



USA

ACCOUNTING & TAXATION

4 MONTHS DURATION

MODULE 1 | BUSINESS ACCOUNTING FUNDAMENTALS

- Basics of Accounting & Accounting Process
- Journal entries & Adjusting entries
- Classification of balance sheet
- Reconciliation: Bank, Vendor, Customer

MODULE 2 | QUICKBOOK SOFTWARE

START QUICKBOOKS ACCOUNTING

- Opening QuickBooks Accounting
- Introduction & Difference between QuickBooks Desktop & QuickBooks Online.
- Understanding Menus and Toolbars

MASTER SETUP

- Company Master Creation
- Creating And Editing the Chart of Accounts, Customers List & Vendor List

CUSTOMER

- Customer Invoice Entry
- Import of Sales Invoice Sales Receipt
- Automation of Recurring Sales, Advance Payment Entry of Customer
- Credit Note
- How to Setup & Pay Sales Tax From Quickbooks

VENDOR

- Entry of Vendor's Bill
- Bill Payment
- Debit Note
- 1099 Setup

BANKING

- Cheque Writing
- Cheque Deposit
- Internal Transfer Link of Bank Date with QuickBooks
- Bank/ Credit Card Reconciliation
- Link of Credit Card Data with QuickBooks

CLASS ACCOUNTING

GENERATE CLASS WISE FINANCIAL

INTEGRATION OF BANK/CC ACCOUNTS

REPORTS

- Account Payable & Account Receivable Register
- QuickBooks Report

DASHBOARD CUSTOMIZATION
LOAN STATEMENT EXPLANATION
MERCHANT A/C, PAYPAL A/C, POS ACCOUNT UNDERSTANDING & RECONCILIATION.
PAYROLL REGISTER EXPLANATION & QUICKBOOKS ENTRY
LEDGER SCRUTINY

MODULE 3 | TAXATION

INDIVIDUAL TAX RETURNS

- Basic understanding of US Taxation
- Incomes & Adjustment to Income
- Deductions & Tax Credits
- Different Types of Taxes & Payments
- FBAR and FATCA
- Understanding of Different Types of Returns
1040 | 1120 | 1065 | 1120-S
- Understanding of Different Forms & Schedules of Individual Tax Returns
- How to Fill up Forms 1040 | 1040 NR

BUSINESS TAX RETURNS

- Basic Understanding of Accounting Periods & Methods
- Understanding of Different Types of Business Entities
- Taxation of Sole Proprietors
- Taxation of LLC's
- Taxation of Partnerships
- Taxation of Corporations
- Taxation of S - Corporations
- Misc. Topics relating to Business Tax Returns
- Understanding of Different Forms & Schedules of Business Tax Returns
- How to Fill up Forms - 1120 | 1120-S | 1065

COMPLEMENTARY TOPICS

- Basic understanding of Use Tax & Sales Tax
- Payroll Tax and Calculation

MODULE 4 | MS EXCEL

- Basic and Advanced Excel Formulas
- Cell Reference: Relative | Mixed | Absolute
- If Function: If | If with and | If with Or | If with Nested If
- Conditional Formatting Tools

- Financial Function: PMT | PPMT | IPMT
- Data: Sorting | Filter | Advance Filter
- Function: Count-If | Count-Ifs | Sum-If | Sum-Ifs
- V Lookup & H Lookup Formulation
- V Look Up with Match & Index with Match Function
- Double & Three V-lookup Concepts
- Pivot Table & Pivot Charts
- Classical Pivot tables with Matching Reports
- What If Analysis Tools
- Data Validation Tools
- Other Misc. Topic

MODULE 5 | BUSINESS COMMUNICATION (SS/PD) PPT ONLY

- Personal Interview Skills
- Professional Body Language
- Workplace Etiquettes
- E-Mail Correspondence



H.O: C.G. Road,
Ahmedabad

Branch: Baroda

www.munimji.co.in

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