

CERTIFICATE COURSE IN QUICKBOOKS (QB)

syllabus

CERTIFICATE COURSE IN QUICKBOOKS (QB)

DURATION: 1 MONTHS /36 HOURS

OBJECTIVE

The QuickBooks Accounting Course is designed to equip learners with practical skills in managing financial records using QuickBooks. The course aims to develop a solid understanding of accounting principles and how they are applied within the software. Participants will learn to set up company files, record daily transactions, manage customers and vendors, perform bank reconciliations, track inventory, process payroll, and generate key financial reports.

EXIT PROFILE

- ✓ Understand and use the interface of QuickBooks Accounting Software
- ✓ Understand the concept of Foreign Accounting
- ✓ Create and Maintain the records of a company
- ✓ Record every transaction of a company
- ✓ Display the whole report
- ✓ Eligible for opting International Certification from QuickBooks.

CAREER PATH

- ✓ Become a Professional Accountant
- ✓ IT Educator- Accounting Division
- ✓ Accounting Executive
- ✓ QuickBooks Accountant.

FACULTY SKILL SET

- ✓ Graduation / Post Graduation in Commerce
- ✓ A Thorough knowledge in Manual Accounting & QuickBooks Accounting.
- ✓ Have knowledge in Teaching technique.

HARDWARE AND SOFTWARE REQUIREMENTS

- ✓ Operating System : 64-bit editions of Microsoft Windows 10, or above.
- ✓ Processor : 2.4 GHz 64-bit (x64) architecture processor
- ✓ Minimum Memory : 4 GB
- ✓ Recommended Memory : 8 GB
- ✓ Minimum Disk Space : 150 MB free space to install the application
- ✓ Recommended Disk Space : 1 TB
- ✓ Other MS Office software : 64-bit editions of MS Office software such as Excel, Word.

PREREQUISITE FOR STUDENTS

The course is designed for graduates/plus two students (especially for commerce student) who have aptitude for Manual Accounting and a basic computer knowledge.

COURSE OUTLINE			
COURSE NAME:	**CERTIFICATE COURSE IN QUICKBOOKS (QB)**	**DURATION:**	**1 MONTHS /36 HOURS**
MODULE	**TOPICS**	**DURATION**	**TOTAL**
Module - I	COMPANY SETUP	20 D/30 H	**1 MONTH (24 D /36 H)**
	MAINTAIN MASTER RECORDS		
	RECORD GENERAL TRANSACTIONS		
	PURCHASE MANAGEMENT		
	SALES MANAGEMENT		
	BANKING TRANSACTIONS		
	INVENTORY MANAGEMENT		
	OTHER FEATURES		
	QUICKBOOKS FINAL ACTIVITY SESSION	04 D/06 H	

MODULE IN DETAIL

MODULE – I: QUICKBOOKS ACCOUNTING (20D/30H)

COMPANY SETUP

- Introduction to QuickBooks Desktop
- Company Setup Procedure

MAINTAIN MASTER RECORDS

- Create Chart of Accounts
- Edit / Delete an account
- Create Vendor Master Records
- Edit / Delete a Vendor Master
- Create Customer Master Records
- Edit/ Delete Customer Master
- Enter Opening Balances for Accounts, Vendors and Customers
- Maintain Inventory Masters

RECORD GENERAL TRANSACTIONS

- Record Non-cash transactions
- Record Adjustment transactions
- Record Payment and Receipt Transactions
- Edit / Delete a transaction
- Make Inactive an existing transaction.
- Reverse Entries
- Print Journal entries and Journal Reports.
- Memorized Transactions

PURCHASE MANAGEMENT

- Purchase Services
- Purchase with Inventory items
- Add additional expenses with Purchases
- Maintain Vendor Credit Memos
- Maintain Pay Bill
- Adjust Credits and Discounts
- Record Purchase Order
- Convert Purchase order to Purchase
- Receive item without Bill
- Enter Bill for Received item.

SALES MANAGEMENT

- Record Sales – Services
- Create Invoice & Enter Sales Receipts
- Maintain Refund & Credits

- Receive Payments
- Adjust discounts and credits
- Sales Order and its conversion
- Quotes – Convert to Sales order / Sales invoice
- Set Customer Terms
- Maintain Finance Charge

BANKING TRANSACTIONS

- Transfer Fund
- Write Check
- Make Deposit
- Use Register
- Account Reconciliation

INVENTORY MANAGEMENT

- Built Assembly
- Price Level
- Adjust Quantity on hand
- Physical Inventory worksheet

OTHER FEATURES

- Maintain Security System
- Maintain Budget
- Maintain Batch Invoice
- Change Item Price
- Find Transactions
- Backup / Restore
- Year-end Process
- Reports

QUICKBOOKS (FINAL ACTIVITY SESSION) (04 D/06 H)