

# QuickBooks Training

Every first week of the month



## Introducing Dynamic Consult's QuickBooks Accounting Training

QuickBooks is an accounting software package most suitable for small to medium-sized organizations. It has become a household name within organizations in South Sudan and the region and provides a simple way for businesses, organizations and projects to track their financial activities.

Dynamic Consult is pleased to offer a monthly training program in Quick Books designed for accounting practitioners who are new to the system or would like to refresh and build their accounting skills. Registration is open for weekday and weekend sessions, to accommodate different schedules.

### At the end of the course, the participant(s) should be able to:

- > Set up their company files.
- > Set up the environment for using QuickBooks.
- > Generate charts of accounts.
- > Enable multicurrency function on the system (USD, SSP).
- > Track exchange rates.
- > Generate lists (asset list, customer list, vendor list etc.).
- > Produce purchase orders, quotations and invoices or donations for NGOs.
- > Receive payments from clients.
- > Post bills.
- > Make payments for bills and salaries.
- > Manage petty cash.
- > Do bank activities (reconciliations, bank transfers, write checks).
- > Generate financial statements, balance sheets and other reports.

Registration Fee:  
> 1000 SSP

Course Fee:  
> \$200

## TIMETABLE

Schedule: Every first week of the month

### Weekday option

Monday to Friday: 14:00 p.m. - 17:00 p.m.

### Weekend option

Saturday: 09:30 a.m. - 17:00 p.m.

## Who can attend?

- > Accountants
- > Finance managers
- > Cashiers
- > Office managers
- > Book keepers
- > Entrepreneurs

## What does the package include?

- > A computer for training
- > Comfortable training hall
- > Refreshments (tea, water and snacks)
- > Certificate on completion
- > Personalized training from QB Experts
- > QuickBooks software trial version

Deadline for registration is 3 days before a training session begins.

Venue: To be communicated after registration

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