



JB Training Services Inc

#3400, 10180 – 101 Street
Edmonton, AB T5J 3S

Ph. 780 851 3603
www.startup2scaleup.io

QuickBooks Online Gold

Create Your Own Customized Training Schedule

Bookkeeping for Your Business

Are you struggling with your bookkeeping? Does it take more time than you want it to? Do your “*Income Statement*” and “*Balance Sheet*” make sense? Do your financial statements provide the information YOU NEED to make **BUSINESS DECISIONS, or reduce taxes...**?

Do you have old Accounts Receivables or Payables still showing – amounts that you **may be paying Income tax** or GST/HST on? Have you ever received notice from Revenue Canada that your payroll or GST/HST amounts are off, and you need to make a payment and you don’t know why? Have you maximized Tax-Deductible expenses?

Learn how to use **QuickBooks Online** through our self-paced, Instructor-mentored, Bookkeeping for Your Business course. In this course you will have:

- **54 hours of self-paced “in-class sessions” over Zoom** on the following topics:
 - QuickBooks Online incl. expanded QBO Payroll training not available elsewhere
 - Bookkeeping from “data-entry” to “Year-End Working Papers” including:
 - What are Debits & Credits, Journal Entries & Ledgers and why do I need to know?
 - Balance Sheet, Income Statement, Statement of Cash Flow
 - Tax deductible expenses
 - GST/HTS/PST and US Sales Taxes
 - Cash Flow Budgeting & Forecasting, and more...
 - Introduction to Excel for your business
 - Introduction to Payroll in Alberta and Canada
- **6 hours of “one-on-one” coaching & mentoring:**
 - Good for 6 months from start date of class
 - Can be on any of the topics above including after course questions on your business
- Tools & Resources for Independent Self-Study
- “*QuickBooks Online*” 1 Year Trial Version complete with Inventory, Projects, Multicurrency and more
- Printed & on-line manuals and video tutorials
- Labyrinth e-Lab with “*Quick Grader*” so you can submit your assignments for instant marking
- The opportunity to correct your errors in the QBO Course – required for the “Trial Version” assignments
- Facebook Group where updates to QBO and government regulations will be posted, as well as the opportunity to ask questions and collaborate with others
- Templates, including:
 - Balance Sheet Templates for: Prepaid Expenses, Fixed Assets, Loan Repayments
 - Payroll Calculations in Excel
 - Cash Flow Budget
 - Financial Process Operating Manual
 - KPI’s: Key Performance & Predictive Indicators



JB Training Services Inc

#3400, 10180 – 101 Street
Edmonton, AB T5J 3S

Ph. 780 851 3603
www.startup2scaleup.io

Government Funding may be available to cover all or some of the cost
but is not guaranteed by JB Training Services Inc.

The class will be hosted over Zoom with a
minimum of 4 students and a maximum of 8 students.

Course Schedule: study at your own pace – independently or create your own training schedule to attend our Zoom sessions, starting January 15, 2024, and ending May 31, 2024.

Sessions available mornings, afternoons, evenings, and weekends (subject to availability and size limits).

The class will be hosted over Zoom with a minimum of 4 students and a maximum of 8 students.

Course Fees:

- 60 hours of training (including private one-on-one coaching) \$ 1,997 plus GST

Course Materials (included in the price):

- “QuickBooks Online for Canada (2023 – 2024)” from Labyrinth Learning: Print, eBook + lab
- “Employment Standards Toolkit for Employers” – Province of Alberta
- “Bookkeeping & Beyond” and workbook, by Jacqueline Bernal
- “Managing Payroll with QuickBooks Online” by Jacqueline Bernal
- “QuickBooks Online Plus” – one year trial subscription
- Templates

A Certificate of Completion will be issued for completion of the course, and a Certificate of Outstanding Accomplishment will be issued upon successfully passing an exam with a mark of 80% or better.

Course Times:

- 54 hours of “in-class sessions” over Zoom with your instructor
- 6 hours of “one-on-one” coaching & mentoring good for 6 months
- 20 hours of recommended independent study & assignments outside of “in-class sessions”

Full recommended/estimated course times including “independent self-study” and assignments:

- QuickBooks Online Comprehensive (includes topics covered elsewhere) 45 hours
- Bookkeeping (expanded to include CRA rules & regulations) 25 hours
- Introduction to Excel 6 hours
- Payroll, including expanded QBO topics 4 hours
- **Total estimated course times including “independent self-study” 80 hours**

Note: these are estimated times as some individuals will be able to study faster and some slower. The above hours do not include the coaching & mentoring time.



