



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 I - Fundamental Training

Students will use the basic features of QuickBooks to record and track your business transactions. Students will learn to navigate within the menu bar, navigation bar and the QuickBooks desktop interface. At completion of the QuickBooks Level I – Fundamentals students will know how to use Vendor and Customer Centres, set up a company using EasyStep Interview Wizard, setup and modify the Chart of Accounts, build and manage lists, manage inventory, record a product sale, create invoices, deposits to bank accounts, write cheques and use the register to reconcile.

- Overview of QuickBooks Financial Software
- Tour QuickBooks 2011! Use the Home Page, one-click Centres, navigation and more
- Get organized (accrual accounting, terms, and concepts)
- Set up a company file, including adding customers & vendors
- Use the Centres to locate critical information - in just two clicks
- Working with lists (jobs, vendors, tax codes, items)
- Manage customers (invoicing, A/R, QuickZoom)
- Pay bills and write cheques
- Manage vendors (A/P, billing and payments, reports)
- Reconcile bank
- Setup Employees and Payroll
- Search for, edit and void transactions
- Analyze the Trial Balance

Pre-requisites: Accounting Concepts would be an asset

Certificate Offered: Certificate of Completion

Software: FREE 2011 QuickBooks Financial Software

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

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