

# 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 Basic (4 hours)

This course is designed to give basic users an introduction to QuickBooks data entry without getting involved bookkeeping principles.

- Data entry short cuts
- Basic QuickBooks Navigation
- Set up a new customer
- Invoice a customer for a cash sale
- Invoice a customer on account
- Receive payment by cheque, credit card, cash
- Prepare a deposit for the bank
- Create a reminder statement
- Enter payments by cheque
- Enter payments by credit card
- Create a purchase order
- Record delivery of goods inwards
- Create stock take count sheet
- Basic Search function



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## *Training Menu*

### **QuickBooks 101 for the Office Manger (8 hours)**

This course is for the person who does runs QuickBooks for an organisation and covers daily, and weekly functions. This course leads on from the QuickBooks basic training course.

In addition to the topics covered in QuickBooks Basic it also covers:

- Data entry short cuts
- QuickBooks Navigation
- Set up of inventory Items
- Modification of chart of accounts
- Update of customer supplier and employee
- Customer Cycle including monthly statements
- Pay Bills / Supplier cycle
- Bank reconciliation
- Expenses to be reimbursed
- Introduction to monthly reporting
- Basic and Advanced Search functions

### **Complete QuickBooks 101 for the Bookkeeper (2 days)**

This course is for the bookkeeper who does runs QuickBooks for multiple organisations. It covers file set up plus ongoing regular functions.

It covers daily data entry, but assumes the user will have a good understanding of the daily processing cycle achieved here, so will pass through some functions quickly.

- Data entry short cuts
- QuickBooks Navigation
- Set up of company and Chart of Accounts
- Set up of inventory Items
- Set up and Update of customer supplier and employee
- Customer Cycle including monthly statements
- Pay Bills / Supplier cycle
- Bank reconciliation
- Expenses to be reimbursed
- BAS Preparation (Payroll detail covered in separate course)
- Credit notes & refunds
- Set up & Customisation of templates
- Users; Security; Closing Dates
- Basic and Advanced Search functions

### **Paying your staff using QuickBooks (8 hours)**

- Setting up Employees
- Regular pay run
- Pay run with complications
- Pay Slips
- Payment of Super, PAYG etc
- Payroll Items
- End of year payroll processing including Staff Payment Summaries
- Creation of ATO file



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### **QuickBooks and Inventory (4 hours)**

This course will be aimed at end users who manage inventory.

- Introduction to inventory
- Stock items vs non stock items.
- Inventory cycle
- Bill of Materials
- Stock Take
- System preferences for inventory
- Set up items lists
- Work out the best use of QuickBooks inventory for your organisation

### **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 file for your office, export and take home

### **End of Quarter / End of Year processes (4 hours)**

This course is designed for Bookkeepers who some operational knowledge of QuickBooks.

- Review of GST codes
- Reconcile GST
- Check Lists for review
- Prepare a BAS using the QuickBooks BAS form and Reckon GovConnect
- Balance Sheet Review



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### **Reckon Point of Sale for Retail (4 hours)**

- Log on to Retail Point of Sale
- Record sale for cash
- Record a sale on account
- Record a layby
- Balance the till at the end of the day
- Customer Loyalty

### **Reckon Point of Sale for a Restaurant (4 hours)**

- Log on to Retail Point of Sale
- Take a restaurant booking
- Order for a table
- Record sale for cash
- Record a sale on account
- Record a lay-by
- Balance the till at the end of the day
- Customer Loyalty

### **Reckon Point of Sale using Appointment Manager (4 hours)**

- Log on to Retail Point of Sale
- Take a calendar booking
- Record sale for cash
- Record a sale on account
- Record a lay-by
- Balance the till at the end of the day
- Customer Loyalty

### **Reckon Point of Sale for Supervisor (6 hours)**

- The relationship between QuickBooks and Point of Sale
- Set up /modify an inventory item / products
- Move date between QuickBooks &Point of sale and back again
- Correction of entries
- POS Reporting and End of day processes
- Configuration of restaurant
- Set up of users & Security
- Basic Configuration of Buttons on Till

### **Other Courses Available**

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

- Reckon Elite Practice Management Training (separate menu available)
- Microsoft Word
- Microsoft Excel
- Crystal Reports
- 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 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 & Inventory
- 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)
- Reckon Elite Practice Management overview (4 hours)
- XYZ Financials from Elite Ledger (4 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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