



CORNERSTONE
PROUDLY PIONEERING PEOPLE

QuickBooks Advance (Short Course-online)

As a business owner or primary bookkeeper for a business, you often have a lot of responsibilities to tend to. Staying on top of your QuickBooks company file and keeping your data as current and up to date as possible can often be a daunting task. In this lesson, we will discuss tools that you can use in QuickBooks to help you get and stay organized. You will learn how to use the To Do List, Reminders, and the Alerts Manager. We will also discuss how you can customize your Icon Bar to reflect your daily tasks, which will help you to save time and increase your efficiency when working in QuickBooks.

Contact us / What'sapp Business: 0718374853 for more information

NB :

- ❖ Cornerstone is a Service Provider accredited by service of **SETA** and **BANKSETA**
- ❖ Cornerstone is the place where orphan's get Free Education
- ❖ Cornerstone is the wheelchair of challenged family (offers affordable education)
- ❖ Cornerstone has 250 Courses in Store for you
- ❖ Cornerstone has the best course package in South Africa
- ❖ Employers decides for Cornerstone what modules each Courses should have.
- ❖ You want to earn more money after study, cornerstone is the place.

Online Training

What Modules are Covered?

- ❖ **Staying Organised**
- ❖ **Managing A/P and A/R**
- ❖ **Class Tracking**
- ❖ **Handling NSF Payments**
- ❖ **Creating Estimates**
- ❖ **Finishing Estimates**
- ❖ **Changing Estimates to Invoices**
- ❖ **Creating a Budget**
- ❖ **Creating a Forecast**
- ❖ **Creating a Cash Flow Projection**
- ❖ **Configuring Payroll**
- ❖ **Working with Payroll**
- ❖ **Working with Pay checks and Payroll Liabilities**

NB

- ❖ Instructed by online expert facilitator
- ❖ Small, interactive online classes
- ❖ Specialized Manual and course materials
- ❖ Certificate of Completion
- ❖ Required investment to enrol for the Short Course : **R 1300**
- ❖ **R 800 before commencing the training**
- ❖ **R 500 balance to be paid on the 4rd Weeks**
- ❖ Training time frame : **1 month**

Banking Details

Bank Account : Cornerstone Supreme
Bank : FNB
Account : 62653109283
Reference : Use your name as reference

School Credential

Service Provider : Cornerstone Supreme
SETA Accreditation : 12255
BANKSETA Accreditation : Bank-Corne180502

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