

QuickBooks Course

Streamline Your Accounting with QuickBooks at Elegant Training Center!

Learn how to manage business finances easily and efficiently using QuickBooks—one of the most popular accounting software solutions for small and medium businesses. This course is designed for accountants, business owners, office staff, and anyone wanting hands-on skills in modern accounting, VAT/GST compliance, payroll, and reporting.

Upcoming Batches

Talk to Raj Sir for schedules and details

Join Our QuickBooks Course in Dubai

Modern Accounting. Instant Insights. Easy Compliance.

Get step-by-step training on QuickBooks Desktop and Online. Handle real transactions, VAT returns, inventory, invoicing, payroll, and financial reports—just as you would in a real office. Our expert trainers guide you through practical scenarios and make accounting easy, even for beginners.

Why Choose QuickBooks?

- Widely used by SMEs, freelancers, and accountants
- Automates accounting, invoicing, expenses, and payroll
- Handles UAE VAT and international tax compliance
- Generates instant reports—Profit & Loss, Balance Sheet, Cash Flow
- Simplifies bank reconciliation, payments, and receipts
- Cloud access for anytime, anywhere updates
- Integrates with Excel, banking, and other business tools
- User-friendly, secure, and preferred by employers

Who Should Join?

- Accountants and admin staff
- Business owners and entrepreneurs
- Freshers and job seekers in finance
- Anyone new to accounting or software-based bookkeeping

Users upgrading from manual books or other software

Course Topics – QuickBooks

Section 1: QuickBooks Online Basics

1. Clients with QBO
2. Clients Who Need QBO
3. Billing Options
4. Adding QuickBooks Time & Payroll
5. Chart of Accounts
6. Importing in QBO
7. Products & Services
8. The Customer Center
9. The Vendor Center
10. Intuit Training Matchup

Section 2: Managing Bank & Transactions

1. Managing Bank Feeds
2. Client User Access
3. Sales Tax
4. Setting Up QuickBooks Payments
5. Melio Bill Pay
6. Adding Apps
7. Custom Fields
8. Custom Forms
9. Setting up and Using Tags
10. Undeposited Funds
11. Working with Estimates
12. Check Yourself Answer Key

Section 3: Advanced Transactions & Workflows

1. Customer Statements
2. Credit Memos & Refunds
3. Vendor Credits
4. Deposit Transactions
5. Using QuickBooks Payments
6. Managing Receipts and Bills
7. Journal Entries
8. Pay Down Credit Card
9. Transfers
10. Issues with Workflows
11. Check Yourself Answer Key

Section 4: Reporting & Reconciliation

1. Excluding Bank Transactions
2. Bank Rules
3. Recurring Transactions
4. Reconciling Accounts
5. Correcting Beginning Balances
6. Basic Reporting Options
7. Customizing Reports
8. Management Reports

Section 5: Year-End & Administration

1. Books Review & Year-End Tasks
2. Reclassifying Transactions
3. Closing the Books Questions
4. Managing the Client Menu

5. Managing Your Subscriptions
6. Managing Your Team
7. Managing Your Work

Course Highlights

- 100% practical, hands-on learning
- Real business scenarios and sample files
- Free practice data, notes, and QuickBooks templates
- Flexible batch timings: weekday, weekend, and evening options
- Small groups for personal attention
- Completion certificate from Elegant Training Center (KHDA-attested available)

Duration

 15 to 20 hours (adjusted to batch and pace)

Career Benefits

- Accounts Assistant
- Bookkeeper
- Office/Admin Executive
- Junior/Senior Accountant
- Business Owner
- Payroll Specialist
- Any role requiring practical, digital accounting knowledge

 Contact us for upcoming batch schedules and course fees.

Call/WhatsApp: +971 54 749 5664

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Start your journey with QuickBooks—make business accounting simple with Elegant Training Center!

Choose Elegant Training for QuickBooks

Get Hands-On. Work Smarter. Grow Your Career.



REAL-WORLD ACCOUNTING PRACTICE

You'll work on practical entries, VAT returns, payroll, and business reports just like in a real office.



STEP-BY-STEP, CLEAR TEACHING

Trainers explain every step, from setup to final reports, using real examples and office scenarios.



FLEXIBLE CLASS OPTIONS

Pick from weekdays, weekends, evenings, or online—plus recorded sessions for easy revision.



EXPERT TRAINERS WITH PRACTICAL EXPERIENCE

All trainers are qualified accountants and QuickBooks professionals, ready to answer your questions anytime.



ASSIGNMENTS & MINI PROJECTS

Prepare ledgers, file VAT, run payroll, reconcile bank accounts—practice files included and reviewed by trainers.

QuickBooks Course – FAQs

1. Who teaches this course?

Experienced accountants and certified QuickBooks trainers.

2. Is QuickBooks hard for beginners?

No—our course starts from basics, with simple steps and real-life examples.

3. Will I learn UAE VAT and payroll?

Yes, including setup, transaction entries, and compliance reports.

4. What practical tasks will I perform?

Invoices, payments, expenses, bank reconciliation, VAT Entries, payroll, and reporting.

5. Can I get personal attention and support?

Absolutely—small batches and direct help before, during, and after class.

6. Are classes available online and in-person?

Yes—choose whichever fits your needs.

7. Do I get sample files and templates?

Yes—real business data to practice and master QuickBooks.

8. Do I get a certificate?

Yes, plus KHDA-attested certificate (optional, extra fee).

9. How will this help my career?

QuickBooks skills are in demand for office, admin, accounts, and business jobs.

10. How do I register and what support will I get?

Contact us at +971 54 749 5664 or info@elegant-training.ae.