



# Alniaboh LIBERIA INC

1<sup>st</sup> Floor of Sekou House

Capitol Bye Pass between Don Kan Gas Station & BMC Stores, Monrovia Liberia

Cell #: +231-881-924-553 or +231-776-609-125 Email: [alniabohliberia@gmail.com](mailto:alniabohliberia@gmail.com)

Are you a university graduate in need of practical skills (QuickBooks Software) in accounting and financial management? Are you a working person seeking to enhance your career prospects? or are you a business manager or owner in need of efficient and effective financial system? Look no further. Al-nia-boh Liberia is your business solution partner.

**Alniaboh Liberia Inc** in collaboration with **QuickBooks Intuit professionals from the USA** will conduct an intensive, and hand-on four days (**4 Saturdays**) training in **QuickBooks (Both Basic (Intuit Certified User) and Advance (Intuit Pro Advisor))**.

## **Basic (Intuit QuickBooks Certified User)**

**Date & Time:** The **Basic (Intuit QuickBooks Certified User)** training will start on **January 5, 2019** and end on **Jan. 26** (4 Saturdays - two Sessions: 9am to 2pm; and 2pm to 6pm). **Registration is now in progress and will end on January 4, 2019.**

**Cost:** The cost is **100USD**, and it covers Registration fees, Course fees, Software, Training Materials and a QuickBooks Intuit Certificate from the USA upon successful completion of training.

## **Advance: (Intuit QuickBooks Pro Advisor).**

Alniaboh Liberia Inc is pleased to introduce the **Advance QuickBooks Certified Pro Advisor** for participants (Ambassadors) who have already earned their Intuit Certified User Certificates from Alniaboh Liberia Inc. **The advance training starts on January 12, and the cost is US\$200. 4 Saturdays: Two Sessions: (9am to 2pm and 2pm to 6pm). Registration will end on Jan 11, 2019.**

**Target Participants:** Auditors, Entrepreneurs, Financial Experts, Accountants, Finance officers, Senior Business Students, and Interested Individuals with Good Financial Background.

## **Participant must have a Laptop.**

**Registration is now in progress at our New Office on the Capitol Bye between Don Kan Gas Station and BMC Store.**

**Call us on cell #s: 0776-609-125 or 0881-924-553 to book your space**



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## Other services offer:

Alniaboh Liberia also builds financial system using QuickBooks for corporations, NGOs, companies, schools, churches, mosques, stores at an affordable price. No matter how big or small your organization is; Alniaboh has the customized software for your convenience.

Lastly, Alniaboh Liberia also conducts trainings in Basic and Advance Microsoft Excel (US\$150), Power Point (US\$150), Access (US\$200), and SPSS (US\$200) for the general public from Monday to Friday (12pm to 2pm and 5:30pm to 8pm). Alniaboh also have customized training classes for individuals and organizations at their convenience. The Basic & Advance Excel training starts January 10, @5:30pm to 8pm

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## Contents for the QuickBooks training Include:

### Contents of the training:

- Equipment requirements and installation
- IT procedures
- Internal checks and controls
- Setting up an Organization (Easy Step Interview)
- Income Accounts, Expense Accounts
- Setting up the QuickBooks opening Window
- Setting up Users and Passwords
- Setting up The Chart of Accounts
- Creating new Accounts
- Management Reports
- Budget reports for specific class
- Cash and Bank transactions
- Bank reconciliation
- Journal entries
- Reports
- KEY REPORTS
- Audit tray
- Exporting reports to Excel
- Close down QuickBooks and Excel
- Setting up Budgets
- CAPITAL BUDGETS
- BUDGET REPORTS
- Foreign Currency Reports
- Checklist 1 - Setting up QuickBooks
- Monthly checks and procedures
- Accounting Records

Alniaboh Liberia Inc (ALI) is a 100% Liberian-owned firm founded in Liberia to address the urgent need for professional business management services for small to medium-sized businesses. ALI is duly registered with relevant agencies of government in Liberia to provide accounting and tax services, technology and business process outsourcing services, and business solutions.

**MOTTO: Your Business Solutions Provider**

**Summary of services offer :**

- ✓ Build institutions' accounting systems & QuickBooks installations
- ✓ Conduct intensive corporate trainings in QuickBooks, SAP, Oracle, advance excel
- ✓ Provide Accounting & tax services
- ✓ Calculate and pay clients' taxes and social security
- ✓ Corporate tax representation
- ✓ Computer literacy and training in all accounting software packages, & SPSS
- ✓ Assist clients with their business registration and licenses.
- ✓ Conduct monthly, quarterly or year-end inventory count for clients.
- ✓ Preparation of client business and operational plans, manuals etc.
- ✓ Client computers maintenance and network installations.
- ✓ Conduct social and business research for clients.
- ✓ Staffing
- ✓ Debt collection

**Location: Capitol Bypass, Adjacent BMC Stores**  
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