module	Class no
Module 1: QuickBooks Foundations & Setup	1
	2
	3
Module 2: Daily Bookkeeping & Transactions Management	4
	5
	6
Module 3: Advanced Features & Financial Management	7
	8
	9
Module 4: Reporting, VAT & Year-End Best Practices, Fixed Assets	10
	11

title
Introduction to QuickBooks Online
Company File Setup
Chart of Accounts
Preferences & Settings
Sales Cycle: Invoices & Income
Purchase Cycle: Expenses & Bills
Banking Module
Products & Services
Advanced Banking Tools
Payroll Integration Overview
Projects, Classes & Locations
Budgeting & Forecasting
Automations & Recurring Templates
Financial Reports Mastery
VAT/GST Management
Period-End & Year-End Procedures
Integrations & Add-Ons
Fixed Assets

Details about Linkedin Marketing
Introduction to Xero Accounting Software
Organization Setup
Chart of Accounts
Xero Settings & Preferences
Sales Process in Xero
Purchases & Bills
Bank Feeds & Reconciliation
Contacts Management
Conversion Balances
Projects & Time Tracking
· Tracking Categories
Inventory Management
VAT/GST Setup & Return Filing
Financial Reports in Xero
Period-End & Year-End Closing
Automation & Smart Tools
Data Export & Collaboration
Details about Freelance Marketplace
Practical Project work
Quickbooks ProAdvisor Certification Guideline
Xero ProAdvisor Certification Guideline

subtitle
Understanding QBO vs. Desktop
Dashboard tour and user interface
QBO terminology and workflow overview
Subscription Plans & Feature Comparison
Creating a company profile
Setting fiscal year, currency, and industry
Managing users and roles
Setting up and customizing accounts
Manually Adding Chart of Accounts
Import of Adding Chart of Accounts
Understanding account types and their impact on reporting
Configuring taxes (VAT/GST)
Invoice, sales forms, and email setup
Automation options (reminders, recurring entries)
Creating and customizing invoices
Recording customer payments
Managing sales receipts and deposits
Entering expenses and bills
Tracking vendor payments and credits
Managing recurring expenses
Connecting bank & credit card accounts
Bank feeds: categorization and rules
Reconciling accounts
Setting up inventory and non-inventory items
Price rules and product categorization
Manually Adding Product and Service
Import of Product and Service List
Make Active and Inactive Product and Service
Batch transactions
Managing multi-currency transactions
Handling bounced checks and refunds
Setting up payroll (QBO Payroll or 3rd party)
Recording payroll manually
Job costing using Projects
Using Classes and Locations for departmental reporting
Creating budgets and tracking performance
Comparison with actuals
Creating recurring invoices, bills, and journal entries
Setting alerts and reminders
Profit & Loss, Balance Sheet, Cash Flow
Customizing reports with filters, groups, and headers
Memorizing and scheduling reports
VAT setup and configuration
Recording VAT on purchases/sales
Filing VAT returns through QuickBooks
Month-end close checklist
Adjusting journal entries
Locking books and preparing for audit
Intro to app integrations
Exporting data to Excel or for accountants
Fixed Assets Purchase
Depreciation Methods and Charging of Depreciation
Disposal of Fixed Assets

Details about Linkedin Marketing
Understanding cloud accounting & Xero’s role in modern finance
Tour of the Xero Dashboard and navigation menu
Xero Certification Process
Setting up a company from scratch
Configuring financial settings: year-end, currency, VAT, and busi
Adding and managing users with permission levels
Understanding default chart of accounts
Creating, modifying, and organizing accounts based on business
Invoice settings and branding themes
Payment terms, document templates, and automated reminders
Creating quotes, invoices, and credit notes
Recording payments and sending reminders
Entering bills, scheduling payments, and managing credits
Recording expense claims and reimbursements
Connecting bank accounts and importing statements
Setting bank rules for automation
Reconciling transactions and correcting errors
Creating and editing customer/supplier profiles
Viewing transaction history and statements
What are Conversion Balances?
What is the Conversion Date and Its Importance in Xero?
How to Set the Conversion Date?
Creating projects and assigning transactions
Monitoring project profitability and billing
Setting up tracking for departments, locations, or business units
Generating segmented reports using tracking filters
Adding tracked and untracked inventory items
Stock movements, cost tracking, and itemized sales
Configuring tax rates and applying them correctly
Preparing and submitting VAT returns through Xero
Key reports: Profit & Loss, Balance Sheet, Aged Receivables/Pa
Customizing reports: filters, groups, formatting, and publishing
Budget vs. Actual comparison
Month-end checklist and reconciliations
Manual journals, adjustments, and audit preparation
Locking periods and finalizing accounts
Recurring invoices and bills
Automated reminders and email scheduling
Intro to Xero apps (Hubdoc, Stripe, Dext, etc.)
Exporting data to Excel, PDF, or for accountant access
Collaborating with external users securely
Details about Freelance Marketplace
Practical Project work
Quickbooks ProAdvisor Certification Guideline
Xero ProAdvisor Certification Guideline

projects
Create a mock company, configure initial settings
Record customer invoice, vendor bill, and reconcile bank feed in your company
Set up a project, assign classes, and generate a budget report
Generate full set of reports and simulate VAT filing

Create individual Linkedin profile from scratch and optimize it
· Create a demo business in Xero, set up key financial settings and users.
· Enter sales and purchase transactions, match with bank feeds, and reconcile.
Set up a project, apply tracking categories, and generate a VAT report
Customize and publish reports, perform a period close, and export data
Create individual fiverr and upwork profile from scratch and optimize it
Sharpen your AMS skill by working in a practical Project based work
get Step by Step method to get your Pro Advisor Certification for both Quickbooks and Xero