

## *Accountants Training Menu*

This document describes the standard courses delivered regularly by Cascade Consulting Services Pty Ltd in a classroom situation.

These course outlines are updated regularly to meeting product upgrades and user requirements.

Where there is an assumed level of knowledge need as a pre-requisite to the course, it detailed in the course description.

Any organisation/s that book private training can customise the courses for their site specific needs.

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### **QuickBooks 101 for the Accountant (4 hours)**

This course will be aimed at Accountants. Bookkeeping concepts will be assumed. All users will be issued with a folder of sample reports, to assist with easy analysis at year end.

- Company set up and chart of accounts creation
- Processing cycles the QuickBooks way
- Data entry short cuts
- Basic and Advanced Search functions
- GST & Tax Codes
- Journal entries
- Budgets
- Useful reports
- Closing dates
- Common errors and trouble shooting
- End of Financial Year Processing
- Integration with Reckon Elite Ledger

### **XYZ Financials from QuickBooks (4 hours)**

This course focuses on the QuickBooks Financial Statement Designer to prepare XYZ Financials from a QuickBooks file.

- How to access the QuickBooks Financial Statement Designer
- Use of the Designer
- Mapping of a QuickBooks file for use on multiple client data files
- Save designer files for use on all practice files.
- Balance of report back to trial balance
- Create a set of reports for your office

# *Cascade Consulting Services Pty Ltd*

## *Accountants Training Menu*

### **Reckon Elite Practice Management Overview incl Tax (4 hours)**

- Introduction to Elite Practice Management
- Clients & Relationships
- Client Jobs (excl Financial Statement Designer)
- Introduction to the Income Tax Module
- Document Manager
- Mail Merge using Elite
- Client Notes
- Appointments & calendar
- Update Processing
- Time Costing

### **XYZ Financials from Elite Ledger (4 hours)**

This course focuses on the Elite Ledger and the Financial Statement Designer to prepare XYZ Financials for your clients.

- How to access the Elite Financial Statement Designer
- Use of the Designer
- Mapping of a your master chart accounts for use on multiple client data files
- Save designer files for use on all practice files.
- Balance of report back to trial balance
- Create a set of report for your office

### **Other Courses Available**

We provide Training in many other products ask us for more detail!

- Reckon Elite Practice Management Training
- Microsoft Word
- Microsoft Excel
- Crystal Reports
- QuickBooks Basics
- QuickBooks 101 for the Office Manager
- Paying your staff using QuickBooks
- End of Quarter / End of Year Processes
- Reckon Point of Sale for Retail
- Reckon Point of Sale for a Restaurant
- Reckon Point of Sale using Appointment Manager
- Reckon Point of Sale Supervisor
- Bookkeeping Fundamentals
- Bookkeeping for the Legal Industry
- PC Law Legal Practice Management Software
- FilePro Legal Practice Management Software



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## *Cascade Consulting Services Pty Ltd Accountants Training Request*

Please let me know when your next Course will be run!

I have ticked below the topics I am interested in:

- QuickBooks Basic (4 hours)
- QuickBooks 101 for the Office Manger (8 hours)
- Complete QuickBooks 101 for the Bookkeeper (2 days)
- Paying your staff using QuickBooks (8 hours)
- QuickBooks 101 for the Accountant (4 hours)
- XYZ Financials from QuickBooks (4 hours)
- End of Quarter / End of Year processes (4 hours)
- Reckon Point of Sale for Retail (4 hours)
- Reckon Point of Sale for a Restaurant (4 hours)
- Reckon Point of Sale using Appointment Manager (4 hours)
- Reckon Point of Sale for Supervisor (6 hours)
- Details of Other Courses: \_\_\_\_\_ (Please Specify)



**Fax Back your response to: 1800 982 407**

- Yes!** I would like information on the next classes as indicated above!
- Yes!** I would like to discuss tailored classes for our group.

Name: ..... Phone: .....

Organisation: .....

Address: .....

Email Address: .....



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