



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB053 - Administration**

This is module #53 of Q.A.T.'s QuickBooks® series. It shows how to set defaults and preferences, grant/restrict access for users, schedule and verify backups, switch to/from multi-user mode, set a closing date, and edit company information.

Format:

online presentation

Maximum Class Size:

20

Duration:

3 hours

Schedule:

qatBusinessServices.com/training/schedule.html

Intended Audience:

This module is designed for the following people, but others are welcome to attend:

- accountants
- bookkeepers
- finance managers

Instructor:

Warren Gaebel, B.A., B.C.S. — Mr. Gaebel is a Certified QuickBooks ProAdvisor® and the General Manager of Q.A.T. Business Services. He taught at Learning Tree International, the University of Waterloo, and several colleges since the early 1980's.

Prerequisites:

For the benefit of all attendees, the following prerequisites should be observed:

- any 10 modules

Learning Objectives:

Upon completion of this course, attendees will be able to:

- customize QuickBooks® by editing preferences,
- create/edit users and grant/restrict access,
- edit company information,
- create/schedule backups,
- switch between multi-user and single-user modes,
- set a closing date,

Tuition:

\$69 payable upon registration

How to Enroll:

enrol@qatBusinessServices.com
or (519) 404-7904

Required Textbook(s) & Supplies:

none

Outline:

- 1 Preferences
- 2 Users
- 3 Company Information
- 4 Backups
- 5 Closing Date
- 6 Multi-User vs. Single-User Mode
- 7 Q&A