



SKILLS HUB INTERNATIONAL LTD

Kimironko-Gasabo-City of Kigali
P.O. Box: 5024 Kigali-Rwanda,
KG 11 AVE, TRIUMP HOUSE, 3rd Floor,
Email: info@skillshubinternational.com
Website: www.skillshubinternational.com ,
Tel: (+250) 780343116, 787065168, 78344361

CALL FOR APPLICATION ON QUICKBOOKS TRAINING COURSE

ABOUT SKILLS HUB INTERNATIONAL (SHI) LTD

SKILLS HUB INTERNATIONAL (SHI) LTD is a subsidiary of ONCG GLOBAL HOLDINGS LTD a multidisciplinary consulting group operating across African continent. SHI Ltd is registered in Rwanda since 2013, to offer a wide range of world-class training services and employment services to both corporate and individual clients.

It also offers cutting edge business and management customized training programs. Our training services include Professional training services, Executive Training, In-house training services and Special Training services for specialized industries like banks, insurers and others. Training services are provided via two schools namely School of Business Professionals and School of Business Executives. Our trainings range from one day-certificate to three-months training certificate for proficiency.

In addition, SHI as a Capacity building specialized supplier, offers Employment related services such as Recruitment services, headhunting, Job-Connect and Refresher course services to both employers and job seeking community.

COURSE OVERVIEW AND OBJECTIVES

QuickBooks is an accounting software package geared mainly toward organizations who use it to manage sales and expenses, keep track of daily transactions, generate reports for planning, and more. QuickBooks Desktop Enterprise Accounting Software includes the features and functionality of QuickBooks and has features designed for organizations. this course is aimed at equipping the participants with skills to use QuickBooks Desktop Enterprise software tools to meet the accounting needs of their organization.



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This program is designed to enable its participants to become experts in use of QuickBooks.

Objectives:

At the end of this course, the participants should feel in;

- Set-up budgets, track actual with the budgets and report on variances
- Generate various financial reports and statements for Management.
- Manage vendors & suppliers
- Allocate expenses across multiple programs
- Post income and expenses by fund
- Manage cash advances given out
- Track details of Cash/Bank Account transactions

The purpose of QuickBooks Training Course is to equip participants with practical skills and knowledge to effectively utilize QuickBooks for financial management purposes.

INDICATIVE CONTENTS

Module 1: Introduction to QuickBooks

- Overview of QuickBooks Features
- Benefits of Using QuickBooks
- Getting Started with QuickBooks

Module 2: Setting Up QuickBooks

- Creating a Company File
- Getting around in QuickBooks
- Setting up a chart of accounts
- Setting up customers, jobs and vendors



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- Setting up items
- Data entry shortcuts for lists
- Setting up other QuickBooks

Module 4: Bookkeeping

- Tracking Time and Mileage
- Paying for expenses
- Invoicing
- Producing statements
- Transaction time savers
- Managing accounts receivable
- Bank accounts and credits cards
- Doing payroll
- Making journal entries
- Performing year – ended tasks

Module 5: Managing Your Business

- Keeping Track of Financial Tasks
- Managing QuickBooks files
- Managing Inventory
- Working with sales Tax
- Budgeting and Planning
- Tracking Finances with Reports and Graphs

Module 5: QuickBooks power

- Banking online with QuickBooks
- Configuring preferences to fit your company



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- Integrating QuickBooks with other programs
- Customize QuickBooks
- Keeping your QuickBooks data secure

DATE AND VENUE

The course will Start by 11th January to 09th February /2025. Training will take place at SHI professional Training Center Offices located at **KIMIRONKO-GASABO, TRIUMPH HOUSE 3RD Floor.**

SESSIONS AND DAYS OF TRAINING

The training Program will last for 40 hours and will be delivered in three different sessions as follows:

Day session (Monday to Friday)	Evening Session (Monday to Friday)	Weekend Session (Saturday & Sunday)
From 9:30 to 13h:00	From 18h00 to 21h00	From 14h00 to 18h00

For registration download the registration form on the following link:

<https://www.skillshubinternational.com/Assessment/2024file3ae95eaa75cd9328eed38cf22a0691acsgfs.pdf>

A properly filled form shall be sent on of our email as follows:

skillshubinternational@gmail.com

info@skillshubinternational.com

For more information you can contact us on:

+250 780 343 116, +250787065168 and +250 780 344 361; or use above emails.

COURSE FEES & PAYMENT MODES

The amount of fees per course for **Fundamentals of M&E** is 120,000 Rwf Paid via our bank accounts; **4003200725206** at **EQUITY BANK RWANDA PLC, *182*8*1*097137# Using Mo-Mo Pay.**

The fees will cover tuition, training materials refreshment and Certificate.

CERTIFICATE OF COMPLETION



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A certificate will be issued at the end of the program to every trainee who completes the course.



Approved on behalf of SHI Ltd

Muligo Theogene
Managing Director
Skills Hub International Ltd