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## QUICKBOOKS ADVANCED

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### **Program Details:**

Type: Certificate  
Duration: 16 Hours  
Time: Monday – Friday  
Schedule: Flexible

### **PROGRAM OVERVIEW:**

If you are responsible for providing different reports to managers, accountants, owners and or external users then this course is for you. Customized reports by different options such as Dates, Debits / Credits, Class, Jobs etc. In addition, learn QuickBooks advanced features

Learn to create and customize reports using QuickBooks Reporting option. Also learn to use the advanced features of QuickBooks Accounting software.

### **COURSE OUTLINE:**

#### **REPORTING**

- Overview of the Reporting Centre
- Discuss options Reporting Menu including Company and Financials, Customers and Receivables, Vendors and Payables
- Discuss the differences of detailed and summary reports
- Discuss the different reports and the reporting tools QuickBooks provides
- Discuss reporting customization
- The benefits of Memorized reports
- Some types of Reports you will learn to create: Trial Balanced Comparisons, memorized; Profit and Loss; detailed, Balance Sheet; Customers and Receivables; Vendors and Payables; etc.

## **SETUP COMPANY**

- Using Easy Step Wizard, setup company
- Company Name / Legal Name and contact information
- Type of company – accounting, retail, etc.
- Create and Set-up Chart of Accounts
- Services or Inventory or both
- HST number or GST and PST, if applicable
- Progress invoicing
- FISCAL Year

## **QUICKBOOKS ADVANCED FEATURES**

- Discuss Classes and the advantages of using classes; Create Classes for the business
- Discuss a Customer Jobs and advantages; Create Jobs for Job Costs
- Merge similar Accounts
- Set-up User Security and Permissions
- Set-up Customer Price Level
- Set-up Capital/Fixed Assets
- Set-up basic Budgets

## **PREREQUISITES:**

- Accounting and bookkeeping knowledge
- QuickBooks Intermediate