



## INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

Office: Unit 201, Alissta Towers

Training Venue: Unit 201, Alissta Towers

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E-Mail: [info\\_imp@candw.ky](mailto:info_imp@candw.ky)

Website: [www.impttraining.com](http://www.impttraining.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**

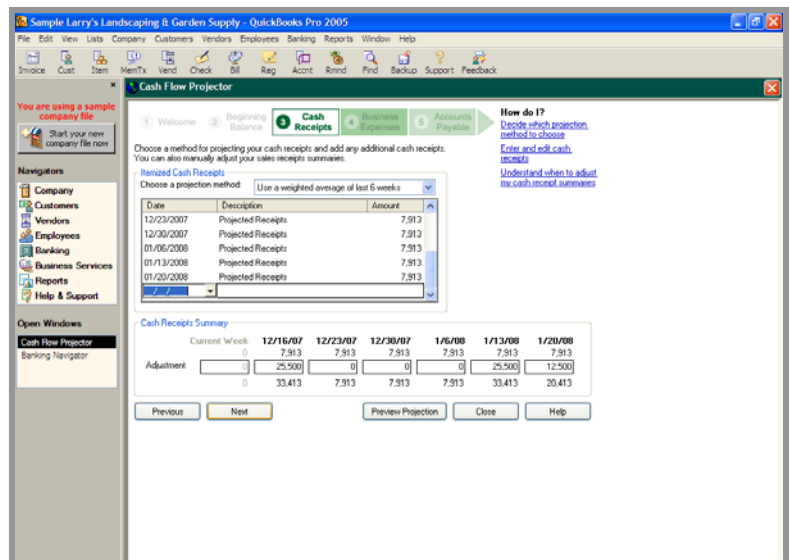
- Billable Costs
- Price Levels
- Sales Orders
- Statement Charges
- Reports

#### **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**