

Two Day Instructor Led QuickBooks Training Frequently Asked Questions

Is the seminar hands-on?

No, it's better than hands-on! In order to cover as much material as Real World Training does, the class has to move along at a good pace. The instructor's computer image is shown on a large screen. Each student receives a detailed workbook showing the screens the instructor uses. The student follows along in the workbook. When everyone has a computer, the class can only move as fast as the slowest typist. Real World Training's method ensures that you'll learn the maximum amount of material with the smallest investment of time.

What do I need to bring to the QuickBooks training class?

Just bring a pen or pencil and some paper for taking notes. Hotel meeting rooms are typically cool, so you might want to bring a sweater or light jacket.

Do I need to bring my laptop to the QuickBooks class?

It is not necessary to bring a laptop. The class moves too quickly to follow along individually. However, some students do bring laptops so they can immediately apply what they learn to their own company data file.

What do I receive when I attend the Mastering QuickBooks seminar?

You receive a detailed reference guide/workbook for each day of the QuickBooks class you attend. This workbook includes the steps for completing everything we teach in the seminar. After you graduate from the course on Day 2, you receive a nice certificate that indicates you completed the QuickBooks class.

Can I bring a recording device to the QuickBooks training?

We do not allow recording devices in the QuickBooks training class.

Can I receive the workbooks before the QuickBooks class?

No. Our workbooks contain proprietary information and are distributed only at our live QuickBooks classes.

What can I do to get ready for the QuickBooks course?

No formal preparation is needed. You might find it useful to start making a list of questions to ask the instructor. Bring the list to the QuickBooks course. Our instructors stay as late as is needed to make sure all of your questions are answered. Or, you might be having trouble with certain reports or forms. Print a few examples and the instructor will be happy to review the specific issues.

Do I receive a discount for purchasing QuickBooks training products at the class?

Yes. You can save up to 65% by purchasing our QuickBooks training products at the class.

Can I purchase the workbooks you provide at the QuickBooks course without attending the class?

We reserve our seminar workbooks exclusively for students who attend our QuickBooks class.

Is there enough time at the QuickBooks training class for questions?

There is as much time for questions as you need! After each chapter, we pause until all questions are answered for that chapter. Then, we have an optional question and answer session at the end of the day. We do not leave until each and every one of your questions is answered!

Are your instructors qualified to instruct me in QuickBooks?

We hire only the best and brightest as instructors. We have an exhaustive instructor selection process that ensures instructors with accounting knowledge, QuickBooks product knowledge, and small business ownership and consulting experience. Plus, we make sure our instructors have superior speaking skills. In fact, most of our instructors have won numerous public speaking awards. To learn more, click the Instructors tab at the top of this page.

Which version of the software do you teach?

Real World Training teaches the most current version of the software. If you do not have the latest version, do not worry. The instructor will point out the differences between the current version and the version you are using. The older versions work in the same basic fashion, so the techniques you learn will not be wasted.

Do you teach QuickBooks Simple Start, QuickBooks Pro, or QuickBooks Premier?

Real World Training uses QuickBooks Premier in the seminar, but almost all of the material will be very relevant for Pro users as well. Your instructor will point out the differences between QuickBooks Pro and Premier.

What's covered in the seminar?

The seminar shows you how to master QuickBooks and make it really work for your company. It's designed for all users from the novice to the experienced. The seminar is a busy two days.

Day 1

- Introduction to QuickBooks
- Creating a new company file
- Working with lists
- Your financial statements (chart of accounts)
- Setting up what you sell and buy (items)
- Tracking customers and sales
 - (customers, estimating, invoicing, sales receipts, retail sales, credit memos and statements)
- Tracking vendors and expenses
 - (vendors, bills, bill payment stubs, checks, credit memos, job cost, reconciling and 1099s)
- Job costing
- Purchasing and managing inventory
- Tracking sales taxes
- Using credit cards
- Saving time
 - (throughout the entire seminar)

Day 2

- Security and multi-user
- Setting up and using payroll
- Paying payroll liabilities and taxes
- Time tracking
- Working with reports
- Advanced reporting techniques
- Integration with Microsoft Word and Excel
- Closing the books
- Backing up and restoring data files
- Customizing QuickBooks
- Finding and fixing
- Special transactions
- Keyboard shortcuts