



Alniaboh LIBERIA INC

1st Floor of Brewo House South

Randall Street Opposite Power Tech

Cell #s: +231-881-924-553 or +231-776-609-125 Email: 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.

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 **March 10 and end on March 31 (4 Saturdays)** (4 hours every Saturday two Sessions: 9am to 2pm and 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 Smythe Institute's Library on 16th Street, Sinkor, Cheeseman Avenue. Registration will end on March 9, 2018.

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

or email us at alniabohliberia@gmail.com

Join us on Facebook at: Alniaboh Liberia Inc



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: 1st floor of Brewo House South
Randall Street opposite Power Tech Randall Street.
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