



A Comprehensive Workshop on
QUICKBOOKS
How to Sell QuickBooks Skills in Free Lancing?

Date

Saturday and Sunday
23rd & 24th March, 2024

Timing

09:00 am to 04:00 pm

Venue

ICMA Lahore Campus

CPD

14 Hours

Accountants and book-keepers continue to be fundamental assets to any business or government agency today. While many routine tasks performed by accounting personnel and auditors have been replaced by automation, employers still need educated, accomplished professionals who have mastered the software that runs accounting applications. If you're not up to speed and want to compete, Quickbook classes may be your ticket to being hired and promoted.

While many employers may teach you some of their chosen accounting software for their own operations, most expect applicants to have a fundamental understanding of how to use accounting software, how it integrates with business book-keeping, payroll and more.

At the end of the complete training session students / participants/ trainees will have gained the confidence and skills to set up a company as well as deal with all book-keeping / accounting matters in Automated Accounting Information System Using Quickbooks.

Course pre-requisites

Prospective Students / trainees are not required to have any prior product knowledge of Quickbooks accounting; however students, should have a basic knowledge of computing and accounting principles.

Distinguished Trainer's Profile

Mr. Rashid Mahmood, FCMA having more than 18-years of multifaceted experience in industries like Production, Trading, Software Houses, and Services. He has also has expertise and proven ability in Management, Accounts and Tax consultancy as well as System Study, System Structuring, Standardizing and Streamlining Financial Reporting Processes. He has successfully Implemented ERP software in Manufacturing, IT Houses, Trading Industries, Textile Sector, Services Sector to local and international companies.



Course Outline

- Introduction of Computerized Accounting Systems.
- Overview of QuickBooks
- QuickBooks Interface
- Understanding Menus and Areas
- Creating and Maintaining Companies
- Understanding Lists
- Creating and Maintaing Charts of Accounts
 - o Create and Maintain Charts of Accounts
 - o Create and Maintain Classes
 - o Create and Maintain Fixed Assets
- Understanding General Ledger Module
 - o Make/Amend/Delete a General Entry
- Understanding Sales and Customer Modules
 - o Create/Amend/Delete Customers
- Understanding Purchase and Venders Modules
 - o Create/Amend/Delete Venders/Accounts Payables/Creditors
- Understanding Inventory Module
 - o Create/Amend/Delete Products

CREATING TRANSACTIONS

- Sale Orders and Quotes
- Invoices and Sale Return
- Cash Sales Invoices
- Purchase Orders
- Bills and Purchase Return
- Receive Inventory
- Cash Purchase
- Cash and Bank Receipt

- Cash and Bank Payment Voucher
- Journal Entries
- Sale Tax maintenance and Applications
- Years Ends Journal Entries
- Making WIP and Finish Goods Products

REPORTS

QuickBooks has more than 200 Reports in different styles and formats

- Journals Ledgers
- Trail Balances
- Profit & Loss Accounts
- Consolidated Profit & Loss Accounts
- Balance Sheets
- Consolidated Balance Sheets
- Cash Flow Statements
- Aging Report of Customers
- Customer Balance Summery
- Customer Ledgers
- Aging Report of Venders
- Venders Balance Summery
- Vender Ledgers
- Sale of Customers and Items Summery
- Purchase from Venders and Products Summery
- In venture Valuation Summery
- Audit Trails
- Budgets Reports
- Variances Reports

Investment/Fee

Members of ICMA/ICAP/PIPFA/ACCA/CIMA	: Rs. 7,000/-
Females & Senior Members	: Rs. 5,000/-
Qualified / Affiliates / CMA Students	: Rs. 5,000/-
Non-Members	: Rs.10,000/-

Seats are limited, first come first serve basis.

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With warm Regards

Anus Maqbool, ACMA
Chairman, CPD Committee
Lahore Branch Council

Hamid Zahoor, FCMA
Secretary
Lahore Branch Council

Najaf Abbas, FCMA
Vice Chairman
Lahore Branch Council

Ghulam Abbas, FCMA
Chairman
Lahore Branch Council

For registration and information, please contact as follow:

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