ICMA
Pakistan

Lahore Branch Council 2019-21

Five Days Comprehensive Workshop on

QUICKBOOKS

Enterprise Edition 2014

Day / Date
Tue/Saturday, 8-12 October, 2019

Timing
06:00 pm to 10:00 pm

Venue
ICMA Campus, Lahore.

CPD
20 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 While many routine tasks performed by accounting personnel and auditors have been replaced by automation, employers still need educated, accomplished professionals who have mastered the software that runs accounting applications.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, Quick book classes may be your ticket to being hired and being 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 Quick books.
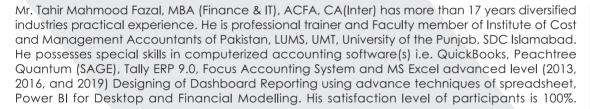
www.icmap.com.pk

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Course pre-requisites

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

Trainer Profile

Mr. Tahir Mahmood Fazal, MBA (Finance & IT), ACFA, CA(Inter) has more than 17 years diversified industries practical experience. He is professional trainer and Faculty member of Institute of Cost and Management Accountants of Pakistan, LUMS, UMT, University of the Punjab, SDC Islamabad. He possesses special skills in computerized accounting software(s) i.e. QuickBooks, Peachtree Quantum (SAGE), Tally ERP 9.0, Focus Accounting System and MS Excel advanced level (2013, 2016, and 2019) Designing of Dashboard Reporting using advance techniques of spreadsheet, Power BI for Desktop and Financial Modelling. His satisfaction level of participants is 100%.

Course Outline

Introduction to Accounting Information Systems

- The Accounting Cycle
- Overview of QuickBooks
- Installation Instructions
- QuickBooks Interface
- Creating/Maintaining Companies
- Understanding Menu's and Areas
- Understanding Lists
- Creating / Maintaining Chart of Accounts
- Creating / Maintaining Inventory Items
- Creating / Maintaining Customers
- Creating / Maintaining Vendors
- Using General Journal Entry

Working with Customers related transactions

- Creating / Editing / Deleting ----Invoices
- Receipts from customers
- Working with Estimates / Quotes
- Sales orders
- Sales tax maintenance and applications
- Credit memo's
- Maintaining Item prices
- Customer Statements

Working with Vendors related transactions

- Purchase orders
- Entering inventory receipts
- Entering vendor bills
- Paying bills
- Vendor Accounts
- Bank Reconciliations
- Yearend Journal entries

Reporting

- Journals
- Trial Balance
- Income Statement
- Balance Sheet
- Statement of Cash Flows
- Miscellaneous
- Backing up and Restoring Data
- Setting up users and Password for closing

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Investment/Fee

Members ICMA Pakistan/ICAP/PIPFA/ACCA/CIMA : Rs.6,000/-
Female Members, CMA/Students : Rs.4,000/-
Non-Members : Rs.10,000/-

Seats are limited, first come first serve basis.

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With warm Regards

Salman Haider, FCMA
Vice Chairman,
Lahore Branch Council

Awais Yasin, FCMA
Chairman,
Lahore Branch Council

For registration and information, please contact as follow:

Habib-ullah Anwar Shami
Officer (Continuing Professional Development)

Institute of Cost and Management Accountants of Pakistan
ICMA Pakistan Building, 42, Ferozpur Road, Lahore.
Phone: 042-99214691-93 UAN: 042-111-042-CMA(262) Ext: 31; Fax: 042-99214699 Cell: 0333-8306003
For more information, please visit our website or email: cpd_lhr@icmap.com.pk

ICMA
Pakistan

Estd. 1951

Registration Form

Particulars

Name: _____

Member/Reg. No.: _____

Organization: _____

Designation: _____

Address: _____

_____

Contact (Res): _____   Cell: _____

Contact (Off): _____   Fax: _____

E-mail: _____

Signature

Payment Details

Paid through cheque/DD/PO no. _____ dated _____ amounting

Rs. _____ of _____ (bank) _____ (branch).

Payment instrument to be made in favor of LBC-ICMAP. Cheque must be drawn on branches located in Lahore.

Received by Accounts Department _____

Remarks: _____

For registration please contact:

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