



the world's best accounting software

QUICKBOOKS ON-SITE TRAINING/SEMINAR

Pick and choose the topics you will like our QuickBooks Consultant to cover :-

- Answer to your QuickBooks software questions
- Tips and tricks for working faster and more efficiently in QuickBooks
- Prepare and interpret important financial reports
- Create your company's books from "scratch"
- Set-up accounts, customers, vendors, items and jobs
- "Clean up" your important customer lists
- Prepare and process estimates, invoices, sales receipts, credit memos, refunds deposits and customer statements
- Enter and process cheques, bills and payments
- Reconcile bank accounts (and what to do if they don't)
- Purchase and manage inventory
- Build inventory assemblies
- Set up and use GST, Multi-Currencies and Payroll
- Set up budgets/forecasts
- Get a handle on retail sales
- Find and fix the most common mistakes made with QuickBooks
- Handle "tricky" situations including refund cheques, refund deposits and others
- Enter special transactions including bad debts, petty cash transactions, automatic bank transactions, credit set-off and others
- Learn advanced reporting techniques and integration with Microsoft Excel/Words
- Customise QuickBooks to your business
- Use sales orders to track back orders
- Set Up and use Credit Cards
- Customise sales forms the way you want them
- Add your company's logo to your sales form
- Perform a year-end close with QuickBooks
- Use the Accountants Review process
- Back-Up and restore data files and Daily Maintenance
- Others _____

Fax or Email this Form to QCOM at least 3 days prior to training/seminar

Name : _____ Designation _____ Company : _____ Tel No _____ Fax No _____ Training Dates : _____ QuickBooks Product : _____
