Accounting Management System

Quickbooks

Introduction

- What you need to know?
- Is QuickBooks Online right for you?
- Which online edition should you choose?

Getting Started

- Creating an account.
- Setting up sales tax.

Setting up new customers and vendors

- Creating a customer.
- Creating a vendor.
- Importing customers and vendors.

Setting up products and services

- Setting up products and services.
- Setting up billable expenses and time.
- Working with time tracking.
- Setting up other lists.

Paying for expense

- Entering a bill.
- Paying bills.
- Paying directly by check or credit card.

House # 80, Road # 8/A, Mirza Golam Hafiz Road, Dhanmondi, Dhaka-1209, Bangladesh.

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Invoiceing

- Creating an invoice.
- Handling a customer credit or refund.

Receiving Payments

- Creating a sales receipt for a cash sale.
- Receiving and depositing payments.

Working with bank account

- Receiving and depositing payments.
- Setting up banking rules.
- Downloading online banking transactions.
- Reconciling transactions to bank statement.

Running reports

- Running and sending a report.
- Customizing a report.

Others

- Setting up additional users.
- Paying sales tax.
- Automating recurring transactions.
- Handling depreciation.

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Xero

- Adding Company Details
- Adding Customers
- Editing Customer Accounts
- Raising Sales/Customer Invoices
- Adding Suppliers (Contacts)
- Recording Supplier (Purchase) Invoices
- Editing Supplier Contacts
- Raising and Recording Credit Notes
- Chart of Accounts
- How to Edit Accounts (Chart of Accounts)
- How to Add New Accounts (Chart of Accounts)
- Adding Bank Accounts on Xero
- Recording Bank Payments and Receipts