



### PROGRAM OVERVIEW

The BE101 – Deluxe will enable participants to stay on top of and maintain control of their finances through the mastery of their bookkeeping software. This knowledge is critical to any business success. By regularly monitoring sales, receivables, expenditures and profitability, business owners can foresee potential problems, reduce hidden costs, capitalize on unrecognized savings, and uncover new opportunities for growth. Our certified trainers provide practical hands-on instruction customized to specific business needs – clients learn full-cycle bookkeeping using their own company books, not a sample company.

**Type of Training:** Bookkeeping Training on reputable software

**Program Length:** 20 weeks

### INSTRUCTIONAL DELIVERY METHOD(S)

- Lectures
- Demonstration of best practices utilizing reputable accounting software
- Action-driven assignments
- Experiential learning using tools and procedures

### STUDENT GROUPING

Individual, 1:1 instructional training, in person or via long distance learning

### START DATE

Open for enrollment

### TRAINING INCLUDES

- 20 one-on-one instructional learning sessions of 1 hour each
- Instructional E-manual of bookkeeping best practices and procedures
- Live video conference for tutoring, for long distance learning
- Practice on tools and processes
- Learning how to master the application of a bookkeeping software

### PROGRAM OUTLINE

This unique bookkeeping training program is designed for business owners who are looking to get in-depth knowledge of financial management and accounting best practices. It consists of 7 modules that are provided over a period of 20 weeks. The learning approach is action-driven and experiential, enabling participants to master the knowledge and apply it to their specific business on their software.

### DEFINED INSTRUCTIONAL OBJECTIVES

Understand the fundamentals of financial management and how it is applied on a bookkeeping software program. This will include:

- Effective implementation of job costing to track and measure profitability of specific projects and contracts generated by the bookkeeping software program
- Review profit and loss statements, balance sheets, and other management reports generated by the bookkeeping software program



- Implement effective processes for inventory management and controls using the bookkeeping software program
- Implement processes for accurate payroll management
- Adopt and implement daily, weekly, monthly bookkeeping procedures
- Apply best bookkeeping practices directly to the specific accounting operations

### MEASURABLE LEARNING OUTCOMES

Application exercises that prove the student is capable of using the bookkeeping software to apply the bookkeeping principles to their own business requirements. This includes:

- Timely and accurate processing of payroll and benefits
- Cost reduction and efficiency related to inventory management
- Maintaining up-to-date and accurate monthly financial records
- Meeting all government tax deadlines related to GST, PST, payroll, and corporate filings

### ASSESSMENT METHOD(S)

- Assessment will be conducted after each module to evaluate student's ability to apply the knowledge and use the bookkeeping software
- Weekly assignments to reinforce the application of concepts learned
- Reviews of the bookkeeping entries and ledgers will be conducted

### COURSE COMPONENTS

#### **MODULE 1: Fundamentals of Financial Management utilizing reputable software**

Understanding financial reports  
Tips for effective cash flow  
Planning weekly, monthly, quarterly and annual activities  
Apply best practices to their business

#### **MODULE 2: Getting Started with Bookkeeping 101 utilizing reputable software**

How to install and backup accounting software ,  
How to set up company info, customize chart of accounts, link accounts, and enter opening balances from previously filed financials  
Application exercises to incorporate their learning in their business environments

#### **MODULE 3: Processing of Bookkeeping Transactions utilizing reputable software**

Design customized invoice template if required  
How to process sales invoices, customer payments, and bank deposits  
Generate accounts receivable tracking and analysis reports  
Process supplier invoices, bill payments, debit credit card purchases and payments  
Create recurring transactions  
Set up job costing  
Generate accounts payable tracking and analysis reports.

#### **MODULE 4: Analysis and Reconciliations utilizing reputable software**

Analyze HST/GST tracking accounts  
Process/file HST/GST returns using general ledger detail and balance information  
Perform monthly bank and credit card reconciliation in accounting system  
Generate standard and comparative financial reports for monitoring and progress.



Review additional management reports available in the accounting software program relevant to business needs

### **MODULE 5: Reporting and Fiscal Year End Preparation utilizing reputable software**

Yearend reconciliations and preparation of package for accountant's review  
Develop the checklist of tasks to ensure the books are organized and accurate for the year end financials and tax return preparation

### **Module 6: Payroll Processing utilizing reputable software**

Set up payroll employees and payroll items.  
Process payroll and payroll tax remittance.  
Review payroll reports, liability reports  
Process T4/T4 Summaries and Records of Employment.

### **Module 7 : Inventory Control Management utilizing reputable software**

Set up inventory control system including inventory items and linked accounts  
Define and create manufactured product assemblies  
Generate inventory profitability analysis reports

### **TRAINING COURSE TUITION**

<b>Tuition Fees</b>	<b>GST</b>	<b>TOTAL COSTS</b>
\$1500	\$75	\$1575

### **PAYMENT OPTIONS:**

**ONE TIME PAYMENT OF \$1575**