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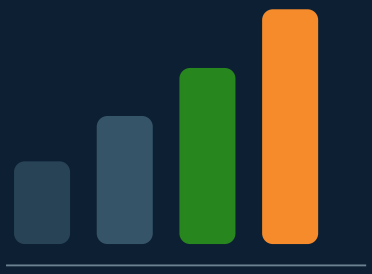
Elite Enterprise Solutions

HISABONLINE / PROFESSIONAL TRAINING

QuickBooks Enterprise Training Course

A structured learning pathway from company setup and daily transactions to advanced workflows, reporting and troubleshooting.



28
CORE MODULES

01
Beginner
Build your foundation

02
Intermediate
Develop your workflows

03
Advanced
Strengthen your expertise

BEGINNER / FOUNDATION

Build a strong foundation

Company setup, accounts, contacts and forms.

01 Company setup & preferences

- Create a new company file: detailed setup
- Create a new company file: express setup
- Change passwords
- Update business information
- Change the left icon bar
- Configure company preferences
- Configure personal preferences
- Use the calendar
- Customise the icon bar
- Back up a company file

02 Chart of accounts & items

- Understand account types
- Create a new account
- Set up header accounts and subaccounts
- Understand the chart of accounts structure
- Review the basic item types
- Set up and organise the Items List

03 Customers, jobs & vendors

- Create a customer
- Merge duplicate customers
- Use the Customer Type List
- Create a job
- Use the Job Type List
- Create a vendor
- Use the Vendor Type List
- Merge duplicate vendors

04 Form customisation

- Invoices: basic customisation
- Invoices: additional customisation
- Invoices: Layout Designer
- Purchase orders: basic customisation
- Purchase orders: additional customisation
- Purchase orders: Layout Designer

BEGINNER / FOUNDATION

Manage daily transactions

Receivables, payables and everyday banking.

05 Invoicing & accounts receivable

- Create an invoice
- Receive a payment and record a deposit
- Create and apply a credit memo to an invoice
- Create a standalone credit memo
- Create a customer statement
- Use the Collections Center

06 Accounts payable essentials

- Enter a rent bill
- Enter bills using items and expenses
- Pay bills
- Print cheques
- Create a vendor credit and apply it to an open bill
- Record fuel, restaurant and airport expenses

07 Banking essentials

- Write cheques for items and expenses
- Transfer funds between bank accounts
- Record wire, EFT and ACH payments
- Void a cheque outside a closed period
- Reconcile a bank account to a bank statement
- Understand compatible cheque formats
- Add a company logo and address to printed cheques
- Print signatures on cheques

Foundation focus

Follow the flow from customer invoices and supplier bills through to payments, deposits and bank reconciliation.

INTERMEDIATE / PROFESSIONAL DEVELOPMENT

Strengthen your setup

File management, user access and workspace configuration.

08 Setup, access & file management

- Install QuickBooks Enterprise
- Update a company file to a new release
- Register the software
- Hide company files
- Enter opening balances
- Use the Class List
- Set up a new user
- Manage Enterprise user permissions
- Print the role list
- Set up an online banking connection
- Compare backups, portable files and Accountant's Copies
- Schedule automatic backups

09 Customise your centres

- Customise the Customer Center
- Customise the Vendor Center
- Customise the Employee Center
- Use Company Snapshot

10 Refine the chart of accounts

- Use account numbers
- Sort the Chart of Accounts List
- Clean up the chart of accounts

Workflow focus

Organise company data and user access before developing more detailed operational workflows.

INTERMEDIATE / PROFESSIONAL DEVELOPMENT

Manage items & collaboration

Inventory, pricing, sales tax and working with your accountant.

11 Inventory & service items

- Use the Inventory Center
- Create inventory items
- Create service items
- Create group items
- Set up inventory assemblies
- Use discounts
- Use subtotals on customer transactions

12 Inventory activities & pricing

- Adjust inventory
- Update the price list
- Make mass sales-price adjustments
- Set up automatic cost and price adjustments

13 Sales tax workflows

- Turn on sales tax tracking
- Set up sales tax items and groups
- Adjust and pay sales tax

14 Work with your accountant

- Create an Accountant's Copy
- Review accountant activities in an Accountant's Copy
- Receive and import the accountant's changes
- Cancel an Accountant's Copy

INTERMEDIATE / PROFESSIONAL DEVELOPMENT

Tailor your sales workflows

Custom fields, supporting lists, estimates and invoicing.

