

**SEYCHELLES BUSINESS STUDIES ACADEMY (SBSA)
TRAINING IN BASIC QUICKBOOKS ACCOUNTING SOFTWARE**



Course Title: Basic QuickBooks

Course Facilitator: Mr Nilan Fonseka

Course delivery days: Saturdays

Course delivery times: 8am – 12 noon

Course duration: 10 weeks

Course Credits: 8

1. Detailed outline of the Course

- Enter information relating to the organisation at the beginning of an Accounting period
- Set up customer accounts
- Set up supplier accounts
- Process sales invoices and credit notes
- Allocate receipts from customers
- Process purchase invoices and credit notes
- Allocate payments to suppliers
- Process receipts and payments for non-credit transactions
- Process recurring receipts and payments
- Process petty cash receipts and payments
- Process journals
- Reconcile the bank statement
- Produce routine reports for customers and suppliers
- Produce routine reports from the general ledger

2. Cost

The total cost for the course is indicated below:

Description	Costs
Local Tuition fee	SCR 2500
<i>Below fees are optional for candidates who wish to sit for the external AAT exam as an extra.</i>	
AAT Subscription Fee	£44
AAT Exam Fee	£46

3. Certification

- All successful candidates will receive a certificate from SBSA.
- Any candidate who opts to sit for the related AAT exam, and passes the exam, will receive a certificate for Computerised Accounting at Level 2 from AAT.