



PROFESSIONAL DEVELOPMENT ONLINE PROGRAM

QUICKBOOKS: A PRACTICE SET APPROACH

www.escochecksacademy.com

**OCTOBER 22 AND 29, 2022
NOVEMBER 5, 12, AND 19, 2022**

Synchronous sessions via Zoom

Asynchronous sessions via access to the Escocochecks Academy platform



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and Escochecks Academy*

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SUCCEED.**

ABOUT ESCOCHECKS PHILIPPINES

Escochecks Philippines Company, Ltd. is a wholly owned subsidiary of Escochecks Inc. in the USA. Escochecks Philippines is a business service provider with core competencies in the fields of accounting, bookkeeping, finance, taxation, payroll, and HR, among others. We offer these services to our clients with the aim of being their partners in driving business growth and efficiencies.

ABOUT ESCOCHECKS ACADEMY

Escochecks Academy is the training arm of the Escochecks Group of Companies which handles accounting, bookkeeping, payroll, taxes & human resources functions for various businesses in Los Angeles, Las Vegas and Manila. The academy is also an accredited continuing professional development (CPD) provider under the Professional Regulation Commission (PRC) in the Philippines.

Currently, it is working on its accreditation with the Internal Revenue Service (IRS) and California Tax Education Council in the U.S.

Core to the academy's course offerings are continuing development programs which could help entrepreneurs and professionals manage their business and career opportunities better. We also offer introductory courses on how to use QuickBooks which is specially designed for SMEs who want to manage their finances on an integrated platform.

Quickbooks: A Practice Set Approach

QuickBooks is an integrated accounting package suitable for most small-to-medium sized businesses. It could help business owners organize their finances, keep track of their invoices for collections and taxation purposes, settle liabilities on time and track expenses efficiently.

Students of this course will learn how to use QuickBooks to create and maintain a QuickBooks chart of accounts for their business; make deposits and purchases; transfer balances between accounts; make invoices and receipts; create journal entries; perform bank reconciliations; and generate reports for management and regulatory compliance purposes.

Through this certificate course, the users will be able to use QuickBooks to manage their business operations and finances better.



PROGRAM OUTLINE

- I. Foodscapes Photography
 - a. Foodscapes Photography: A Backgrounder
 - b. Foodscapes Photography: Chart of Accounts
 - c. Setting Up the Company
- II. QuickBooks Chart of Accounts
 - a. Uploading and Troubleshooting
 - b. Maintenance and Management
- III. Using QuickBooks
 - a. Foodscapes Transaction List
 - b. Creating a Journal Entry
 - c. Creating an Expense
 - d. Making a Check
 - e. Setting Up a Tax Code
 - f. Account Transfers
 - g. Using Bill and Pay Bills
 - h. Product and Invoice Creation
 - i. Vendor Credits
- IV. Quickbooks Reporting
- V. Bank Reconciliation
- VI. Recurring Journals



**Dr. Jose Neil M.
Hortillo**

Resource Person

Dr. Jose Neil M. Hortillo has considerable experience in the fields of public administration, business management consultancy and application development. His areas of specialization are public policy, organizational behavior, strategic management, database management, financial analysis, and marketing. Prior to joining the academe, he had held executive positions in multinational companies from various industries of market research consulting, energy, banking, health care, and information technology. His research interest includes e-governance, public administration, tourism marketing, financial intelligence, and knowledge management.

He is currently an assistant professor handling graduate and undergraduate subjects in the College of Management University of the Philippines Visayas. He also served as a consultant at the Personalized Homecare and Homemaker Agency, Inc. in Sacramento, USA and handled various key executive positions with Internet Security Systems Philippines, Techno Media, Pte. Ltd., WS Research/ International Data Corporation (IDC) Philippines and Occidental Energy Ventures Corp (OEV).

Dr. Hortillo's research and public service engagements include a tourism manpower study in Western Visayas, MICE Tourism Workshop for Iloilo tourism stakeholders, RA 11032 Training for Western Visayas, systems analysis and design of revenue transactions systems (Business Process Licensing Systems or BPLS) in Iloilo City, Roxas City, and Miag-ao, and capacitating barangay officials on GIS mapping project in Iloilo City.

Dr. Hortillo holds a Bachelor Degree Major in Business Economics from the University of the Philippines Diliman and a master's degree in Business Management (MBM) from the University of the Philippines Visayas in Iloilo. He also took his doctorate degree in Public Administration (DPA) with the National College of Public Administration and Governance (NCPAG) from the University of the Philippines Diliman.



Quickbooks: A Practice Set Approach

Program Details:

October 22 and 29, 2022
November 5, 12, and 19, 2022
Saturdays

1:00PM - 5:00PM via Zoom

Program Fee

Rate - ₱6,000

*Schedules and prices may change without
prior notice

Register Now!

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