



## INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

Office: Unit 201, Alista Towers

Training Venue: Unit 201, Alista Towers

Tel. 943-4678

Fax. 943-4679

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

Website: [www.impctraining.com](http://www.impctraining.com)

### 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**

