

Slade & Cooper



Accountants
Registered Auditors

Training

Autumn 2009

QuickBooks Beginners' Session

Wednesday 25th November 2009

At Slade & Cooper offices, Friends' Meeting House

QuickBooks Users' Workshop

Tuesday 1st December 2009

At Slade & Cooper offices, Friends' Meeting House

Quickbooks for Managers and Trustees

Tuesday 8th December 2009

At Slade & Cooper offices, Friends' Meeting House

QuickBooks – Beginners' Session

Wednesday 25th November 2009 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 (£57.50)

QuickBooks Users' Workshop

Tuesday 1st December 2009 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 (£57.50)

Quickbooks for Managers

Tuesday 8th December 2009 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 (£57.50)

Slade & Cooper Ltd - Directions



Slade & Cooper Offices entrance as shown above
Friends' Meeting House entrance on Mount Street

Training

Please note that in addition to the courses mentioned here, we also tailor training to the particular needs of an organisation. We can come to your premises and work one-to-one or with a small group. Whether it is setting up a bookkeeping system, dealing with particular problems or general advice on the most effective way of managing your financial systems, we can help.

Contact: office@sladecooper.co.uk or phone us for more information on customised training.

Slade & Cooper Ltd
Training
Autumn 2009

Booking Form

date & time	course	names
November 25 th 2009 2 – 4.30 pm	QuickBooks – Beginners’ Session	
December 1 st 2009 2 – 4.30 pm	QuickBooks – Users’ Workshop	
December 8th 2009 2 – 4.30 pm	QuickBooks – For Managers and Trustees	
Your organisation	Name:	
Address:		
Tel:		
email:		

Places are limited - please return this form with your payment as soon as possible. A VAT invoice will be issued on receipt of your booking form and remittance.