


QuickBooks Desktop Introductory Training Voucher (Worth S\$380)

This Voucher must be presented on the day of training
QCOM reserves the right to invalidate any voucher for no-show after the class is confirmed

<p>This course is geared towards someone who will be doing data entry in QuickBooks.</p> <p>Training Topics :</p> <ul style="list-style-type: none"> • Finding your way around QuickBooks • Setting up your company file • Entering Opening Balances • Creation of chart of Accounts, Management of Customers, Suppliers and Item Lists • Processing Bills, Invoices, Purchase Orders, Write Cheques and Recording Deposits. • Setting-Off Customer/Supplier Credits • GST Set-Up and Reporting • Doing Banking Reconciliation • Making Journal Entries • Customising Templates 	<p>Training Details :</p> <ul style="list-style-type: none"> - Please arrive on time - Computer provided - User's Guide provided <p>Time : 9.15am to 4.00pm</p> <p>Dates :</p> <ul style="list-style-type: none"> • Apr 2017 : 03, 20 • May 2017 : 08, 22 • Jun 2017 : 05, 22 	<p>Training Location :</p> <p>QCOM BizSolutions 67 Ubi Road 1 #05-14 Oxley BizHub (Lift Lobby 1) Singapore 408730</p> <p>Nearest MRT: Tai Seng (Orange Circle Line)</p> <div style="text-align: right;">  </div>
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(Note : Trouble-Shooting issues, Project Accounting, Job Costing, Class Tracking, Advance Inventory and Pricing, Multicurrency, Budgetting, Forecasting etc are taught separately. Please contact us for **Course** Details and Date).

Registration : Email to rego@qcombiz.com or Fax to 6254-2922

SAMPLE

Preferred Date 1st Choice _____ 2nd Choice _____

Dr/Mr/Mrs/Ms: _____ Designation: _____

Company: _____ Tel: _____

Address: _____

_____ Fax: _____ Email: _____

Licence No: _____ Circle: 2016 or 2017 / Pro or Premier

Who you purchase from: _____ Circle: New user / Existing user

Terms and Conditions

- This voucher is valid for **ONE TRAINING SESSION** for **ONE PERSON ONLY**.
- **ORIGINAL VOUCHER** must be presented on the day of training. Otherwise **SG\$380 nett** is payable .
- This voucher is only valid till **22nd May 2017**. Strictly **NO** extension and **NOT** for Resale.
- This voucher is not replaceable or exchangeable for cash or any other training and/or services.
- QCOM reserves the rights to check the authenticity of the voucher submitted and disqualify invalid claims.
- QCOM reserves the rights to cancel or change the venue and course dates should circumstances so warrant. Program details, training dates and term and conditions are subject to change without prior notice.