



QuickBooks

All you need to manage your organisation's finance with QuickBooks.

03 to 07 May 2010

AIM: To enhance participants' knowledge and skills in managing QuickBooks to produce relevant and reliable financial reports that is useful for intended users.

OBJECTIVES:

By the end of the course, participants will be able to:

- ✓ customize QuickBooks according to the nature of their organization's operation and activities;
- ✓ effectively record their financial transactions in consistency with their existing accounting system;
- ✓ design financial reportd in QuickBooks to address reporting requirements of donors and internal users;
- ✓ manage QuickBooks effectively; and
- ✓ believe that good accounting records are essential to ensure their organisations' transparency and accountability.

TARGET GROUP:

- ✓ Finance Managers or Directors, Accountant, Finance Assistant, Bookkeeper

METHOD:

Experiential learning, action - oriented learning, creativity and participatory approaches will be emphasized throughout the course to help and encourage active participation, share practical experiences and practice real financial issues within the organisations in a fun way.

COURSE FEE: \$250 per participant

Cost includes training materials, refreshments and daily lunch. Full payment is required at the time of enrolment.

LOCATION: VBNK Training Room

LANGUAGE: Khmer

REGISTRATION CLOSING DATE:

26 April 2010

WOMEN ARE ESPECIALLY ENCOURAGED TO PARTICIPATE

Please contact us for further information

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