



ESKALLADE TECHNOLOGY

South Sudan Co. Ltd

"Your Professional Consultant"

Objectives and Content of the QuickBooks Accounting Software Training

Upon completion of this Training course, the course participant will become familiar with the basics of the QuickBooks program. The course participant will have the skills necessary to complete most tasks available in QuickBooks.

The following learning objectives will be emphasized during the course:

- Help participants acquire the modern concepts and practices of using quick books software for Non-profit organization.
- The course participant will understand the basic principles of bookkeeping as it applies to the QuickBooks program.
- The course participant will be able to set up a company and its associated accounts, customers, and vendors in the QuickBooks program.
- The course participant will be able to record incomes from donors, as well as associated receivables in the QuickBooks program.
- The course participant will be able to produce budgets and budget reports of a project using the QuickBooks program.
- The course participant will be able to record initial payables as well as the payment of payables in the QuickBooks program.
- The course participant will be able to use the QuickBooks program to record Expenses and make payments using the available features in QuickBooks program.
- The course participants will be able to uses classes in classifying accounts in regard to donor project name, budget expenses of that particular project, enter expenses and be able to generate income and

expenditure, balance sheet, budget vs actual, grant received, fixed asset listings, depreciation of assets, bank reconciliation reports for that particular project.

- The course participant will be able to prepare and print financial statements using the QuickBooks program.



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Expected output of the QuickBooks Accounting Software Training

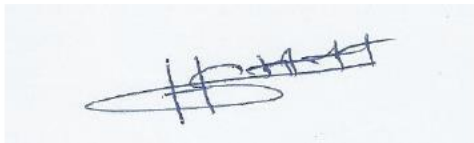
Upon completion of this Training course, the course participants will be able to apply their acquired skills of the QuickBooks program.

The Trainees will be expected by their Project Manager:

1. Be efficient in using QuickBooks program on a day to day basis.
2. Be able to enter project required data such as enter donation or grant received from a donor, be able to create all types of accounts in the Chart of accounts in QuickBooks Program, be able to create unique codes of each project based on approved budget, be able to budget, be able to enter project expenses tied with project class and donor and be able to generate all required reports.
3. Trainees will be expected to create, enter and manage accounts associated with petty cash account, petty cash incidental expenses, be able to make reimbursement of petty cash capital financing on weekly basis.
4. Trainees will be expected to know how to make bank reconciliation, locate discrepancies and make necessary adjustments and be able to produce reports based on their project under their jurisdiction.
5. Trainees will be expected to generate QuickBooks reports as required by management, donor program auditors and be able to make comments and produce reports in excel or pdf formats.
6. Trainees will be expected to know how to enter payroll summary i.e net pay as per project, enter and pay bill of suppliers, generate supplier payable reports, enter bank charges during bank reconciliations.
7. Trainees will be expected to know and calculate and apply multi-currency exchange rate in QuickBooks system.

8. Trainees will be expected to know how to use QuickBooks multi- user platform, log in using special passwords, and adding or reducing user administration user privileges.
9. Trainees will be expected to know how to create or restore company file and QuickBooks system back up file.

Thanking You in Advance

A handwritten signature in blue ink, appearing to read 'Herman S. Williams', is written over a light blue grid background.

Herman S. Williams

Professional Consultant

Eskallade Technology South Sudan Co Ltd

Office: Tiba Petrol Station –Juba Town

Mob:+211 912 254 975 / 0920 929 995

Email: eskalladetechnology.southsudan@gmail.com