COURSE CONTENT

COMPUTERIZED ACCOUNTING

QUICKBOOKS ONLINE

- System Requirements
- How to Install QuickBooks
- Getting around QuickBooks
- Using Home Page to Move Around in QuickBooks
- Key QuickBooks Concepts
- Using QuickBooks Centers
- How to Work with QuickBooks Lists
- Easy Step Interview
- Setting up Preferences
- Setting up Chart of Accounts
- Entering Opening Balances
- Find Transactions
- Adding Accounts
- Adding Customers
- Adding Vendors
- Adding Inventory Items
- Adding Items
- Adding Sales Tax
- Multiple Entries
- Using Multi Currency Feature
- Import Data Into QuickBooks
- Export Data Into QuickBooks
- Entering an Opening Balance
- Customize an Invoice / Estimate
- Creating an Invoice
- Entering Sales Receipts
- Receiving a Payment
- Making a Deposit
- Paying Bills
- Cash & Bank Transactions
- Writing Checks
- Bank Reconciliation
- Issuing Credits or Refunds
- Journal Entries
- Setting up Budgets and Entering Details
- Correcting Mistakes and Closing Periods
- Using Reports to See How Your Business is Doing
- Customize Reports
- Export of Data and Reports to Excel
- Marking Reports as Favorites
- Memorizing a Report for Reuse
- Creating Users
- Adding Access Levels for Users
- Backup Company File
- Restore Company File

MYOB PREMIER V9

- System Requirements
- How to Install MYOB Premier
- Getting Around MYOB Premier
- Command Centre to work with MYOB
- Key MYOB Premier Concepts
- Setting up Preferences
- Setting up Chart of Accounts
- Entering Opening Balances
- Find Transactions
- Adding Accounts
- Adding Customers
- Adding Vendors
- Adding Inventory Items
- Adding Items
- Adding Tax Codes
- Import Data Into MYOB
- Export Data from MYOB
- Using Multi Currency Feature
- Customize an Invoice / Estimate
- Creating an Invoice
- Entering Sales Receipts
- Receiving a Payment
- Making a Deposit
- Paying Bills
- Cash and Bank Transactions
- Writing Checks
- Bank Reconciliation
- Issuing Credits or Refunds
- Journal Entries
- Setting up Budgets and Entering Details
- Correcting Mistakes and Closing Periods Using Reports
- Customize Reports
- Export of Data and Reports Excel
- Saving a Report for Reuse
- Creating Users
- Adding Access Levels for Users
- Backup Company File
- Restore Company File

TALLY ERP 9.0

- System Requirements
- How to Install Tally ERP 9.0
- Getting Around Tally ERP 9.0
- Using Shortcuts to Work with Tally ERP 9.0
- Key Tally ERP 9.0 Concepts
- Setting up Accounting / Inventory Features
- Creating Ledger Groups
- Setting Up Ledgers
- Alter Ledgers and Groups
- Entering Opening Balances
- Find Transactions
- Adding Customers
- Adding Vendors
- Adding Inventory Items
- Adding Items
- Adding Tax
- Creating Cost Centers / Cost Categories
- Using Multi Currency Feature
- Customize an Invoice / Estimate
- Creating an Invoice

- Entering Sales Receipts
- Receiving a Payment
- Making a Deposit
- Paying Bills
- Cash and Bank Transactions
- Pay Using Checks
- Bank Reconciliation
- Issuing Credits or Refunds
- Journal Entries
- Setting up Budgets and Entering Details
- Correcting Mistakes and Closing Periods
- Using Reports
- Customize Reports
- Export of Data and reports Excel
- Saving a Report for Reuse
- Creating Users
- Adding Access Levels for Users
- Backup Company File
- Restore Company File