



QUICKBOOKS COURSE – LEVEL 1

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.

COURSE DESCRIPTION:

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

ADMISSION REQUIREMENTS:

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

COURSE OBJECTIVE:

Lesson 1 – Setup

- 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
- Review the Opening Trial Balance; memorized the Trial Balance

Assignment 1

- Setup Vendors, Customers and Inventory

Lesson 2 – Correct Inventory, Entering Day-to-Day Transactions

- Correct Inventory assignment
- Create Discounts and Subtotals Items
- 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

DURATION:

- 16 hours

DELIVERY FORMAT:

- Live Classroom

GRADUATES RECEIVE:

- COOP placement
- Certification of Completion
- An education tax receipt
- Job Assistance and referral
- Resume updates
- References

SCHEDULE:

- Visit: http://www.bttcollege.com/schedules/accounting_schedule.pdf or contact us for flexible schedule.

CONTACT INFORMATION:

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