



JB Training Services Inc

#3400, 10180 – 101 Street

Edmonton, AB T5J 3S4

Ph. 780 851 3603 www.startup2scaleup.io

QBO Silver Course \$597

Welcome to QuickBooks Online Comprehensive 2022 - 2023 (Canadian Edition) – Silver Edition. This is an independent, self-paced course that you can study at your own pace which also includes 3 hours of individual one-on-one support.

In this course you will have access to:

- On-line and printed book, *“QuickBooks Online for Canada 2022 – 2023 Comprehensive”*
- QuickBooks "Sample File"
- Your own "QuickBooks Online 1-year Trial Version"
- Video tutorials from the "Intuit Education Program"
- Assignments which can be uploaded to the E-Lab for quick grading and feedback, with the option to re-do your assignments and improve your grades.
- You will also receive 3 hours of one-on-one private training where we can either help you set up your E-Lab and QuickBooks access, or you can use it for help in the course

Course Objectives include:

Chapters 1–7 (Level 1)

- Create a new company file
- Customize the company settings
- Import external lists and transactions
- Manage users
- Prepare journal entries
- Set up property, plant and equipment asset purchases
- Set up long-term liabilities
- Transfer funds between accounts
- Write off uncollectible receivables (bad debts)
- Set up customers and sub-customers
- Manage projects
- Create estimates, invoices and sales receipts



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- Receive payments and record bank deposits
- Process credits and refunds
- Set up suppliers
- Create expenses, cheques and bills
- Set up bank feeds and upload transactions
- Reconcile bank and credit card accounts
- Project # 1

Chapters 8-11 (Level 2)

- Set up, order, receive and sell products
- Create adjusting journal entries
- Adjust inventory quantities
- Use multicurrency
- Set up budgets
- Track classes & locations
- Create financial statements and mgmt. reports
- Close the books in QuickBooks Online
- Use the audit log for accountability
- Project #2

Appendix A, B, C (Level 3)

- The Accounting Cycle
- Debits, Credits & Journal Entries
- Set up payroll
- Create employee and payroll reports
- Complete T4s and ROE's
- Introduction to QuickBooks Online Accountant version
- Much more!

This course is taught by Jacqueline Bernal, CPB and QuickBooks ProAdvisor. Jacqueline has taught at the Business Link, Metro Continuing Education, and Anderson Career Training Institute. She has also run her own bookkeeping business for many years and is the author of *"Bookkeeping & Beyond: The Simple 7 Step System to Access the Financial Power of Your Business"*.



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The QBO course material is provided through *"Labyrinth Learning"* and written by Susan Watkin, MI, BSc. Ms. Watkin is an instructor at Mohawk College of Applied Arts and Technology in Ontario. She is a member of the "Canadian Intuit Trainer/Writer Network" and has worked directly with QuickBooks for many years on ProAdvisor certification requirements, business management and taxation.

This course is based on how things "should" or "could" be done. Often, in real life, individuals may have different ways of doing things that are different from this course. In the end, if it works then it's no problem. However, this course will NOT teach you how to fix complex errors. If you are working on an actual QBO data file that needs a lot of clean-up work, consider our QBO Platinum program.

Our other courses include:

- **QBO Gold** – everything in QBO Silver PLUS:
 - 24 hours of instructor led sessions
 - Access to the Facebook Group
 - Template: *"KPI's to Grow Your Business"*
- **QBO Platinum** – everything in QBO Gold PLUS additional topics:
 - Government rules and regulations
 - Tax deductible expenses
 - GST/HST, Provincial Sales Tax, Sales Tax in the US for E-Commerce Sellers
 - Introduction to Payroll Rules and Regulations in Alberta and across the provinces
 - 7 additional hours of one-on-one training (10 hrs. total)
 - 12 additional hours of instructor-led training (max 4 students)
 - Real-life coaching including problems you may be having with bookkeeping and your actual business or client QBO files
 - templates and more

If you find yourself struggling with this course, and need more help, you can upgrade to QBO Platinum programs and a portion of the fees you paid will be applied to the next course. Contact us for details.



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Also, please note that the QBO Gold and QBO Platinum courses may qualify for the **Canada-Alberta Job Grant (CAJG)** when taken through our sister company, *Bernal Business Services Inc.* Please contact us for more detail **prior to registering** for our courses.

I hope you enjoy this course and are well on your way to mastering QuickBooks Online for your business.

If you have any questions you can email me at: jackie.bernal@jbtrainingservices.com
Or call 780 966 9675

Thank you and good luck with your studies.

Jacqueline Bernal, CPB, QuickBooks ProAdvisor