



Tailored TRAINING

QUICKBOOKS - Introduction

Fully Accredited and Authorised Training Centre

Aims

Our full-day introductory course on QuickBooks has been specially designed to help you understand the scope of your program and develop your skills in its day-to-day use.

Overview

Tailored Training Solutions has been training for over twelve years; our courses are proven and easy to follow. You'll love the personal tuition, with a maximum of six attendees per class, in a bright and comfortable atmosphere.

All Tailored Training Solutions courses emphasise hands on experience and are conducted by professional accounting instructors with expert knowledge in accounting procedures. Our training is packed with excellent accounting and business ideas which you and your staff will find instantly applicable.

Come and find out how others have already solved the problems you face.

Course Details

Duration: 1 day
Costs: \$350 including GST
Venue: Tailored TRAINING Solutions Pty Ltd
12a Wood Street, CHATSWOOD

Extra Services

We provide a range of refreshments for our attendees, and full day courses also include lunch to cater for all tastes.

We provide a message service for all attendees, and courtesy telephones and fax facilities are provided for your use during breaks.

Satisfaction Guarantee

We are so confident that our courses will meet your needs, we are happy to offer a guarantee - If you are not satisfied we will be pleased to invite you back to repeat the course - free.

Day 1 Course Objective

By the end of this course you will be able to:

- ✍ Create a Company File
- ✍ Set up the Chart of Accounts
- ✍ Understanding GST and BAS functions.
- ✍ Enter Cheques and Deposits
- ✍ Complete Bank Reconciliations
- ✍ Track Departments, Jobs / Projects and Cost Centres
- ✍ Process Accounts Receivable
- ✍ Set up and Process Invoices and Statements
- ✍ Process Accounts Payable & Set up Bill Tracking
- ✍ Set up Recurring Transactions
- ✍ Set up Debtor and Creditor Listings
- ✍ Complete Sales Analysis and Full Financial Reporting
- ✍ Backing up your Data

We also have courses covering the **advanced features** of QuickBooks Plus, Pro and Premier

Call us today for more details.

TRAINING : SUPPORT : ACCOUNTING : PAYROLL : DATABASES

Tailored TRAINING Solutions Pty Ltd
ABN 45 071 175 909 email: tailors@tts.net.au
PO Box 1353 Chatswood NSW 2057 Telephone 02 9419 8020 Facsimile 02 9419 8025
Parramatta Telephone 02 9893 8787 Facsimile 02 9893 8737



Tailored TRAINING

BOOKING FORM

QUICKBOOKS - Introduction

Company Details

Company _____

Address _____

Suburb _____ Postcode _____

Phone _____ Fax _____

Attendees Name and Preferred Dates

Name 1 _____ Date _____ \$350

Name 2 _____ Date _____ \$340

Name 3 _____ Date _____ \$330

Total Amount including GST \$ _____

Payment Details

Payment is required 21 days prior to course commencement.

Please make cheques payable to;

Tailored TRAINING Solutions Pty Ltd

& remit to;

PO BOX 1353

CHATSWOOD NSW 2057

Special Discount

If you book now for both the Introductory and one of the Advance courses and you are eligible for a discount - Call us for more details.

Training Schedule

9:30 am - 5:00 pm

2007

June 5, 18

July 4, 18

August 7,29

September 10,26

October 12,25

November 13,26

December 4

2008

January 14, 29

February 6, 21

March 7, 25

April 7, 22

May 7, 22

June 6, 23

Please note, course dates may change. Contact us on
02 9419 8020
to confirm availability

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