

# E7 Professional Training

## Resource Person:

Md. MojafforHossainRony (ACCA Affiliate)  
Consulting Manager of BDCONS  
Trainer of QuickBooks, Practical Accounting,  
XERO &Troyee Accounting Software.

## QuickBooks

“Dreams are extremely important. You can’t do it unless you imagine it.” *(George Lucas)*

Why you should learn from us?

- Experienced Trainer (More than 05 Years of experience)
- Outsourcing opportunity
- Internship opportunity in consultancy firm
- Job reference
- Certification
- Training repeat opportunity for life time

**At the end of this course you will be able to:**

### 1.QuickBooks Setup

- ✓ Installation
- ✓ Setup Company
- ✓ Express Setup
- ✓ Manual Setup
- ✓ Chart Of Accounts

### 2. Various Lists

- ✓ Customer’s Massage List
- ✓ Terms list
- ✓ Vendor’s Type List
- ✓ Customer Type List
- ✓ Job Type List
- ✓ Sales Rep list
- ✓ Fixed Asset Item list
- ✓ Payment Method list
- ✓ Vehicle list
- ✓ Reminders list
- ✓ Class List

### 3. Managing Inventory

- ✓ Inventory Part

- ✓ Inventory Assembly
- ✓ Non Inventory Part
- ✓ Services
- ✓ CreationBOM/Build Assembly
- ✓ Activation
- ✓ Edition
- ✓ Deactivation
- ✓ Removal
- ✓ Adjustment of Inventory

### 4. Managing Vendors

- ✓ Creation
- ✓ Modification
- ✓ Removal
- ✓ Transactions
- ✓ Reports

### 5. Reports

- ✓ A/P Aging Summary
- ✓ A/P Aging Detail
- ✓ Vendor balance Detail
- ✓ Accounts Payable Graph

- ✓ Vendor Phone lists
- ✓ Transactions List By Vendor
- ✓ Vendor balance Summary
- ✓ Unpaid Bill Detail
- ✓ Vendor Contact lists

#### **6. Transaction**

- ✓ Cash Purchases
- ✓ Bill/Purchase Invoice
- ✓ Purchase Order
- ✓ Delivery Challan
- ✓ Purchase Return
- ✓ Deleting
- ✓ Voiding
- ✓ Printing
- ✓ Advance Paid
- ✓ Edit Transactions

- ✓ Bill by bill
- ✓ Cash Discount
- ✓ Purchase Order
- ✓ Bill Payment
- ✓ Trade Discount

#### **7. Final Reports**

- ✓ Profit & Loss Standard
- ✓ Balance Sheet Standard
- ✓ Statement of Cash flow
- ✓ Profit & Loss and Balance sheet by class
- ✓ Income & Expense Graph
- ✓ Dashboard And Many more

#### **Registration going on-**

##### QuickBooks Training

- Class Schedule:

Starting Date: Friday, September 14, 2018 &  
5 consecutive Fridays.

Last date of registration: September 10, 2018

Duration: 03:00 PM - 07:00 PM

Length: 20 Hours

Course fee: BDT 6000/- (Six Thousand Taka Only)