



# 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)

The General Public is informed that **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.

**Date & Time:** The training will start on **June 9 and end on June 30** (4 Saturdays - two Sessions: 9am to 2pm; and 2pm to 6pm). **Registration will end on June 8, 2018.**

**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.

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

**Participants 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**

**Other services offer:**

Alniaboh Liberia also build institutions such as corporations, NGOs, companies, schools, churches, mosques, stores, etc. financial system using QuickBooks 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.

**Participants 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**



# Alniaboh LIBERIA INC

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

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

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

## 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**  
Contact us at: [alniabohliberia@gmail.com](mailto:alniabohliberia@gmail.com)  
Cell #s: +231-881-924-553 or 0776-609-125