



JB Training Services Inc

#3400, 10180 – 101 Street

Edmonton, AB T5J 3S4

Ph. 780 851 3603 www.startup2scaleup.io

QBO Platinum Course \$3,997 (CAJG funding may be available)

Welcome to QuickBooks Online Comprehensive 2022 - 2023 (Canadian Edition) – Platinum Edition.

This is a group course over Zoom with a **maximum of 4 students**.

In this course you will have access to everything in the QBO Gold course **plus**:

- 7 additional hours of one-on-one private instruction (total 10 hrs.)
- 12 additional hours of instructor led sessions to go in-depth into the material and answer questions you may have.

Your program will include:

- QuickBooks Online Material
 - On-line and printed book, *"QuickBooks Online for Canada 2022 – 2023 Comprehensive"*
 - QuickBooks "Sample File"
 - Your own "QuickBooks Online 1-year Trial Version"
 - Access to the Facebook Group
 - Video tutorials from the "Intuit Education Program".
 - Assignments which can be uploaded to the E-Lab for quick grading and feed-back, with the option to re-do your assignments and improve your grades.
- You will also receive **10 hours of one-on-one private training** where we can either help you set up your E-Lab and QuickBooks access, provide assistance in the course material, or apply it to real life bookkeeping for your business or others
- PLUS, Additional Course Objectives:
 - **12 hours of group instruction** on:
 - GST/HST, Provincial Sales Tax, US Sales Tax
 - Tax deductible expenses (incl Office-in-home, vehicle, & more)
 - Introduction to payroll rules & regulations in Alberta & Canada
 - Cash Flow Forecasting



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- Calculating the ROI on Your Time and other KPI's
- Introduction to preliminary tax planning
- Creating your "Financial Operating Manual"
- Books & Templates:
 - *"Bookkeeping & Beyond: The Simple 7 Step System to Access the Financial Power of Your Business"* by Jacqueline Bernal, CPB
 - Template & Instructions: *"Creating Your Financial Operations Manual"*
 - Template & Instructions: *"Creating Your Cash Flow Forecast"*

QBO 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
- 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



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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"*.

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.



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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.

This course **WILL** provide opportunities to apply the lessons to real life issues in your business or elsewhere.

Our other courses include:

- **QBO Silver** - this same course but:
 - Without instructor-led group sessions (you still receive 3 hrs. of one-on-one private training)
 - There is no Facebook Group for QBO Silver
- **QBO Gold** - everything in QBO Silver PLUS:
 - 24 hours of instructor-led training (max 6 students per class)
 - Access to the Facebook Group
 - Template: "*KPI's to Grow Your Business*"

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