

Small Business Advanced Computer Accounting

1 DAY COMPUTER WORKSHOP

COURSE OUTLINE

INTRODUCTION

The Bookz 1Day Advanced Computer Accounting Workshop will cover any additional features you need to fully implement your accounting system.

You need only learn the features relevant to your circumstances.

When you leave you will take with you copies of the resource videos used in your training.

WORKSHOP INCLUDES

Full use of a training computer, a USB flash drive containing electronic copies of all training materials including the videos, sample reports, workbook & software, plus unlimited email support.

WHAT YOU WILL NEED

You will need to have completed our Small Business Computer Accounting Workshop.

WHAT YOU CAN LEARN

The following videos are all optional and can be mixed-and-matched to suit your needs.

Some videos are also prerequisite for others - we will help you select those in the Workshop.

ADDRESS BOOKS

- Use Cashbook Complete to track names, contact details, IRD numbers, wages, etc of staff.
- Use the Contact database to record details of customers and suppliers. (These are used to speed up creating invoices, quotes, and tracking incoming bills and payments).

MONEY IN & OUT

- Use the Payments Received module to keep on top of payments from customers
- Use the Bills to Pay module to track incoming bills from suppliers

PRODUCTS AND SERVICES

- Catalogue the products you sell or the services you provide (for later use in creating invoices, quotes etc.)

INVOICING

- Create invoices, print them and process their payments; issue credit notes; statements; email invoices etc.
- Set up an invoice logo to customise your invoices for your organisation

PROJECTS AND JOBS

- Use the Time & Cost modules to prepare quotations and handle the calculations once the work comes in. Track hours and incoming expenses for jobs then invoice out the original quote or the actual costs. This is the most advanced module and mainly useful for people who sell their time or work against quotations.

GENERAL MODULES

BUDGETS

- Set up and print out a budget

PAYE

- Handle payments of wages to easily and correctly account for PAYE.

INTERNET BANKING

- Obtain the data file from the bank website
- Import the bank file
- Clean up the imported data
- Reconcile the Cashbook after the import

SECURITY

- Set up security to prevent unauthorised access to your accounting data

REPORTWRITER

- A specialist module that requires registered software. It covers how to build custom reports to suit particular needs.

TYPICAL COURSES

To handle incoming bills:

- Customers & Suppliers
- Incoming Payments

To handle invoicing:

- Customers & Suppliers
- Products & Services
- Incoming Payments
- Invoicing Part 1
- Invoicing Part 2
- Invoicing Logo Setup

To handle quotations and job costing:

- Customers & Suppliers
- Products & Services
- Incoming Payments
- Invoicing Part 1
- Invoicing Part 2
- Invoicing Logo Setup
- Time & Cost Part 1
- Time & Cost Part 2