INTRO QUICKBOOKS COURSE

[2-4 days/10 hours]

intuit route: online or desktop

- **Learn** about PayRoll basics to PayRoll.
- **Learn** how to create and manage your money coming in and going out (incomes and expenses).
- **Track** your customer balances and daily sales.
- **Reconcile** your bank statement, create an accurate income statement. Including a balance sheet and trial balance reports.
- **Record**, print and edit transactions.In addition create reports, post transactions and do bank recon.

PRICE: R8 900

[Full Payment before commencement]

+-2 International exams - additional in price: Intuit

Certified User: Online or Desktop

Click to Enrol

intuit quickbooks. Certified User Online

intuit quickbooks. Certified User Desktop

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QUICKBOOKS MASTER COURSE [2 months/40 hours]

intuit route: online or desktop

- **Custom** Reports and Looking for Specific Data.
- **Creating** Reports from Scratch Using MEMO field for custom searching.
- **Working** with Custom Fields.
- **Advanced** Find Feature & Memorizing Reports, to Working with Sales Orders and Managing Inventory.
- **Why** use Sales Orders and Understanding Backorders.
- **Sales** Orders for Inventory Management & Inventory Adjustments.
- **Reviewing** Inventory Quick Reports, & Sales Order Fulfillment Worksheet.
- **Working** with Customer/Credit Memos & Introduction to Assemblies.
- **Job** Costing & Working with Customers and Jobs.
- **Creating** filters and and status updates to Jobs, Including Assigning billable time and costs to jobs.
- **Billable** vs. non-billable expenses, Estimates vs. Actual reports & Working with Pre-Payments & Deposits.
- **Prepayments** from Customers, and applying credits to invoices.
- **Prepayments** to Vendors, and applying credits to bills.
- **Working** with Retainers, Escrow, and Prepaid Expense Accounts.
- **Working** with Classes and Other Lists.
- **Enabling** Classes & Why use classes, Issues when working with Classes.
- **Managing** other QuickBooks ListsWorking with Journal EntriesOnline Banking / Bank Feeds.
- **Advanced** Accountant Tools: Batch Enter Transactions & Batch Reclassify.

PRICE: R28 800

[R14 400 per 20 hours]

+-2 International exams - additional in price: Intuit Certified

User: Online or Desktop

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