JB Training Services Inc

#3400, 10180 – 101 Street
Edmonton, AB T5J 3S

Ph. 780 851 3603
www.startup2scaleup.io

SUGGESTED COURSE SCHEDULE

Topic
<p>Introduction to this course: Student requirements, topics, resources</p> <p>Introduction to Bookkeeping: Forms of a business, what are financial statements, the double-entry accounting system, the Chart of Accounts, accrual vs cash reporting.</p> <p>Introduction to QuickBooks Online: Getting started with QBO, setting up your QBO Trial Version, navigating QBO</p> <p>QBO Chapter 2 - Setting Up a New Company File: Creating new “accounts”, “Products & Services”, opening balances, importing invoices, enter transactions, Initial set up of sales tax, QBO “Quick Grader”</p>
<p>Bookkeeping: Balance Sheet Accounts, Profit & Loss (Income Statement) Accounts, organizing your Chart of Accounts, Introduction to the “General Ledger” and natural account balances.</p> <p>QBO Chapter 3 – Working with General Ledger Accounts: Record Income & Expense transactions, Prepaid Expenses, Fixed Asset transactions & loans. Record transfers between accounts, recurring transactions, bad debts</p>
<p>QBO Chapter 4 – Working with Customers: Set up customers & sub-customers, edit sales settings & preferences, import “customers” from Excel, customizing, create estimates, invoices & sales receipts, receive payments & record bank deposits, Accounting for “Projects”, “Price Rules”, credit memo’s & refunds, customer & sales reports</p>
<p>Bookkeeping: Reviewing and correcting your QBO Accounts Receivable Reports. GST/HST on Sales including US Sales Tax, “Place of Supply” Rule, Type of “Supply”, GST/HST for the “Digital Economy”, claiming GST/HST on expenses, manually filing a GST/HST return. CRA tax deductible expenses. Reviewing the T2125 Return.</p>
<p>QBO Chapter 5 – Working with Suppliers: Set up suppliers, edit expense settings & preferences, create expenses, cheques & bills, purchase orders, supplier credits & refunds, creating supplier & expense reports</p>
<p>Bookkeeping: Reviewing and correcting your QBO Accounts Payable report, paying bills through the bank or third-party software, recording sales and expenses in accordance with GAAP (Generally Accepted Accounting Practices). What are Debits & Credits, Journal Entries & Ledgers and why should I care? How to use T-Accounts to figure out the coding of a transaction.</p>
<p>QBO Chapter 6 – Managing Banking: Identify “Banking” centre features, set up bank feeds & upload transactions, set up bank rules & submit receipts, review/match/add transactions, reconcile bank & credit card accounts, create reconciliations reports</p>
<p>QBO Additional Topics: Watching for and correcting double entries and mismatched transactions using the QBO “bank Feed”. Non-traditional “bank type” accounts to consider. Reconciling QBO problems with “non-traditional” accounts.</p> <p>QBO Chapter 7 – All in a Day’s Work: QBO Project 1</p>



JB Training Services Inc

#3400, 10180 – 101 Street
Edmonton, AB T5J 3S

Ph. 780 851 3603
www.startup2scaleup.io

<p>QBO Chapter 7: Review QBO Project 1</p> <p>QBO Chapter 8 – Managing Inventory: Distinguish between inventory & non-inventory products, describe “first-in, first-out” inventory valuation, add inventory accounts, inventory bundles vs assemblies, Inventory adjustments, purchases orders & purchases, selling inventory items, inventory reports</p>
<p>Bookkeeping: Bookkeeping for inventory, inventory valuation methods, inventory effects on the Balance Sheet & Income Statement, third-party inventory software. Accounting for “Fixed Assets” (Property, Plant, and Equipment in QBO), CRA rates & classes. Accounting for third-party apps in QBO including Stripe, Moneris, Airbnb, SOS Inventory, and others. Review of Debits, Credits, Journal Entries & the General Ledger.</p>
<p>QBO Chapter 9 – Period End Tasks & Filing Sales Taxes: Create a Trial Balance Report, create adjusting entries, adjust inventory quantities, create financial statements & management reports, close the books, Sales Tax Filing in QBO</p>
<p>Bookkeeping: Month end financial reporting, reviewing financial statements including Statement of Cash Flow & the General Ledger, making corrections, accruing amounts. Year-End Working Papers for the accountant, accountant’s year-end adjusting entries & Trial Balance, adjusting for accountants QBO errors & challenges</p>
<p>QBO Chapter 10 – Customizing & Extending Capabilities of QuickBooks Online: Customize reports, scheduling & sending reports, using the audit log, multicurrency in QBO, budgets, class & location tracking, exporting data, keyboard shortcuts, other integrated applications</p>
<p>Bookkeeping: What is the difference between a “Statement of Cash Flow” and a “Cash Flow Budget”? Calculating & preparing the “Statement of Cash Flow”.</p> <p>Introduction to Excel: Navigating Excel, entering data, adjusting column width & row heights, formatting cells, working with numbers & dates, zoom tools, creating formulas, creating charts, working with multiple worksheets</p>
<p>Introduction to Payroll - Alberta: Alberta Employment Standards including holiday & vacation pay, manager vs non-manager, employee vs sub-contractor, calculating & tracking manual payroll. Expanded payroll topics in QBO.</p> <p>Payroll: Review and complete the Manual Payroll Worksheet</p>
<p>QBO Appendix C – Introduction to QuickBooks Online Payroll: Setting up payroll & employees, QBO time tracking, direct deposits, payroll liabilities, payroll reports, year-end processes, creating the Record of Employment, new updates in QBO payroll</p>
<p>Bookkeeping using Excel:</p> <p>Project 1: Export GST/HST to Excel and identify the amounts to use for GST/HST return. Determine if the amounts agree with the QBO filing report & identify discrepancies.</p> <p>Project 2: Export the Prepaid Expenses to Excel and create the Year-End Working Paper for the accountant</p> <p>Project 3: Review the sample Excel “Clearing Account” questions, match amounts that clear and create adjusting entries where required</p>
<p>QBO Chapter 11: Review</p> <p>Bookkeeping: Create a “Cash Flow Budget” from QBO</p>