



CORNERSTONE
PROUDLY PIONEERING PEOPLE

QuickBooks Expert (Short Course-online)

Welcome to QuickBooks Pro Expert! As an employer, you need to stay on top of your payroll to ensure that everything is running smoothly and calculating correctly. There are many helpful reports that you can create after completing your payroll in QuickBooks Pro. This lesson will give you an overview of your payroll reports. We will create an Employee Quick Report, a Payroll Summary by Employee report, and a Payroll Liability report.

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?

- ❖ Payroll Reports
- ❖ Time Tracking, Part 1
- ❖ Time Tracking, Part 2
- ❖ Protecting Your Data
- ❖ Setting Up Users
- ❖ Working With Files
- ❖ The Accountant's Copy
- ❖ Asset Accounts
- ❖ Liability and Equity Accounts
- ❖ Preparing Sales Tax
- ❖ Year End Activities
- ❖ Using the Business Planner
- ❖ Entering Information
- ❖ Viewing the Plan
- ❖ Planner Tools
- ❖ Finishing the Plan

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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