

COURSE OBJECTIVE

Creating Accountants with sufficient knowledge of small and medium size accounting software.

COURSE DATE

16 - 18 September 2010

COURSE FEE

N30,000.00 (Inclusive of course materials, lunch, free installation of registered Peachtree Pro Accounting software 2011 & QuickBooks Simple Start Edition)

PAYMENT

Payment could be made at any of the following banks:

Account Name: BABATUNDE AJALA & CO

ZENITH: A/C NO. 6018908282

GTB: A/C No. 211741485110

NB: 10% Discount available for registration before 14th September 2010

COURSE VENUE

BAC Executive Training Centre

58A, Kudirat Abiola Way

Oregun, Ikeja, Lagos.

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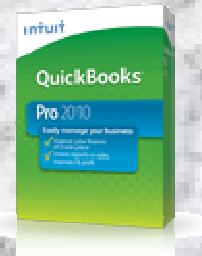
QUICKBOOKS PRO ACCOUNTING

AND

PEACHTREE PREMIUM

ACCOUNTING SOFTWARE

COMBINED TRAINING FOR THE PRICE OF 1



Babatunde Ajala & Co.
(CHARTERED ACCOUNTANTS)

COURSE OUTLINES

- **General Ledger** Learn how to create your chart of accounts, define account segments, enter your journal entries, and define your budgets.
- **Accounts Receivable** Manage your receivables by learning how to maintain customers, enter and adjust orders/invoices, apply customer payments, and print statements and other reports on receivable.
- **Accounts Payable** Learn how to manage your payables by learning how to maintain vendors, enter and adjust orders/invoices, select invoices for payment, and record manual cheques.
- **Inventory** Manage your inventory by learning how to maintain inventory, sell a stock item, and adjust inventory.
- **Payroll**** Learn how to maintain employees with individual payroll details and deductions, pay employees, and print pay advice. ** (For Peachtree only)
- **Bank Reconciliation** Learn how to record transactions and reconcile your bank account. You will also learn to correct an out-of-balance reconciliation.