



MUNIMJI
Training & Placement Academy

USA **ACCOUNTING**
2 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

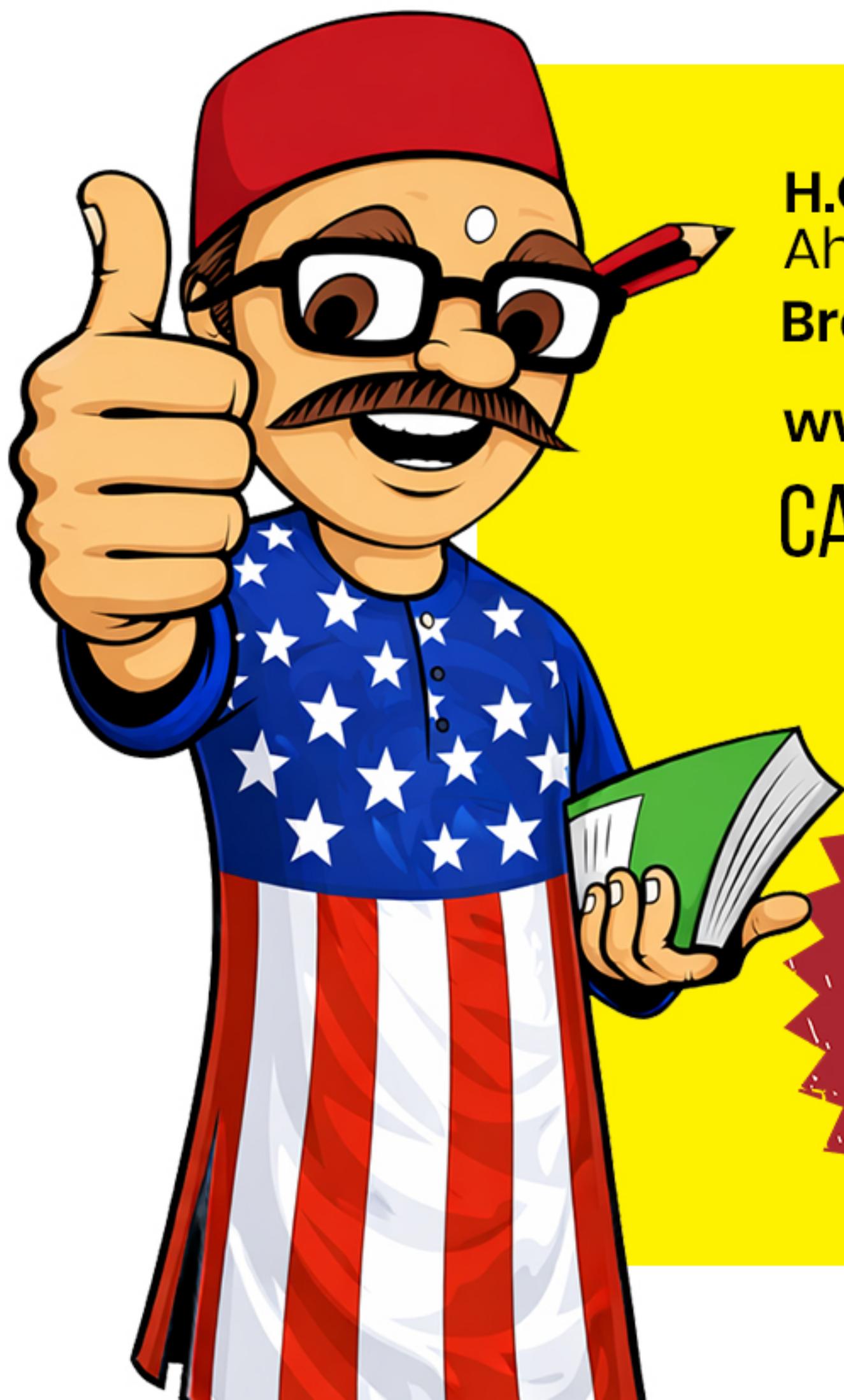
REPORTS

- 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 | 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



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