



TRIFOLD BOOKKEEPER ADVISORS – BOOKKEEPING ADVANCED COURSE **FACT SHEET**

Overview

Our commitment remains with our Bookkeeping Advanced course to educate bookkeepers across Canada to become the best possible professionals. It is designed as a continuation of bookkeeping training for those who have completed the “*Bookkeeping Fundamentals*” course or have achieved their Technician designation through CPB Canada or have equivalent knowledge and experience (*assessment may be required*).

Course Content/Material

As a continuation of the Fundamentals training or an extension of your existing knowledge, this course content covers a variety of topics which can assist you moving forward in your career. Whether your goal is to be a stellar employee or to venture out on your own, this course will develop your knowledge and help increase your confidence. The course material provided to students is carefully selected content and also includes examples and exercises. Both the course material and the homework will be shared using private SharePoint folders. (*see next page for detailed course content*)

Course/Class Length

This course will be a total of **14 weeks**, with **one** class per week. Each class will be 2.5 hours in length. These courses will be held on WEDNESDAYS.

Course Format

This course will be delivered in the same format as our Bookkeeping Fundamentals course. It will be held live, online (via Zoom) with certified, experienced instructors.

Student Expectations

Expectations of students include being on camera for the duration of each class, participating in class, completing/submitting all of the homework assignments within the required timeline, and signing a student commitments list. A private FaceBook group must be joined which provides support to each course group and serves as our major communication tool once the course starts. Requirements for the course ‘Attendance Certificate’ include full attendance of all classes and successful completion of the course homework.

Course Cost

The cost of this course is \$2,399.00 plus applicable taxes, which includes course materials. A 50% deposit is required to reserve a seat in the course, with the balance due 10 business days before the course start date.

Refund Policy

Our refund policy: Full Refund if written notice is received 30 days (or more) prior to the course start date. If less than 30 days’ written notice is received, then the deposit will be forfeited. There is no refund available after the course start date.

Provincial Training Grants

For information on eligibility for provincial training grants (for employers), see our webpage: <https://trifolddbka.ca/resources/>

The Partners of Trifold Bookkeeper Advisors

Dianne Mueller, FCPB

Shelley Rudiger, DFA, FCPB

Marge Wegren-Debre, FCPB

website: www.trifolddbka.ca or email us at: info@trifolddbka.ca

mailing address: #228-14032-23 Avenue, Edmonton, Alberta T6R 3L6



TRIFOLD BOOKKEEPER ADVISORS – BOOKKEEPING ADVANCED COURSE **COURSE CONTENT**

This is a jam-packed course covering plenty of topics, including (but not limited to) the following:

- An in-depth review of a new client with an assessment of their information
- Working with Credit Cards (Chart of Accounts influence, receiving customer payments, making purchases, interest methods, reconciliations)
- Beyond Day-to-Day fundamentals (working with contra accounts, deposit accounts, foreign currency, gift cards, loans/lines of credit, employee out-of-pocket expenses)
- Inventory (break-even points, methods to determine profit, perpetual vs periodic methods, weighted averaging vs FIFO, consignment, manufacturing, adjustments, beginning & ending inventory, planning a customer's inventory growth)
- Ownership Accounts (capital vs operating expenses, purchases by owner for company expenses, purchases by company for owner expenses, shares, shareholders, dividends, inter-company bookkeeping.
- Special Accounts (Prepaid Assets, Prepaid Expenses, Accrued Receivables, Accrued Revenue, Accrued Liabilities Deferred / Unearned Revenue, Unearned Income)
- Payroll (different income types, taxable benefits, non-statutory deductions, casual labor, employee vs contractor, ROEs, thresholds, common processing errors, T4s and T4 Summary, PIER Reports, audits)
- Special topics (donations, capital vs operating leases, leasehold improvements, goodwill, selling capital assets, holdbacks, company conversion to software)
- Sales Taxes (zero-rated vs exempt supplies, GST exempt businesses, ITC information requirements, place of supply rules, different types of discounts, ITC restrictions / time limits / filing / refunds / late fees / penalties, PST overview, other filing methods, reporting check points, audits)
- Month-End (typical vs non-typical entries, remittances, reconciliations, reporting, filing)
- Preparing Year-End (similarities and differences to month-end procedures, depreciation vs amortization and calculation methods, CCA classifications, inventory counts and adjustments, bad debts vs allowances, revaluing foreign currency, closing temporary accounts, pre-closing financial reports, reclassifications)
- Post-Closing Year-End (different accountant engagements, year-end adjusting entries, other types of period-end reports, comparative vs consolidated financials, T4As, T5018s, KPIs, budgets, reviewing client processes and improving efficiencies)
- Bookkeeping Tips including best practices, increased responsibilities, ethics, analyzing transactions for understanding