

1 Decide on a course

Basic: Introductory

<input type="checkbox"/> 1-Day Basic: Introductory		\$321 /pax (incl. 7% GST)
9:30 am – 4:00 pm		
<ul style="list-style-type: none"> ➤ Creating: Chart of accounts, customer information, supplier information, <u>basic</u> service and discount items ➤ Entering opening balances from current accounting records ➤ Performing key sales cycle activities: <ul style="list-style-type: none"> ❖ Invoice and collection ❖ Credit note ➤ Performing key purchase cycle activities: <ul style="list-style-type: none"> ❖ Supplier bill and payment ❖ Supplier credit ➤ Posting journal entries 	<ul style="list-style-type: none"> ➤ Processing banking transactions: <ul style="list-style-type: none"> ❖ Expense ❖ Deposit ➤ Preparing bank reconciliations 	NEW
GST in QuickBooks using GSTSg Addon Program:		
<ul style="list-style-type: none"> ➤ Understanding GST setup in QuickBooks ➤ Improving GST setup in QuickBooks using GSTSg ➤ Generating GST reports in QuickBooks ➤ Generating GST F5 using GSTSg ➤ Entering special GST transactions: customer bad debt, import GST paid/deferred 		
Pre-requisites: Basic computer literacy and accounting knowledge. Working knowledge of GST regulations.		
Suitable for: QuickBooks® (Canada desktop versions: 2011-18) ReckonAccounts® (Desktop versions: 2013-2018)		Classes are conducted using the latest QuickBooks Canada desktop version 2018 . Interfaces are similar and key differences will be highlighted.

Modular: Inventory | Multicurrency

2-Hour Modular		\$107 /module/pax (incl. 7% GST)
<input type="checkbox"/> Inventory (non-manufacturing)	<input type="checkbox"/> Multicurrency	
9:30 am – 11:30 am	1:00 pm – 3:00 pm	
<ul style="list-style-type: none"> ➤ Creating inventory items ➤ Recording inventory adjustments ➤ Using Purchase Orders (PO) ➤ Receiving inventory ➤ Processing sales orders 	<ul style="list-style-type: none"> ➤ Setting up multicurrency ➤ Recording foreign transactions ➤ Making fund transfers ➤ Calculating exchange gain/loss ➤ Revaluing foreign currency accounts 	
Pre-requisites: Basic computer literacy and accounting knowledge. Working knowledge of QuickBooks. Preferable have attended basic training in QuickBooks as topics in basic class will not be revised.		
Suitable for: QuickBooks® (Canada desktop versions: 2011-18) ReckonAccounts® (Desktop versions: 2013-2018)		Classes are conducted using the latest QuickBooks Canada desktop version 2018 . Interfaces are similar and key differences will be highlighted.

Modular: QuickBooks GST



<input type="checkbox"/> 2.5-Hour QuickBooks GST	\$128.40 /pax (incl. 7% GST)
1:30 pm – 4:00 pm	

Continue on next page...

Classroom Training Form



Modular: QuickBooks GST

<input type="checkbox"/> 2.5-Hour QuickBooks GST 1:30 pm – 4:00 pm		\$128.40 /pax (incl. 7% GST)
NEW GST in QuickBooks using GSTSg Addon Program: <ul style="list-style-type: none"> ➤ Understanding GST setup in QuickBooks ➤ Improving GST setup in QuickBooks using GSTSg ➤ Generating GST reports in QuickBooks for GST filing ➤ Generating GST F5 directly using GSTSg ➤ Entering special GST transactions: customer bad debt, import GST paid/deferred 	 Makes accounting easy +  Makes GST easy	
Pre-requisites: Basic computer literacy and accounting knowledge. Working knowledge of GST regulations. Have attended basic training in QuickBooks as topics in basic class will not be revised.		
Suitable for QuickBooks® Canada desktop versions: 2014 to 2018		Classes are conducted using the latest QuickBooks Canada desktop version 2018 . Interfaces are similar and key differences will be highlighted.

2 Tell us about yourself

Company			
Address			
Email			Tel
Full Name & Designation of Participant(s)			
Is your company an existing or new user of QuickBooks? Please tick: <input type="radio"/> Existing <input type="radio"/> New From which company did you buy your software from? _____			

3 Indicate your preferred date (refer to schedule at www.qcombiz.com): _____
 Venue: **QCOM BizSolutions Pte Ltd** 67 Ubi Rd 1, Oxley BizHub #05-14, S(408730). **Near Tai Seng MRT stn.**
Training date, duration, and venue may change depending on class mix and size.

4 Sign & email your registration to rego@qcombiz.com

We confirm our registration:	1. Computer and course workbook will be provided. 2. Classroom training is not designed for organization-specific consultancy and does not come with subsequent support by phone or otherwise. 3. Classroom training covers a standard syllabus and does not include other topics not specifically listed.
Authorised signature Name:	

5 Make payment to "QCOM BizSolutions Pte Ltd" [Total amount = Fee/pax (incl. GST) x No. of pax]

Bank	: Overseas Chinese Banking Corporation	Bank Code	: 7339
Branch	: Marina Bay Financial Centre	Branch Code	: 596
Swift Code	: OCBCSGSG	Account No.	: 032805-001

6 Receive confirmation after our receipt of payment, subject to class availability, and on a first-come-first-served basis. Once confirmed, we cannot refund fee or postpone class, except for a change of participant(s).

7 Attend class. Arrive 15 minutes beforehand (more details upon confirmation).