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QUICKBOOKS INTERMEDIATE

Program Details:

Type: Certificate
Duration: 16 Hours
Schedule: Flexible

PROGRAM OVERVIEW:

QuickBooks Accounting software is use for small to medium size businesses. As an accounting professional equip yourself with the knowledge and skills require to manage small to medium business finance. Position you for success and increase your chances of finding employment.

Practice using QuickBooks, entering daily Accounts Payable and Receivable transactions, Journal Entries, Prepare Payroll, make Bank Deposits, and Reconcile Bank and Credit Card accounts. Follow an industry experienced instructor who will guide you step-by-step to navigate between the menus, icon bar and QuickBooks desktop

COURSE OUTLINE:

Lesson 1 – Setup

- Create, modify and delete accounts
- Create, modify and delete vendors and customers
- Modify and delete inventory
- Review Trial Balance
- Add, modify and delete accounts and subaccounts in the Chart of Accounts
- Setup Vendors and Customers – contact and payment information
- Setup Inventory: Item Name, Sub-Item, COGS, Income and Asset Accounts

Entering Day-to-Day Transactions

- Work with Subtotals and Discounts
- Create Estimates; Convert an Estimate to a Customer Sales Invoice
- Customer Sales Invoices and Sales Receipts
- Find customers / invoices / payments
- Find customers history
- Receive Customers Payment – goes to Undeposited Fund
- Apply Discounts and or Credits to customers payment
- Enter Refunds or Credits to customers
- Create a Purchase Order (P.O.); Convert a PO to a Bill
- Enter Vendors Bill – Receive Inventory, Receive inventory w/o Bill
- Find vendors/bills by Name, Bill Number, Amount, Dates
- Pay Bills by Cheques, Interact, Debit, Credit Card
- Enter a Credit Card Bill – purchase from vendors / suppliers
- Find vendors history

Assignment 2

- Continue to Enter day-to-day transactions

Lesson 3 – Correct work, Second Exercise

- Correct assignment day-to-day transactions
- Correct Inventory Assembly and Build
- Start the SECOND EXERCISE – Service Exercise

Assignment 3

- Work on the second exercise

Lesson 4 – Correct work, Setup Payroll

- Correct assignment second exercise
- Setup Employee information
- Setup Employee Earnings – Hourly, Overtime, Salary, Commission(s)
- Setup Income Tax information, Sick Pay, Vacation Pay
- Addition – Medical
- Deduction – WSIB
- Prepare and issue payroll cheque

Assignment 4

- Setup Employee, and run the payroll cheques
- Continue with exercise 2

Lesson 5 – Correct work, Bank Deposit, Reconciliation

- Setup Finance Charge
- Monthly Adjusting Entries
- Remit Payroll Deductions
- Remit HST to Canada Revenue Agency
- Make Bank Deposits
- Bank Reconciliation, Credit Card Reconciliation and Payment

Accounting & Inventory

Working with Accounts

Create, Modify & Delete Accounts

PREREQUISITES:

- Basic computer skills
- Accounting and bookkeeping knowledge are required or equivalent experience
- BTT's Financial Accounting (Highly Recommended)