

# Quickbooks Part 2

## Course Description

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The main objective of this course is to introduce you to the commands, functions and capabilities of Quickbooks that were not covered in Part 1. It is designed for current users of Quickbooks who want to gain a thorough understanding of the advanced functions of one of the world's most popular accounting software packages.

The curriculum builds on the first course and will proceed at an accelerated pace.

**Course Duration: 12 hrs**

## Basic Skills Checklist

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The following list summarizes skills that students will be comfortable with after this course.

- Set-up of a company file
- Review and modification of preferences
- Reconciling a bank account
- Creating classes and reporting on performance by class
- Security, users, passwords
- Advanced payroll (benefits, ROEs, T4s)
- Setting up and charging finance fees
- Preparing customer statements
- Writing off bad debts
- NSF Cheques
- GST/PST remittance
- Using a credit card for purchases
- Payroll remittances

## Course Prerequisites

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The course assumes that students have completed the Quickbooks Part 1 course.

All our courses are backed by our guarantee. We provide authorized vendor manuals for every course, vendor approved practice exercises, free backup and support. Please check with us about our free refresher policy.

