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ICT Trainings Institute – Engineering Your Career

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Accountancy Fundamentals

Course Guide

Bookkeeping in the 21st Century requires more than knowledge of GAAP principles or an eye for detail—Intuit® QuickBooks, the industry leader in managerial accounting software for small business, provides an easy-to-understand platform for users to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today.



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Intuit QuickBooks

The QuickBooks Certification exam is more than a test—passing it boosts confidence, establishes expertise, and earns client trust. It takes less time than you think. Following curriculum will help you achieving it.

Basic Accounting

- What is Accounting?
- Why Business needs Professional Accountant
- Fundamental concepts of Accounting

Chart of Accounts

- Level of Accounts
- Accounting Codes
- Import / Export Data from Excel

QuickBooks

- QuickBooks interface
- Scope of QB
- QuickBooks Utilities and General Product Knowledge

Documents

- Customer / Supplier – Invoices/Bills
- Goods Receipt Note
- Estimates
- Delivery Note
- Bank Statement
- Supplier Statement
- Sales Order Processing
- Purchase Order Processing

Reports

- Supplier
- Customer
- Customization
- Jobs
- Financial Information
- Quick Reports
- Tax Reports

Stock Management

- Bill of Materials
- Inventory Record
- Stock Valuation Reports

Financial Tools

- Closing Periods
- Accountant Center
- Workflow of an Organization
- Job Costing

Payroll

- Payroll Items Creation
- Processing Paychecks
- Quick-Reports Payroll

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