Technocation Freelancing Training Institute And Software House

Quick Books Certification Module

MODULE 1: Introduction to QuickBooks

- What is QuickBooks software?
- Why businesses use it?
- How it helps in saving time?
- Simple tour of the dashboard

MODULE 2: Setting Up Company Profile

- Enter business name & details
- Add address & phone number
- Choose industry type
- Save company setup

MODULE 3: Chart of Accounts

- What are accounts in QuickBooks?
- Add income and expense accounts
- Learn account categories
- Organize accounts for business

MODULE 4: Customers & Vendors

- Add new customer details
- Add new vendor details
- Save contact information
- Organize customer/vendor list

MODULE 5: Invoicing Basics

- What is an invoice?
- Create a simple invoice
- Add customer & product

- Save and send invoice

MODULE 6: Recording Payments

- Record when payment is received
- Enter payment method (cash, bank)
- Match payment to invoice
- Mark invoice as paid

MODULE 7: Managing Expenses

- Enter bills in QuickBooks
- Track payment due dates
- Record cash expenses
- See expense history

MODULE 8: Banking in QuickBooks

- Connect bank account
- Download transactions
- Match bank records
- Reconcile bank statement

MODULE 9: Payroll Basics

- Add employee details
- Set salary or hourly pay
- Calculate payroll easily
- Record employee payments

MODULE 10: Reports in QuickBooks

- What are reports?
- Create profit & loss report
- See balance sheet report
- Learn sales reports

MODULE 11: Taxes with QuickBooks

- Add tax details
- Apply tax to invoices
- Track tax reports
- Prepare tax summary

MODULE 12: QuickBooks Tips & Shortcuts

- Use simple keyboard shortcuts
- Customize QuickBooks screen
- Set reminders for bills
- Backup QuickBooks data

MODULE 13: Certification Module

- Review all modules
- Practice with sample tasks
- Take a small quiz/test
- Get QuickBooks certificate