

BOOGLES LTD

Business Works, Unit 3, Her Business Centre, High Street South, East Ham, London E6 6ER
Tel: 0844 8844 622 • Fax: 08712 449 500 • Direct Line: 07854 216 482
Email: training@booglesltd.com • Web: www.booglesltd.com

QuickBooks Training Level 1 - Course Outline

One day seminars

Course is aimed at:

- Bookkeepers new to QuickBooks
- Owner / managers doing the books themselves
- Staff with the responsibility of using QuickBooks
- Students doing AAT, ACCA, CIMA, Bookkeeping Level 1, 2

Ideal for:

- Building confidence and increasing comfort level with the software
- New users or as a refresher

Seminar agenda:

- Activate and update QuickBooks
- Interview
- Get organised - accrual accounting, terms, checklist
- Set up a company files, including adding customers and suppliers
- Maximise lists - jobs, suppliers, tax codes, items
- Manage customers - invoicing, accounts receivable
- Use petty cash, and record credit card transactions
- View and edit transactions
- Reconcile bank accounts - bank, credit card
- Create and use financial reports - profit & Loss, balance sheets

The cost for Basic Training is £125.00 (no VAT). The fee includes training session 10am to 4pm, student course notes and refreshments.

QuickBooks trainers:

Trainers are professional advisors of QuickBooks, who are experienced instructors and have years of applied accounting, bookkeeping and business experience. Chosen for their skills, knowledge and clear teaching style, these tutors will have the answers you need - no matter what your QuickBooks question.

These are practical, useful, training sessions. Each course is limited to 12 participants, who will be instructed via lecture and question and answer questions.



BOOGLES LTD

Business Works, Unit 3, Her Business Centre, High Street South, East Ham, London E6 6ER
Tel: 0844 8844 622 • Fax: 08712 449 500 • Direct Line: 07854 216 482
Email: training@booglesltd.com • Web: www.booglesltd.com

QuickBooks Training Level 2 - Course Outline

One day seminars

Course is aimed at:

- Bookkeepers who want to improve on their QuickBooks skills
- Owner / managers of growing businesses doing the books themselves
- Staff with the responsibility of using QuickBooks
- Students doing AAT, ACCA, CIMA, Bookkeeping Level 1, 2 who have completed level 1

Ideal for:

- Building upon the basics of what you already know, but want to know the other parts to fully understand the full potential of this software
- People who have been using the software regularly for at least 6 months and want tips, tricks and techniques to maximise productivity

Seminar agenda:

- Customise QuickBooks - icon bar, keyboard short cuts
- Do advanced set-ups - add users, share files
- Use lists for advanced tasks - asset tracking, stock, reports
- Manage VAT
- Manage stock, including reporting & adjustments
- Complete advanced supplier transactions (pos, credits, invoicing, reports)
- Complete advanced customer transactions (billable time, expenses, credits, refunds)
- Modify reports
- Export and email reports
- Complete period end tasks (year end adjustments)
- Do budgets and forecasts
- Customise templates
- Use google desktop

The cost for Basic Training is £125.00 (no VAT). The fee includes training session 10am to 4pm, student course notes and refreshments.

QuickBooks trainers:

Trainers are professional advisors of QuickBooks, who are experienced instructors and have years of applied accounting, bookkeeping and business experience. Chosen for their skills, knowledge and clear teaching style, these tutors will have the answers you need - no matter what your QuickBooks question.

These are practical, useful, training sessions. Each course is limited to 12 participants, who will be instructed via lecture and question and answer questions.

