

#### **4. FOREIGN ACCOUNTANT / DFA (Diploma in Foreign Accounting)**

Course Code	: TC-04
Eligibility	: 10+2 / Graduate
Level	: Intermediate.
Suitable for	: Students / individuals looking for corporate jobs in Gulf or outside India.
Target	: To get professional knowledge in Quick Books & Peach tree software used in Gulf / Other Countries.

##### **Syllabus of Quick Book**

- Getting Started In QuickBooks
- Working in The Customer Center
- Working in The Vendor Center
- Create Items
- Sales Tax
- Invoicing Your Customers
- Accounts Receivable and Customer Payments
- Inventory Management In QuickBooks
- Create Lists

##### **Syllabus of Peachtree**

- Installing or Upgrading Peachtree
- Overview for the Non-Accountant
- Creating a Company
- Setting Up Your General Ledger
- Setting Up Customers
- Setting Up Vendors
- Setting Up Inventory
- Setting Up Payroll
- Setting Up Jobs
- Customer Transactions
- Vendor Transactions
- Inventory Transactions
- Payroll Transactions
- General Journal and Banking Tasks
- Other Tasks and Transactions
- Reports