



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline

QB054 – Working With Your Accountant

This is module #54 of Q.A.T.'s QuickBooks® series. It shows how a bookkeeper and accountant can work on a company's data file at the same time and how to import the accountant's changes back into the company's data file.

Format:

online presentation

Maximum Class Size:

20

Duration:

3 hours

Schedule:

gatBusinessServices.com/training/schedule.html

Intended Audience:

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

- 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.

Required Textbook(s) & Supplies:

none

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:

- send a copy of the company's data file to the accountant, and
- import the accountant's changes into the company's data file.

Tuition:

\$69 payable upon registration

How to Enroll:

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

Outline:

- 1 Sending Your Company's Data File to Your Accountant
 - 1.1 Sending a Backup
 - 1.2 Sending a Copy
 - 1.3 Sending an Accountant's Copy
- 2 Receiving Your Data File Back from Your Accountant
 - 2.1 Receiving an Accountant's Copy
- 3 Invalidating an Accountant's Copy
- 4 Entering Adjustments from Your Accountant
- 5 Q&A