



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

QuickBooks Level II – Advanced Training

This course is designed for accountants who want to know use QuickBooks advance features such as reporting tools, estimates budgeting, sales tax remittance, credit notes and financial statements.

- Advanced list: item topics: handling fixed assets, merging lists items
- Multi-user setups: password access and user access permissions
- Managing & adjusting sales taxes (industry-specific & uncategorized taxes)
- Working with vendors (issue credit notes, POs, discounts, receiving inventory)
- Managing inventory (assembly & build, units of measure, adjustments, custom fields)
- Working with customers (issue estimates and/or sales orders, record memorized transactions, assess finance charges)
- Advanced reporting (create, memorize, modify, and export customized reports)
- Completing period end transactions & budgeting (make adjusting journal entries, generate budgeting reports)
- Customizing forms & templates
- Advanced optional topics (reminders, backing up, restoring, portable copies, verifying files)

Pre-requisites: QuickBooks Level I – Fundamental, some accounting experience or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – To – One Instruction is Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

150 Eglinton Ave East Suite 402 (Free parking evenings & weekends)

Tel: 416 - 483 - 3567

E-mail: info@bttcollege.com

Web Site: www.bttcollege.com