista Towers

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INTERMEDIATE QUICKBOOKS

(A 6-hour Program)

Increase your competence in QuickBooks by learning Intermediate skills!!

Learn more about essential tools in QuickBooks and further build your confidence to master daily accounting tasks. Give us 6 hours and we will show you the Intermediate features that make QuickBooks a valuable resource.

Course Content

Brief Review of QuickBooks Basics

Overview of Financial Statements

Payroll Setup

- Preferences
- Payroll Items
- Employees

Time Tracking

Working with Reports

Working with Microsoft® Excel® & Word®

- Exporting to EXCEL
- Using WORD to write Letters
- Design Custom Letters Using WORD

Utilities

- Backup and Restore
- Year-End Procedures

Customizing Forms

Special Accounts Receivable Tools

- Customer Deposits (*applying credits*)
- NSF Checks

Bank Reconciliation

Memorized Transactions

Maximum No. of Participants: 8

