



At the end of the training you will leave with the confidence to properly:

- ★ Creating and Managing Vendors Accounts & Bills
- ★ Creating and Managing Customers Accounts & Payments
- ★ Analyze your Financial Situation
- ★ Track Income and Expenses

- ★ Keeping track of Daily Transactions
- ★ Preparing Billings and Payroll
- ★ Generating Reports for Planning

**Basic QuickBooks**

- ◆ **Getting Started**
- ◆ Introduction to QuickBooks
- ◆ Starting and Closing QuickBooks
- ◆ Moving Around QuickBooks
- ◆ Creating New Company
- ◆ Creating Vendor & Customer Accounts

- ◆ **Everyday Transactions**
- ◆ **SELLING:** Invoices, Sales Receipts, Payments, Deposits, Credit memos.

- ◆ **BUYING:** Bills, Credit Bill payments, Checks & Credit Card Charges
- ◆ Using and editing Chart of Accounts
- ◆ Managing Lists
- ◆ Backing up QuickBooks data

**Advanced QuickBooks**

◆ **May include but not limited to:**

- ◆ Reconciling Bank Accounts
- ◆ Paying Sales Tax
- ◆ Creating and Modifying Reports
- ◆ Setting up Payroll
- ◆ Creating Customized Forms
- ◆ Creating and Reviewing Graphs
- ◆ Creating Jobs and Classes
- ◆ How to set up Advanced Settings

**ENROLL NOW AT PCTL** **CALL NOW +255 718 385 424**

Available Class Dates

Monday Nov. 9. 2020	Monday Dec. 9. 2020	Monday Jan. 9. 2021
------------------------	------------------------	------------------------

**Basic and Advanced QuickBooks**  
 CALL NOW: +255 22 2133 039

▶ <b>COURSE DURATION</b>				
DURATION	COST	BASIC	COST ADVANCED	TIMING (Monday to Friday)
4 Weeks	200,000/=		300,000/=	6:15 pm to 7:45 pm .

