

## **Course: QuickBooks Pro 2013**

**Level: Intermediate**

**Duration: 10 hours** (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

### **Suitable for:**

The course is suitable for anyone with a good working knowledge of QuickBooks Pro and/or those who wish to upgrade from a previous version of QuickBooks.

### **Pre-requisites:**

It is the ideal follow-on for those who have completed the Sage Line 50 beginners course.

### **Course objectives:**

To enable an individual set up an accounts system and use the more advanced features of this popular accounting package.

### **Benefits:**

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace with flexible study times in your own home

### **Syllabus includes:**

- Prepayments and accruals
- Fixed assets
- Depreciation methods
- Delivery addresses
- Entering & processing purchase orders
- Memorised Purchase order
- Assemblies
- Product Price level Options
- Estimates
- Memorised Sales orders
- Credit control
- Finance charges
- Customer refunds
- Late payment legislation
- Writing off bad debts
- Cash Flow forecasting

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