

## QUICKBOOKS FOR CPAs COURSE INFORMATION

<b>Learning Objectives</b>	To increase the productivity of accountants using QuickBooks.
<b>Course Level</b>	Intermediate – Advanced
<b>Pre-Requisites</b>	Basic familiarity with QuickBooks
<b>Advanced Preparation</b>	None
<b>Presentation Method</b>	Lecture with follow up materials
<b>Recommended CPE Credit</b>	8 hours
<b>Handouts</b>	Checklists, manual
<b>Instructors</b>	J. Carlton Collins, CPA



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Today, QuickBooks is used by over 2 million customers. Whether you are a user yourself, or you are providing advice and services to your clients, it's time that you mastered QuickBooks once and for all.

In this one day CPE course, you will learn how to use QuickBooks to its fullest potential. You will learn what to watch out for, how to maximize the capabilities of QuickBooks, when it is time to move to another system, how to extract the information you need for other applications such as tax software, workpaper tools, Microsoft Office products, and more. You will also learn about the latest product developments including QuickBooks Simple Start, the Accountant edition Financial Statement Designer, and security changes in Enterprise.

In this class, we will bring you up to date on the latest developments in QuickBooks, QuickBooks Basic, QuickBooks Pro, QuickBooks Premier, QuickBooks Online, QuickBooks Enterprise, and QuickBooks Point of Sale. We will also apprise you of developments with the QuickBooks acquisitions of American Fundware, Master Builder, and Eclipse Software, to name

## QuickBooks for CPAs 2005

a few. QuickBooks is on the move and this class is designed to help you keep up. A few features and highlights from the course include:

- Accepting credit card receipts within QuickBooks
- Paying bills online
- Importing credit card details into QuickBooks via the web rather than inputting them manually
- Important setup options
- Exporting data to Microsoft Office
- Pricing levels which now include up to 100 price levels
- Working with inventory - this can be tricky in QuickBooks
- Working with Jobs in QuickBooks
- Managing reporting periods within QuickBooks - the number one source of trouble
- Recovering from improper data entry - what every CPA needs to know – it's really easy if you know the undocumented tricks
- Report Writing - QuickBooks actually has some of the best report writing capabilities on the planet - even stronger than SAP which sells for millions of dollars - we will show you
- Data storage - this is a hotspot where many companies run into trouble
- Multi-user access - the Enterprise version promises 10 concurrent users - but QuickBooks does not really deliver - find out why
- Protecting prior period entries - the secret to this trick is hidden and not well documented
- Industry solutions – yes, QuickBooks does point of sale very well

The 2005 QuickBooks for CPAs course (and the related course manual) were developed by the partners, associates, and staff of AdvisorCPE. Our goals for this course are to deliver to you a top quality educational course that provides you with an executive level education of QuickBooks that moves along at a fast pace. Too often QuickBooks courses cover material at the slowest possible speed in order to accommodate the novice bookkeeper with practically no understanding of accounting. It is not our goal to cover every tedious keystroke needed to perform various functions. Instead, we want to make you aware of the features and functionality within QuickBooks. We expect you to be able to recreate and utilize these functions at your office using the help of this manual, the QuickBooks help files, and the QuickBooks menus. Because this course is targeted towards CPAs, we assume that the audience is already well versed in accounting practices, and we further assume that an executive summary approach is a better use of your time.

## QuickBooks for CPAs 2005

To further maximize your time, and the benefits of attending this course, we have worked hard to filter out the trivial, obscure, and seldom used features within QuickBooks. We will try to concentrate our time on the more powerful and most often used features, which will best serve your needs on a day-to-day basis.

Our course style is typically designed for business professionals who have evolved beyond the beginning stages. Through numerous short case studies and feature reviews, we strive to deliver concise information in a context that is easy to understand and may be easily absorbed by the attendee. Our goal is not to spoon feed each keystroke and menu option to the audience. We strive to provide a faster paced course that focuses on the bigger picture of what the technology can do for you, rather than on the specific, detailed mechanics of operating the products.

We have found that this lecture/demo/discussion style of course allows us to cover far more material in an effective manner (please be aware that “hands-on” courses are best suited for novice users with little or no computer experience). We hope that you find our style better for keeping your interest and maximizing your learning.