



Accounting Software-Level of Training (& Desired Outcome) Skills Analysis & Needs Analysis – with the 8 Modules Available



Reckon Accounts
Previously known as QuickBooks



Desktop and **Cloud** Accounting Packages

The level of training & the outcome for each student is your choice. My coaching is usually **one on one**, but **two on one** & small groups etc can be considered, as I can provide a data projector.

A module on WINDOWS is available :- a prerequisite is a good understanding of the Windows programme. This includes file maintenance, browsing the hard drive, copy & paste, drop & drag, burning to a CD, using a memory stick, backups etc etc

Level 1 Basic & Fundamentals:

Suitable for a **junior clerk** position under supervision, data entry & day to date processing, Year 11 skill level

- sales, invoices
- purchases, bills
- spend money, write cheque
- receive money, payments for invoices etc etc

Level 2 Intermediate

Suitable for a **senior clerk** position under supervision of a bookkeeper,

- accounts receivables
- accounts payables
- job costing
- coding
- payroll
- bank reconciliation,
- some reports etc etc

Level 3 Advanced

Suitable for a **bookkeeper** position with only very limited outside help (especially in a one-person office)

- good understanding of reports
- end of month procedure
- situation analysis
- system & needs analysis
- setting up a new business
- chart of accounts
- BAS
- Payroll set up
- correcting errors
- profit & loss
- balance sheet
- spreadsheets
- departmental accounting
- cash & accrual accounting
- jobs

Level 4 Advanced & Specialised

Suitable for a **bookkeeper/mini accountant** position, with great understanding of all reports, Excel exporting, Profit & Loss Balance Sheet, departmental break downs, job costing etc etc,... End of year adjustments

- comprehensive use of reports
- understanding excel fundamentals
- profit & loss
- balance sheet
- budgets
- end of financial year
- closing entries
- roll overs
- correcting accounting errors
- costing
- interpretation of performance
- reporting to management
- monitoring Business Plans
- supplying information to tax agent, financiers, govt depts etc etc

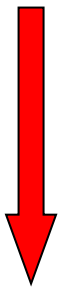
Bookkeeping tuition -

This is an optional extra for those who need it ...

Both these levels are provided :-

- Basic Bookkeeping
- Advanced Bookkeeping

💰 ... **Accounting Software Modules** ... 💰



\$... **Accounting Software Modules** ... \$

SUMMARY of Course Structure-Based on 8 Modules

Choose your desired skill level above and modules below

1 Setting Up A New Business, Basic Accounting Terminology, Navigation through Software. Create Information Cards, Customers, Suppliers & Employees etc

2 Day to Day processing - Sales & Purchases, Cash or Accrual, Record Money received or spent, Bank Deposits, Undeposited funds, Bank Reconciliation etc

3 Advanced Processes: Beyond Day to Day - Processing - Includes Using Jobs & "Departments" for better profitability reporting, plus speeding up data entry, dealing with irregular transactions, Electronic Payments, Customising invoices etc

4 Business Reporting & Analysis- Using the P&L & Balance Sheet Reports, Customising the Accounts List, Key performance indicators using Excel, Measuring Business Performance Financial Templates etc

5 Payroll Management- Setting up Payroll, Customising Categories, Process Pays, Reconciling payroll, Paying Electronically, Accruing Hol/Sick Pay, Superannuation etc

6 End of Period Reconciliation & BAS- Fixing Imbalances with Bank Recn, Reconcile A/cs Recv & Payables, GST Control A/cs, Baslink, Rollovers, Customise reports, Backup, restore & Optimise the company file

7 Inventory Management- Perpetual & Periodic inventory, Create items & set up balances, back Ordering, Purchasing & Selling Stock, Stocktakes, Adjustments, Reports etc

8 Bookkeeping -

Manual Bookkeeping Technique: Accounting concepts & terms, Debits & Credits, General Ldgr, Trial Balance, Bank Recn etc

Computerised Bookkeeping Technique: Set up New Company, Creating Lists - Chart of Accounts, Customers, Suppliers, Employees, Inventory, Data Entry, Bank Transactions, Bank Reconciliation

Assuring you of our best service and attention at all times

Hoping to hear from you soon

**Step by Step
One on One
At your Place
On Your Computer**

Ray Eastgate

Trainer/Coach/Tutor

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