



**CORNERSTONE**  
PROUDLY PIONEERING PEOPLE

# QuickBooks Foundation (Short Course-online)

QuickBooks is an accounting software program made by a company called Intuit. The program is geared toward small to mid-sized businesses. It is designed to help the business owner keep track of all aspects of their business from inventory, to daily sales, to payroll. QuickBooks can also produce financial reports such as a profit and loss statement or a balance sheet so that the owner can track the profitability of their business

**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?**

- ❖ **Opening QuickBooks Pro**
- ❖ **Accounting Basics, Part One**
- ❖ **Accounting Basics, Part Two**
- ❖ **Getting Starting with QuickBooks**
- ❖ **Entering Company Data**
- ❖ **Lists, Forms, and Registers**
- ❖ **Using the Chart of Accounts**
- ❖ **Using the Journal**
- ❖ **Adding Items and Services**
- ❖ **Adding Vendors, Customers, and Employees**
- ❖ **Adding Vendors**
- ❖ **Adding Customers**
- ❖ **Adding Employees**
- ❖ **Working with Sales**
- ❖ **Sales Receipts**
- ❖ **Customer Payments**
- ❖ **Finance Charges**
- ❖ **Customer Invoices and Credit Memos**
- ❖ **Setting up Invoices**
- ❖ **Finishing Invoices**
- ❖ **Tracking Invoices**
- ❖ **Issuing Credit Memos**

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 1700**
- ❖ **R 1000 before commencing the training**
- ❖ **R 700 balance to be paid on the 4rd Weeks**
- ❖ Training time frame : **6 weeks**

## 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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