

Since 2007, Making IT Experts & Products

Course: QuickBooks

Duration: 30 Hrs (Changeable) | Fees: Individual / Batch

Since 2007, Nestsoft TechnoMaster has been providing training, internships, and services in IT technologies, both online and offline, with the expertise of **over 250 industry experts**. We have delivered internships, training, and seminars to more than 50,000 students, resulting in numerous success stories. **We offer 100% placement support through JobsNEAR.in**

Our Courses/Internship

- Python/Django Fullstack
- Artificial Intelligence
- Machine Learning
- Data Science
- Software Testing (All)
- Wordpress, Woocommerce
- Digital Marketing, SEO
- Php/MySQL, Laravel
- Flutter, Android, IOS
- Asp.net MVC
- Web Design, Javascript
- Angular JS, React JS
- CCNA, MCSA, CCNP
- AWS, GCP, Azure
- Odoo, Salesforce, Sap
- Microsoft Excel
- Ethical Hacking



Syllabus on the Next Page ..



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QuickBooks Training Syllabus â€“ 30 Hours

Module 1: Introduction to Accounting & QuickBooks (3 hours)

- * Basics of accounting and financial terms
- * Introduction to QuickBooks Desktop & Online
- * Installation & setup of QuickBooks
- * Interface overview: dashboard, menus, settings

Module 2: Company Setup and Configuration (3 hours)

- * Creating a company file
- * Editing company preferences
- * Setting up fiscal year and currency
- * Backing up and restoring company files

Module 3: Chart of Accounts & Items (3 hours)

- * Understanding chart of accounts
- * Adding/editing accounts
- * Creating product and service items
- * Categorizing income and expenses


Module 4: Customers & Sales Management (4 hours)


- * Creating and managing customer profiles
- * Creating estimates, invoices, and sales receipts
- * Applying payments and handling partial payments
- * Handling sales returns and issuing credit memos


Module 5: Vendors & Expense Management (4 hours)

- * Creating vendor profiles

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- * Recording purchases and bills
- * Paying bills manually or automatically
- * Tracking expenses and refunds

Module 6: Inventory & Asset Management (2 hours)

- * Setting up inventory items
- * Managing stock and reorder levels
- * Non-inventory and service items
- * Asset tracking and adjustments

Module 7: Bank Transactions (3 hours)

- * Linking and managing bank accounts
- * Reconciling accounts
- * Importing bank statements
- * Handling deposits and transfers


Module 8: Payroll & GST (4 hours)


- * Overview of payroll in QuickBooks
- * Setting up employee profiles
- * Calculating salaries, deductions, and taxes
- * Enabling and managing GST/VAT (India-specific)


Module 9: Financial Reporting & Analysis (3 hours)

- * Generating key reports: Profit & Loss, Balance Sheet, Cash Flow
- * Customizing reports
- * Exporting and printing reports

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- * Basic financial analysis

Module 10: Project Work & Live Use Case (3 hours)

- * Create a sample business in QuickBooks
- * Perform full-cycle transactions (sales, purchases, payroll, GST)
- * Generate end-to-end reports
- * Troubleshooting and Q&A

Additional Features:

- * Multi-user access & roles
- * Data security & user permissions
- * QuickBooks mobile & cloud usage
- * Tips for freelancers and small businesses

Outcome:

- * By the end of the 30-hour course, students will:
- * Be proficient in managing small to medium business accounts using QuickBooks
- * Gain hands-on experience through live projects
- * Be ready for jobs in accounting, bookkeeping, or freelancing
- * Receive certification and internship support (if provided)

(Click on Course for more details)


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- Thank You -

N.B: This syllabus is not final and can be customized as per requirements / updates.

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