

## HANDS\_ON

### QUICK BOOKS TRAINING SERVICES (sales, finance & inventory mgmt.)

- Introduction to QuickBooks installation
- Quick books navigation
- Setting up a new company
- Generating invoices
- Receiving payments
- Generating sales receipts
- Entering Deposits
- Customer and Supplier Entry
- Entering and Managing accounts
- Profit and Loss
- Writing cheques
- Recording expenses
- Issuing Refunds
- Generating sales, Expense and customer reports
- Exporting reports to Microsoft Excel
- Using the Inventory feature
- Setting up for payroll and employee payroll information
- Running a payroll schedule and Tracking tax liabilities
- QuickBooks Business intelligence Dashboard.

**PRICE: - 300,000 DURATION: - 3 weeks**