



# 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)

## **Intensive and hand-on Training in QuickBooks (By popular demand).**

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 4day training in **QuickBooks**, and **Basic and Advance Microsoft Excel**. Content of the QuickBooks Training below:

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

The training starts **June 8 and ends on June 29 (4 Saturdays)** (4 hours every Saturday one Session: 2pm to 6pm)

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

Award: QuickBooks Intuit Certificate from the USA upon successful completion of training.

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

**Participants must have a Laptop.**

Registration is now in progress at our **Office on the Capitol Bye between Don Kan Gas Station and BMC Store. Registration will end on June 7, 2019.**

Call 0776-609-125 or 0881-924-553 to book your space

or email us at [alniabohliberia@gmail.com](mailto:alniabohliberia@gmail.com)

Join us on Facebook at: Alniaboh Liberia Inc



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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 June 8, @9am to 1pm

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 #: 0776-609-125 or 0881-924-553 to book your space.



## ALNIABOH LIBERIA INC

Management & Technology Consulting Firm




**SERVICES OFFER:**

**Training Services:**



- QuickBooks
- SAP
- Oracle
- SPSS
- MS Excel, PowerPoint, Access
- Customer Service

**Address:**  
 Capitol Bye Pass, Adjacent BMC Stores  
 Monrovia-Liberia  
 Tel: +231776609125 / +231881924553  
 Email: [alniabohliberia@gmail.com](mailto:alniabohliberia@gmail.com)

*Motto: Your Business Solutions Provider*




- Financial Management
- Project Management
- M & E
- HR Management
- Proposal Writing
- IFRS
- CA, ACCA, CPA





**Business Support & Advisory Services:**

- Build institutions' accounting systems
- Accounting & Tax Services
- Inventory count and control systems setup
- Computers Maintenance & Network Installations
- Project Monitoring & Evaluation
- Social and Financial Audits
- HR Management Services
- Debt Collection Services



In collaboration with



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