



INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

Office: Unit 201, Alissta Towers

Training Venue: Unit 201, Alissta Towers

Tel. 943-4678

Fax. 943-4679

E-Mail: info_imp@candw.ky

Website: www.imptraining.com

ADVANCED QUICKBOOKS

2 Days (A 12-hour Program)

Increase your competence in QuickBooks by learning the Advanced skills!!

Learn the advanced features and capabilities in QuickBooks and discover solutions to errors. Give us 12 hours (**2 days**) and we will show you the advanced features that make QuickBooks a valuable resource.

Course Content

Overview of QuickBooks

Dealing with Setup Issues

- Fixing a File vs. Starting Over
- Setup Order
- Using the EasyStep® Interview
- Entering Opening Balances
- Payroll Setup
- Entering Historical Details
- Check Setup

Customizing QuickBooks

Items and Inventory

Working with Sales Transactions

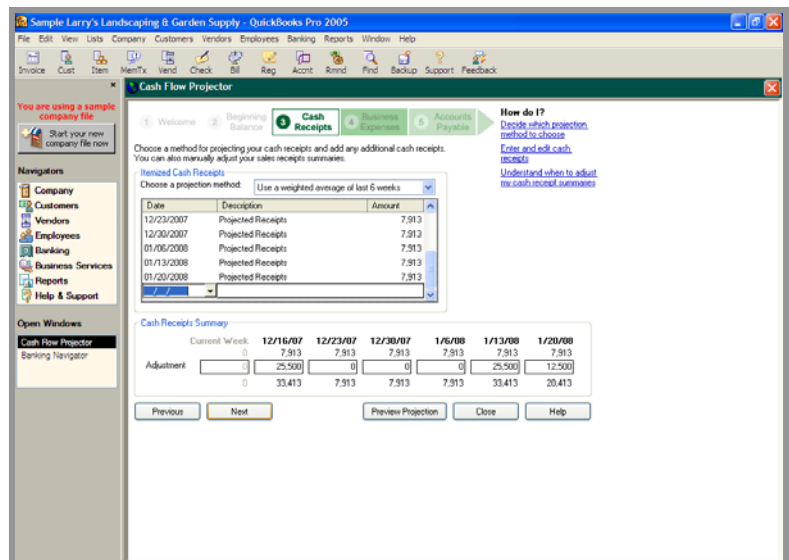
- Billable Costs
- Price Levels
- Sales Orders
- Statement Charges
- Reports

Working Around Sales Transactions

- Customer Deposits and Down Payments
- Under and Over Payments
- Using Multiple A/R Accounts

Purchases and Payables

- Purchase of Fixed Assets
- Employee/Owner Purchases
- Bill Payment Errors
- Prepaid Expenses
- Vendor Deposits and Refunds
- Voiding a Prior Period Check
- Offsetting A/R and A/P Account Balances
- Cash Flow Projector





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Payroll

- Review
- Voiding a Paycheck
- Tracking Employee Loans
- Dealing with Company and Employee Expenses

Reports

- Types of Reports
- Custom Reports
- Modifying Reports
- Memorize and Manage Reports
- Exporting and Combining Reports in EXCEL®

File Utilities

- Improving the Performance of QuickBooks
- Working with Corrupt Data Files
- Verify and Rebuild Data Files
- Cleanup Company Data

Journal Entries

Year End Procedures

Finding Prior Year Changes

Solving Problems with Generated Report

Maximum No. of Participants: 8