

# QuickBooks Course Syllabus

## Day-1 course syllabus

### Getting QuickBooks setup

- Navigating and Organizing
- Preparing to create a Company File
- Setting up a Company File
- Backup & Restore
- Managing your Company File
- Working with Lists
- Using Forms & Templates
- Working with Bank Accounts
- Working with Other Accounts
- Setting up Item List (Inventory)
- Setting up and tracking of GST

### Everyday Tasks:

- Purchasing Inventory
- Entering and Paying Bills
- Working with Sales Invoices
- Receiving Payments from Customers
- Managing GST
- General Journal Entry
- Financial Reporting

## Day-2 Course syllabus:

### Advanced Functions:

- Company File Setup (Advanced)
- Managing your Company File (Advanced)
- Estimates & Progress Invoicing
- Job Costing
- Working with Inventory (Advanced)
- Sales Invoicing & Customer Payment (Advanced)
- Budget & Forecast
- Multi-currency features
- Reporting with Foreign currency