

# Mastering QuickBooks I

Know Your Numbers, Manage your Destiny  
Presented by Sulo Musyaju

## **A hands-on workshop designed to introduce participants on how to use QuickBooks application to manage business accounts, payables and receivables.**

In this two hour intensive session, we will cover how to navigate QuickBooks system, set-up new vendors and customers, enter invoices, issue check payments, prepare customer invoices, record deposits and reconcile bank statements. We will also briefly review key indicators that will help you manage your cash flow.

*Who will benefit from this:*

Owners, employees and other practitioners in small businesses and non-profits who are:

Seeking help to get set-up in QuickBooks and learn how to use the features and functions that are important for managing their business accounting and finance.

Busy and cannot afford to spend an entire day in a training session.

The class size is limited to eight participants to ensure individual attention. Please contact us if you are interested to participate in or host future sessions of this program. .

Bring your laptop with QuickBooks installed and ready to use in the class. (Please contact us if you do not yet have the QuickBooks program installed and would like access to a trial version.)

*About the instructor:*

Sulo Musyaju is a seasoned manager and is an expert trainer in QuickBooks, accounting and finance. She has a strong experience in managing business finance operations and in coaching entrepreneurs. Please visit [www.musyaju.com](http://www.musyaju.com) to learn more about her.

*For additional information or questions:*

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