MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

ICT and Security Management

QuickBooks and Advanced Computer Skills

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2770	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Quickbooks is the leading accounting and payroll software for small to medium businesses. Its intuitive interface is easy to understand, even if you lack an accounting or financial background. It integrates with other programs such as Microsoft Excel, making it easy to import data

This course enables participants to be exposed to the true potential of the QuickBooks Financial Software. Who should attend? Owners, Office Managers, Franchisees, Universities, Bookkeepers, and Accounting Professionals benefit from learning how this software solution can be customized to the vast number of small to mid-sized businesses.

Course Outcomes

QuickBooks

QuickBooks Products and System Requirements Clean and Conversion File Setup Customizing Preferences Sales Cycle – Invoicing Customers, Customer Payments, Bank Deposits Procurement Cycle – Purchase Orders, Entering Bills, Paying Bills, Writing Checks Tips and Tricks on Unique Customer and Vendor Transactions Inventory Management Payroll Services Payroll Setup and Processing Sales Tax Data File Management Data Security Measures Year-End Procedures

Course Outline / Curriculum

QuickBooks Products and System Requirements

- QuickBooks Product Line Comparison
- System Requirements
- Third Party Software

New Company vs. Existing Company File Setup

- Express Start Interview
- Opening Balances
- Historical Transactions
- Mid-Year Set Up Strategy
- Payroll
- 1099 Vendors

Customizing Preferences

Sales Cycle

- Item Setup
- Price Levels
- Estimates
- Sales Orders
- Time and Billing
- Receive Payment and Make Deposits

Procurement Cycle

- Purchase Orders
- Enter Bills
- Vendor Terms and Discounts
- Pay Bills

Tips and Tricks on Unique Customer and Vendor Transactions

- Customer Returns and Vendor Credits
- Vendor Deposits
- Customer Deposits
- Customer Over/Under Payments
- Barter Accounts

Bank and Credit Card Transactions

- Write Checks
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Enter Credit Card Charges

- Transfers
- Bank Reconciliation
- Reconciliation Troubleshooting
- Bounced Checks

Inventory Management

- Inventory Items
- Enabling Units of Measure
- Inventory Assemblies
- Inventory Adjustments

Payroll Setup and Processing

- QuickBooks Payroll Services
- Employee Set Up
- Payroll Accounts and Items
- Employee Defaults
- Tax Payments and Payroll Frequency
- Creating a Paycheck
- Payroll Liabilities
- Payroll Tax Forms
- Payroll Reports

Sales Tax

- Sales Tax Items
- Assigning Sales Tax Codes
- Paying Sales Tax
- Sales Tax Reports

Reporting

- Cash and Accrual Based Reporting
- Reporting Options
- Report Customization
- Groups and Memorized Reports

Data File Management

- Types of QuickBooks Files
- Corrupted Files
- Importing and Exporting Information
- QuickBooks Updates

Data Security Measures

- Backup and Restore
- Creating a Portable File
- Set Up Users and Passwords
- Closing Date

Target Audience

Manufacturing, Construction and Service based businesses will benefit from the detailed workflows that are presented.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	QuickBooks and Advanced Computer Skills
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____