JB Training Services Inc
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QuickBooks Online Platinum

Create Your Own Customized Training Schedule

Accelerated Bookkeeping Certification

Are you looking for a career in the bookkeeping industry using QuickBooks Online? Are you a dynamic, independent thinker who can combine "in-class" mentoring with "independent self study"?

Become an **_Intuit Certified Bookkeeping Professional!_**

Learn bookkeeping with QuickBooks Online through our self-paced, Instructor-mentored, _Accelerated Bookkeeping Certification_ Course. In this course you will have:

- **108 hours of self-paced "in-class sessions**" **over Zoom** on the following topics:
    - Bookkeeping from "data-entry" to "Year-End Working Papers" including:
        - Tax deductible expenses
        - GST/HTS/PST and US Sales Taxes
        - Cash Flow Budgeting and Forecasting, and more…
    - QuickBooks Online including an expanded QBO Payroll not available elsewhere
    - Excel Associate with an opportunity to write your MOS Excel Certification Exam
    - Payroll in Alberta and Canada

- **8 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:
        - Topics during the course
        - "Pre" and "Post" Job Interview mentoring
        - After course questions for yourself or on-the-job (permission of your employer may be required)

- Tools & Resources for Independent Self-Study
- _"QuickBooks Online"_ 1 Year Trail 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

CERTIFICATION through Intuit recognized "CCI Learning and CERTIPORT". Certification exams include:

- *"Intuit Certified Bookkeeping Professional"*
- *"Intuit QuickBooks Certified User (QBCU)"*
- *"Microsoft Office Specialist (MOS) Excel Associate"*

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

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

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.

Course Fees:

- 116 hours of training $ 3,997 plus GST

Course Materials (included in the price):

- *"QuickBooks Online for Canada (2023 – 2024)"* from Labyrinth Learning: Print, eBook + lab
- *"Microsoft Excel 365 & 2019 Associate"* from CCI Learning: printable e-book + lab
- *"Employment Standards Toolkit for Employers"* – Province of Alberta
- *"An Introduction To Payroll Administration"* 7th Canadian Edition - McGraw Hill Publishing
- *"Bookkeeping & Beyond"* and workbook, by Jacqueline Bernal
- *"Managing Payroll with QuickBooks Online"* by Jacqueline Bernal
- *"QuickBooks Online Plus"* – one year trial subscription
- Templates

Along with the certifications mentioned above you will also receive a <u>Certificate of Completion</u> for completion of the course, and a <u>Certificate of Outstanding Accomplishment</u> will be issued upon successfully passing each certification exam with a mark of 80% or better.

Full estimated course times if taken separately *including duplicate topics*, self-study & assignments:

- Labyrinth Learning Courses:
    - QuickBooks Online Comprehensive Certification   45 hours
    - Excel Associate Certification   35 hours
- Bookkeeping (expanded to include CRA rules & regulations)   58 hours
- Payroll, including expanded QBO topics   <u>18 hours</u>
- **Total estimated course times <u>including "independent self-study"</u>**   **156 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.

SUGGESTED COURSE SCHEDULE

Topic
Introduction to this course: Student requirements, topics, resources **Introduction to Bookkeeping:** History of Accounting, forms of a business, accounting cycle, what are financial statements, Generally Accepted Accounting Principles (GAAP), the double-entry accounting system, the Chart of Accounts, accrual vs cash reporting, ethics. **Introduction to QuickBooks Online:** Getting started with QBO, setting up your QBO Trial Version, navigating QBO
Bookkeeping: The Accounting Formula, overview of Debits & Credits, Journal Entries, Ledgers and the "General Ledger", natural account balances, introduction to Value-Added Sales Tax (VAT)
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"
Bookkeeping: Balance Sheet Accounts, Profit & Loss (Income Statement) Accounts, the effect of Debits & Credits on accounts, T-Accounts
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
Bookkeeping: GST/HST on Sales including US Sales Tax, "Place of Supply" Rule, Type of "Supply", GST/HST for the "Digital Economy", **QBO Chapter 4 – Working with Customers:** Set up customers & sub-customers, Edit sales settings & preferences, import "customers" from Excel
Bookkeeping: Accrual vs Cash Reporting, accounting for "Bad Debts", Accounts Receivables, manual bookkeeping with Journals and Ledgers, testing your Journal Entry with T-Accounts
QBO Chapter 4 (cont.) – Working with Customers: Customizing, create estimates, invoices & sales receipts, receive payments & record bank deposits, "Price Rules", Credit Memo's & Refunds, Customer & Sales Reports, accounting for "Projects", "Price Rules", Credit Memo's & Refunds, accounting for "Projects", Customer & Sales Reports
Bookkeeping: Accounts Payables, accounting for "credit card" transactions, paying bills through the bank or third-party software
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
Excel Chapter 1 – Introduction to Excel: Navigating Excel, entering data, adjusting column width & row heights, formatting cells, working with numbers & dates, zoom tools, other navigation methods

