**TOPICS (INTENSIVE COURSE OF QUICK BOOKS ACCOUNTING SOFTWARE TRAINING FOR YOUTH EMPOWERMENT & DEVELOPMENT AID**

Name of Organization: YEDA – Trainees-3   Class Time – "2.30 hours" per day Morning or Afternoon hour

Days-  Monday to Saturday subject to an agreeable time table in consultation with trainees

**(Training Day 1.)**

1. Welcome to quick books. Setting up a new organization file into quickbooks
2. How to switch to multi user platform or single user in quick books.
3. How to set user passwords and privileges into quick books.
4. How to set up multi-currency in quick books
5. How to create a back up copy and restore an organization financial file in QuickBooks.
6. How to open different type of accounts in chart of accounts-main and sub accounts, how to enter project account codes into quick books.
7. How to enter opening and beginning balances of bank accounts.

**(Training Day 2.)**

1. How to enter project budgets in quick books
2. How to create or enter a budget, customize ,track budgets in quick books
3. Budgets Vs Actual by Projects
4. How to enter Donor income and deposit into quick books.
5. How to enter and receive donor prepayments into quickbooks.
6. How to issue donor refunds in Quick Books.
7. How to record prepaid expenses
8. How to enter project advances / employee advances
9. How to Apply deposits to previously recorded pledges from Donors
10. How to enter suppliers, donors and employees into quick books
11. How to enter and pay bills of a supplier in USD and SSP
12. How to pay expenses in Quick Books
13. How to enter vehicle mileage, to do list , alerts, reminders , Fixed Asset Listings

**(Training Day 3.)**

1. How to use classes and tie them to donor project and expenses, income accounts
2. How to pay for expenses into quick books using writes cheques function
3. How to use petty cash in quick books and managing of daily sundry expenses into quick books. Transferring Cash to Petty Cash Account-
4. Entering Petty Cash Expenses-
5. Reconciling Petty Cash Account
6. Replenishing Petty Cash Account.
7. Depreciation of Assets & disposal of fixed assets in quick books

**(Training Day 4.)**

1. How to transfer funds from one account to another bank account.
2. How to calculate exchange rate using USD and SSP currencies.
3. How to enter and add inventory items
4. Adjusting inventory quantity in quick books, purchase orders and receive inventory

**(Training Day 5.)**

1. Bank Reconciliation.
2. How to reconcile your bank account to bank statement in quick books
3. How to use Reports in Quick books
4. How to retrieve all donor reports in quick books.
5. How to use shortcuts functions in Quick Books.
6. Practical Random questions on topics covered.