

QuickBooks Workshop Overview

Join other QuickBooks users in this One Day Workshop and learn and share experiences, tips and features of the Accounting Software

This QuickBooks workshop covers intermediate and advanced features of QuickBooks.

This class will be conducted using a version of QuickBooks Premier 2014. Your facilitator will point out the minor differences between versions where they exist.

NOTE: This workshop is geared for PC users only. Mac versions of the software are not supported in the training.

Note: This workshop is not appropriate for users of QuickBooks Online or QuickBooks Enterprise.

What to do next:

- Select the areas of interest to you from the list of topics below.
- Include these topics in the space provided with your registration.
- Include anything else not listed below in the registration form that you wish to be covered

Once registrations are received topics will be covered based on most popular first, second, etc

Time allocations per topic roll out may apply depending on the number of areas to be covered. However each topic can be revisited at the end of the session.

Workshop Details:

Date and Time: Please refer to Website for next date
9.30 am – 5.00 pm

Venue – GPA Solutions, 8A Terryland Retail Pk, Headford Rd, Galway

Cost - €95.00 per participant

Intermediate Level

1. Analysing Financial Reports
2. Analysing a Profit and Loss / Balance Sheet Reports
 - Customising a Report's view (Date Range, Colum's, Order Sort)
 - Create Comparative Reports (Month-to-Month, Year over Year, etc...)
 - Looking for bookkeeping errors while analysing reports
 - Working with most commonly used reports
 - Exporting Reports to Excel and PDF
 - Using the Company Snapshot
3. Account Reconciliation
 - The importance and significance of reconciling bank and credit card statements
 - Entering accounting data straight in the register
 - Reconcile a Bank account
 - Reconcile a Credit Card statement
 - Making Bank Transfers with multiple bank accounts
 - Working with Petty Cash Account
4. Managing Customers and Accounts Receivables
 - Receiving multiple customer payments to deposit
 - Receiving partial customer deposits
 - Applying discounts and write-offs to open invoices
 - Understanding features in the Customer Center
 - Understanding Undeposited Funds
 - Producing Customer Statements
5. Managing Suppliers and Accounts Payable
 - Difference between using Write Cheques feature to record expenses versus using the Enter Bill / Pay Bills feature
 - Paying multiple bills
 - Paying partial Supplier bills
 - Paying Expenses with a Credit Card
6. Customising Forms
 - Working with different templates
 - Adding Logo and simple customisation
7. QuickBooks Shortcuts and Timesavers
 - Dating Shortcuts
 - Keyboard Shortcuts
 - Introduction to Find/Search Tools

Advanced Level

Custom Reports and Looking for Specific Data

- Creating Reports from Scratch
- Using MEMO field for custom searching
- Working with Custom Fields
- Advanced Find Feature
- Memorising Reports

Working with Sales Orders and Managing Stock - Why use Sales Orders and Understanding Backorders

- Sales Orders for Stock Management
- Stock Adjustments
- Reviewing Stock Quick Reports
- Sales Order Fulfillment Worksheet
- Working with Customer/Credit Memos
- Introduction to Assemblies

Job Costing

- Working with Customers and Jobs
- Creating filters and status updates to Jobs
- Assigning billable time and costs to jobs
- Billable vs. non-billable expenses
- Estimates vs. Actual reports

Working with Pre-Payments & Deposits

- Prepayments from Customers, and applying credits to invoices
- Prepayments to Suppliers, and applying credits to bills
- Working with Retainers and Prepaid Expense Accounts

Working with Classes and Other Lists

- Enabling Classes & Why use classes
- Issues when working with Classes
- Managing other QuickBooks Lists

Working with Journal Entries