Bookkeeping: Non-traditional "Bank Type" Accounts in QBO, manual bookkeeping with Journals and Ledgers, testing your Journal Entry with T-Accounts, CRA Tax deductible business expenses

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

Excel Chapter 2 – Working with Formulas: Creating formulas, rearranging data, managing multiple worksheets

QBO Chapter 7 – All in a Day's Work: QBO Project 1

Bookkeeping: Reviewing your QBO Project from an "Accountants" point of view. Debits & credits, Journal Entries, reviewing the General Ledger. The effects of accruing income & expenses. CRA's T2125 – Statement of Professional or Business Activities.

Bookkeeping: Bookkeeping for inventory, inventory management, inventory valuation methods, Balance Sheet vs Income Statement, third-party inventory software

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

Excel Ch 3 - Performing Calculations Using Functions: What are Functions, relative & absolute cell references, creating names for cells & ranges. Use Excel to track fixed assets and calculate depreciation

Bookkeeping: Accounting for Fixed Assets (Property, Plant & Equipment in QBO), CRA rates & classes

Bookkeeping: Accounting for third-party apps in QBO including Square, Stripe, Moneris, Airbnb, SOS Inventory, and others.

Excel: Calculating, reconciling, and recording differences using Excel

Bookkeeping: Month end financial reporting, reviewing financial statements including Statement of Cash Flow & the General Ledger, making corrections, accruing amounts

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

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

Bookkeeping: Year-End Working Papers for the accountant, accountant's year-end adjusting entries & Trial Balance, adjusting for accountants QBO errors & challenges

Excel: Calculate the difference between the QBO year-end balance and the accountant's "preliminary" balance.

Excel Ch 4 – Data Visualization & Images: Create charts, adding images, conditional formatting

Bookkeeping: Export information from the QBO Income Statement to Excel, customize cells, create charts from your QBO data file.

Bookkeeping: What is the difference between a "Statement of Cash Flow" and a "Cash Flow Budget"? Calculating & preparing the Statement of Cash Flow, setting up a "Cash Flow Budget"

QBO Chapter 11 – Bringing It All Together: QBO Project 2

Excel Chapter 5 – Organizing Large Worksheets: Using templates, adjusting view options, organizing data, the "IF" function, Data Validation, Printing options, Excel tables

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Bookkeeping: From QBO, use Excel to test & validate GST/HST amounts, create a "Prepaid Expenses YE Working Paper" for the accountants, create an Excel spreadsheet for the business owner to answer question in the "Clearing Account"

Payroll: Introduction to payroll in Alberta and Canada, Federal & Provincial payroll legislation, Human rights in the workplace, resources, Wages vs earnings, hours of work & rest, overtime hours & pay, general holidays, vacation & vacation pay, source deductions, taxable reporting on employee benefits

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Payroll In Alberta (cont): Averaging arrangements, job protected leaves, youth employment, employment standards exceptions, employment standard guides for specific industries, employee's vs subcontractors, special rules for "managers", termination of employment, completing the ROE, CRA deductions calculator

Excel: Tracking manual payroll in Excel

Payroll – Payroll in Alberta: WCB Annual Return, 3rd party payroll providers, managing accountant's year-end payroll adjustments, CRA transfers between business accounts, recording CRA penalties & interest on late filings, Shareholder Loans as T4 Personal Income

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Payroll – Processing payroll in QBO: 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

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Payroll In Alberta (cont): year-end reporting & CRA's PIER review,

Excel: Using Excel review payroll in accordance with a PIER review. Calculate the estimated taxes to be paid if Shareholder withdrawals were reported as T4 Personal Income

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Final Review