15 Custom fields

- Review custom field options
- Add custom fields to items
- Add customer custom fields
- Use customer custom fields on invoices
- Use vendor custom fields on purchase orders

16 Lists for better tracking

- Sales Rep List
- Terms List
- Payment Method List
- Customer Message List
- Ship Via List
- Template List
- Billing Rate Level List
- Fixed Asset Item List
- Vehicle List

17 Estimates & sales orders

- Use the Lead Center
- Understand the estimate-to-sales-order-to-invoice workflow
- Create an estimate
- Duplicate an estimate
- Create a sales order

18 Intermediate invoicing

- Memorise invoices for recurring monthly billing
- Enter a memorised transaction immediately
- Use progress invoicing
- Create batch invoices
- Use the Price Level List
- Use pending invoices
- Enter statement charges

INTERMEDIATE / PROFESSIONAL DEVELOPMENT

Control operations & reporting

Receivables, purchasing, payroll, reports and budgets.

19 Accounts receivable scenarios

- Use Undeposited Funds as the default payment destination
- Record cash back when making a deposit
- Track reimbursable expenses
- Apply finance charges
- Handle customer overpayments
- Handle customer underpayments

20 Purchasing, payables & credit cards

- Create inventory purchase orders and receive inventory
- Use purchase orders to track services
- Memorise bills for recurring expenses
- Amortise prepaid expenses
- Record a cheque payment before receiving the bill
- Use Loan Manager, where available
- Pay bills by credit card
- Print a bill-payment stub
- Change the amount of a paid bill
- Record credit card transactions
- Record credit card credits
- Reconcile and pay down a credit card

21 Payroll setup & time tracking

- Turn on employee time tracking
- Enter a payroll service key
- Track a single activity with the stopwatch
- Configure payroll preferences
- Enter weekly timesheets
- Complete the payroll setup interview
- Enter timecards in batches
- Set up an employee manually
- Print timesheets
- Set up payroll items in multi-user mode
- Set up and edit payroll schedules
- Run scheduled payroll

22 Reports & budgets

- Review standard reports
- Read transaction journal information
- Use company reports
- Use accountant and tax reports
- Create a daily sales summary report
- Use Intuit QuickBooks Statement Writer, where available
- Report sales by representative on a cash basis
- Build summary and detail custom reports
- Set up a budget

ADVANCED / SPECIALIST WORKFLOWS

Understand complex workflows

List transfers, transaction accounting and advanced receivables.

23 Import lists & templates

- Transfer the chart of accounts to a new file
- Transfer the Items List
- Transfer the Customer List
- Transfer the Vendor List
- Transfer templates

24 Understand transaction accounting

- Invoice using non-inventory items
- Record a sales receipt with inventory
- Enter a bill for non-inventory expenses
- Enter a bill for inventory
- Invoice using inventory items
- Compare cash- and accrual-basis profit and loss
- Understand soft and hard posting behaviour

25 Advanced accounts receivable

- Record customer deposits and down payments
- Track retainage
- Manage backorders
- Use over-and-short accounts
- Use a webstore clearing account for online sales
- Record American Express payments received
- Enable customer credit card protection
- Disable customer credit card protection

Advanced focus

Explore how transactions affect the accounts and how more complex receivables scenarios are recorded.

ADVANCED / SPECIALIST WORKFLOWS

Review, reconcile & resolve

Inventory valuation, accountant review and troubleshooting.

26 Advanced inventory

- Track work in progress
- Review enhanced inventory features
- Compare average cost and FIFO
- Turn on FIFO inventory valuation
- Adjust quantity on hand under FIFO

27 Accountant review tools

- Use Client Data Review
- Set up Client Data Review
- Use the Accountant's Center

28 Troubleshooting & data integrity

- Undo a previous reconciliation
- Troubleshoot bank reconciliation differences
- Troubleshoot inventory balances
- Resolve zero-dollar accounts receivable report entries
- Resolve zero-dollar accounts payable report entries
- Re-sort customer, vendor and employee lists
- Verify and rebuild company data
- Review the error log

Advanced focus

Review company data, investigate balance differences and strengthen the reliability of your records.

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