



QuickBooks Desktop Advanced

1 Day Training Course

Before registering for this course, we recommend that you either first attend our QuickBooks Basic course, or confirm you have the equivalent experience as a QuickBooks user.

Course outline:

- QuickBooks 2018 hardware and software requirements
- Upgrading to 2018 from previous versions of QuickBooks
- Changing your regional settings
- Differences between Pro, Premier and Accountant 2018
- Short cuts
- Bank accounts
- Banking
- Entering salaries and wages figures in QuickBooks
- Snapshots
- Customer centre
- Collections centre
- Supplier centre
- Finding data
- QuickBooks calendar
- Batch invoicing
- Units of measure
- Setting up items correctly
- Tracking expenses / time to charge your customer
- Finance charges
- Modifying / customising reports

