

QuickBooks Online - Level 3 Fall 2022

Bookkeeping theory vs real life experience... they can be significantly different. Learn bookkeeping through our live, Instructor-led, QuickBooks Online Courses, using **your** paperwork, **your** data, and **your** QuickBooks Online software.

In this third course in the *QuickBooks Online* series, you will learn many of the important rules and regulations around payroll primarily in Alberta, but also across Canada. You will learn how to setup and manage payroll in *QuickBooks Online*. We will also explore the limitations of QBO payroll compared to other systems. We will cover additional topics including measuring & managing for growth and completing the year-end. We will take a final look at real life challenges you may have such as a business owner who pays employees by e-transfers with daily limits that require multiple payments which don't match payroll, payments to the government that you can't match to source deductions, payroll paid in the form of "trade for services" and more.

Maximum 6 students. The class will be hosted over Zoom.

**Government Funding may be available to cover 2/3 of the cost
but is not guaranteed by Bernal Business Services Inc.**

Course Fees:

- 27 instructional hours \$ 2,249 plus GST

Course Materials (not required if purchased in Level 1 or Level 2):

- QuickBooks Online for Canada (2022 – 2023): Print, ebook + lab \$130.00 plus GST
- QuickBooks Online Training Manual, by Intuit Included
- Bookkeeping & Beyond, by Jacqueline Bernal Included
- QuickBooks Online – one year subscription Included

Course curriculum includes:

- Payroll: (instruction time: 12 hours)
- Customizing forms: (Instructional time: 3 hours)
- Use It – Measuring & managing for growth (Instructional time: 6 hours)
- Real life challenges (Instructional time: 3 hours)
- Preparing the Year End Working Papers & wrap up: (Instruction time: 3 hours)

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 SCHEDULE

Date	Time	Topic	Method	Hours
Nov 15 '22	1:00pm - 4:00pm	Introduction to Payroll: Federal and Alberta rules and regulations, including taxable & non-taxable employee benefits, "Employee vs Contractor". Overview of payroll across the provinces. WCB requirements.	Zoom	3.00
Nov 17 '22	1:00pm - 4:00pm	Payroll - Part 1: Setting up employees, creating payroll items (wages, benefits, deductions, etc.), processing payroll in QBO including termination pay, managing vacation accruals and advances.	Zoom	3.00
Nov 22 '22	1:00pm - 4:00pm	Payroll - Part 2: Processing payroll liabilities, avoiding challenges with the payroll subledgers including accountants YE entries, processing ROE's, T4A's, T5018's.	Zoom	3.00
Nov 24 '22	1:00pm - 4:00pm	Payroll - Part 3: Completing the CRA P.I.E.R. review, producing T4's, and T4 Summary. Filing T4's On-line. QuickBooks Time Tracker.	Zoom	3.00
Nov 29 '22	1:00pm - 4:00pm	Additional Tools: Customizing forms, using "budgets", To-Do list, calendar, reminders, multicurrency in QBO.	Zoom	3.00
Dec 1 '22	1:00pm - 4:00pm	Use It - Goals & Strategies: why they are important, defining goals & creating strategies.	Zoom	3.00
Dec 6 '22	1:00pm - 4:00pm	Use it - Measuring, reporting, correcting: Using KPI's (Key Performance/Predictive Indicators) to measure progress towards goals and course correcting along the way. Setting up an Excel Dashboard.	Zoom	3.00
Dec 8 '22	1:00pm - 4:00pm	Real Life Challenges: In this session we will look at real life challenges clients may present when they don't understand the restrictions accounting software systems may provide. We will NOT be discussing challenges unrelated to the above topics.	Zoom	3.00
Dec 9 '22	1:00pm - 4:00pm	Pulling it all together: Creating the Year End Working Papers, review of QBO Levels 1 - 3, handling major errors (yours, the bookkeepers, the accountants).	Zoom	3.00
		Total Hours		27.00