

Classroom Training for QuickBooks®/ReckonAccounts®

Hands-On Training for:

QuickBooks® ReckonAccounts®

All bookkeepers should attend

1-Day Basic Introductory → Basic accounting for a service company

- Creating:
 - ❖ Chart of accounts
 - ❖ Customer information
 - ❖ Supplier information
 - ❖ Basic service and discount items
- Entering opening balances from current accounting records
- Performing key sales cycle activities:
 - ❖ Invoice and collection
 - ❖ Credit note
- Performing key purchase cycle activities:
 - ❖ Supplier bill and payment
 - ❖ Supplier credit

- Processing banking transactions:
 - ❖ Expense
 - ❖ Deposit
- Posting journal entries
- Preparing bank reconciliations

NEW

GST in QuickBooks using GSTSg Addon Program:

- Understanding GST setup in QuickBooks
- Improving GST setup in QuickBooks using GSTSg
- Generating GST reports in QuickBooks
- Generating GST F5 using GSTSg
- Entering special GST transactions: customer bad debt, import GST paid/deferred

\$300

Pre-requisites: Basic computer literacy and accounting knowledge. Working knowledge of GST regulations.

Modular Training

2-Hour Inventory (non-manufacturing)

- Creating inventory items
- Recording inventory adjustments
- Using Purchase Orders (PO)
- Receiving inventory
- Processing sales orders

\$99

2-Hour Multicurrency

- Setting up multicurrency
- Recording foreign transactions
- Making fund transfers
- Calculating exchange gain/loss
- Revaluing foreign currency accounts

\$99

Pre-requisites: Basic computer literacy and accounting knowledge. Working knowledge of QuickBooks.

Preferable have attended basic training in QuickBooks as topics in basic class will not be revised.

Prices here before GST and for illustration only. Please refer to actual prices with GST on registration form next page...

Training Venue:
QCOM BIZSOLUTIONS PTE LTD
 67 Ubi Road 1, Oxley BizHub #05-14
 Singapore 408730

Qcom BizSolutions

Your QuickBooks Software Specialist - Serving You Since 1998

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 ReckonAccounts® is a registered trademark of Reckon Limited

- QuickBooks® (Canada desktop versions: 2011 to 2018)
- ReckonAccounts® (Desktop versions: 2013 to 2018)

IMPORTANT NOTE: Classes are conducted using the latest QuickBooks® Canada desktop version 2018. Interfaces are similar and key differences will be highlighted.

Pls tick	Sessions for Year: 2018	(Expected frequency)		PRICE (S\$) including 7% GST			
		Time	/mth	Standalone	2 Modules	Basic + 1 Module	Full 1½D
<input type="radio"/>	Modular: Inventory [2H]	9:30 am – 11:30 am	(1x)	105.93	211.86		532.86
<input type="radio"/>	Modular: Multicurrency [2H]	1:00 pm – 3:00 pm	(1x)	105.93			
<input type="radio"/>	Basic: Introductory [1D]	9:30 am – 4:00 pm	(2x)	321.00		426.93	426.93
<input type="radio"/>	GST: QuickBooks and GSTSg [2.5H]	1:30 pm – 4:00 pm	(2x)	128.40			

Registration 15 mins beforehand

Tick the session that you'd like to attend and email the required information below to rego@qcombiz.com. We'll then contact you on class dates, invoice and payment matters. Confirmation will be given after receipt of payment, subject to class availability and on a first-come-first-served basis. Once confirmed, we cannot refund fee or postpone class. However, a change of person(s) attending the training can be arranged.

Company: _____ Software Version _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

1) Name: Dr / Mr / Mrs / Ms _____

Designation: _____

2) Name: Dr / Mr / Mrs / Ms _____

Designation: _____

Email: _____

We confirm our registration:

Authorized Signature

Name:

/ QCOM

v5.1

Other Notes:

- Computer and course workbook will be provided.
- Training duration may change depending on class mix and size.
- To meet the needs of most people, classroom training covers a standard syllabus and does not include other topics not specifically listed.
- As classroom training is not meant for organization-specific consultancy, it also does not come with subsequent support by phone or otherwise.



Makes accounting easy



Makes GST easy



Makes life easy