COURSE CONTENT
DIPLOMA IN DIGITAL ACCOUNTING

INTRODUCTION TO CLOUD ACCOUNTING

- What is Digital Computing?
- Benefits of Moving to the Digital
- History of Digital Computing
- Digital Delivery Models
- Digital Environments
- Benefits of Digital Computing for Community Infrastructure

QUICKBOOKS ONLINE

- Sign Up for QuickBooks Online
- Navigating the QuickBooks Online Interface
- Working with QuickBooks Online Interface
- Adjusting the QuickBooks Online Account Settings
- Entering and Editing Customer and Vendor Data
- Entering and Editing the Chart of Accounts
- Entering the List of Products and Services Into QuickBooks Online
- Entering Invoices Into QuickBooks Online
- Invoice Practical Exercise in QuickBooks Online
- Editing Transactions and Fixing Mistakes in QuickBooks Online
- Deleting Transactions and Customizing Numbers in QuickBooks Online
- Receiving Invoice Payments in QuickBooks Online
- Entering Sales Receipts in QuickBooks Online
- Entering Bills from Vendors
- Paying Bills in QuickBooks Online
- Checks and Expenses in QuickBooks Online

XERO ACCOUNTING

- Creating Xero User Account
- Tracking Categories and Departments
- Set up a Chart of Accounts
- Dashboard Overview
- Adding / Editing a Supplier / Customer
- Adding Inventory to Xero
- How to Add a Purchase Invoice
- How to Add a Purchase Credit
- How to Edit a Purchase Invoice
- Add a Recurring Purchase Invoice
- Navigating the Purchase Invoices
- Payments of Purchase Invoices and Remittances
- Adding a Sales Invoice
- Adding a Sales Credit
- Editing a Sales Invoice
- Adding a Repeating Sales Invoice
- Adding a Sales Quote
- Navigating the Sales Invoices
- Sales Receipts
- Bank Reconciliation Overview
- Setting up a Direct Bank Feed
- Reconciling the Bank and Creating Rules
- Navigating the Bank Account
- Taking Reports
- User Creation
- Budget Preparation

ZOHO BOOKS

- Creating Zoho Account
- Record Journal & Create Chart of Accounts
- Item Master
- Customer Master
- Vendor Master
- Setting up Banking
- How to Create Proforma Invoice or Estimate or Quotation
- How to Create Tax Invoice
- How to Record Customer Payments
- How to Create Recurring Invoices
- How to Create Retail Invoice
- How to Create Credit Notes
- How to Record Expenses
- How to Record Bills
- How to Record Vendor's Credit
- Creating Projects in Zoho
- Creating and Adding Team Members to a Project
- Getting Project Profitability
- Getting Reports