

QUICKBOOKS Level 1

Organize all your business finances in one place



This course provides hands-on instruction on how to set up QuickBooks as a system for small business. Students will become familiar with the most common tasks required, as well as the more advanced functions of the software, which will be covered in the advanced levels. Students will also learn the basics of accounting so they can understand QuickBooks better.

PROGRAM

What you will learn:

- QuickBooks and Accounting
- What are Debits and Credits
- Transaction Forms
- Lists
- Understanding Accounts
- Introducing to Accounting
- The Chart of Accounts I
- Item Lists 1
- Class List
- The Balance
- Purchasing (Inkopen)
- Sales (verkopen)
- Cash Book (Kasboek)
- Bank (Bankboek)
- Journal Entries (Journaalposten)
- The rules of bookkeeping
- Vendors I
- Customers I

Date & time

The course consists of 6 sessions of 2½ hours each on **Saturdays** from 10:00 am – 12:30 pm.

This course is provided by one of our certified teachers.

FOR WHOM

This course is designed for persons who have no prior knowledge of how to use QuickBooks and don't have any bookkeeping background.

Course material

The course material is included in the course price.

Certificate requirement

Participants who pass the test with a six or higher will be awarded a certificate from **InTop Professional Training & Testing**.

Costs

Please contact us, so we can prepare an attractive offer for all your training needs!

PAYMENT PLANS ARE AVAILABLE

Limited seating

To ensure students receive as much personal attention as possible, class sizes are limited to a maximum of 7 participants.

