

Quickbooks for Managers

Tuesday 27th November 2007 2-4.30.pm
Slade & Cooper Offices, 6 Mount Street, Manchester

This session is aimed at management committee members and managers, who may need to access information on Quickbooks, but who don't do the inputting on a day-to-day basis.

The session will concentrate on reports: understanding them, customising them, ensuring they are accessible, exporting to excel – and budgets: entering budgets and producing budget vs actual reports.

There will be a short introduction outlining the legal responsibilities of Management Committee members.

cost - £50 + VAT per delegate (£58.75)

Slade & Cooper Ltd

Training

Autumn 2007

Quickbooks Beginners' Session
November 13th 2007

Quickbooks Advanced Users' Workshop
November 20th 2007

Quickbooks for Managers
November 27th 2007

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Quickbooks – Beginners' Session

Tuesday 13 November 2007 2 – 4.30 pm
Slade & Cooper Offices, 6 Mount Street, Manchester

An introduction to Quickbooks for new and prospective users. This session gives a basic overview of Quickbooks. Areas covered will include:

- setting up Quickbooks to suit your organisation,
- entering data,
- bank reconciliation,
- keeping a sales ledger
- generating reports

This session will be aimed at bookkeepers and will concentrate on accurate & effective inputting of data.

cost - £50 + VAT per delegate (£58.75)

Quickbooks Users' Workshop

Tuesday 20th November 2007 2 – 4.30 pm
Slade & Cooper Offices, 6 Mount Street, Manchester

Aimed at more experienced users of Quickbooks, this session is your opportunity to ask questions, look at areas of Quickbooks you have not explored yet, pick up tips and find out how other users do things. You will have the chance to send in specific questions in advance, so that they can be considered at the workshop.

cost - £50 + VAT per delegate (£58.75)