



TRIFOLD BOOKKEEPER ADVISORS – BOOKKEEPING FUNDAMENTALS COURSE **INFO SHEET**

Overview

Trifold's goal for our "Bookkeeping Fundamentals" course is to provide Canadian bookkeeping education to those who wish to become knowledgeable and self-assured in bookkeeping essentials. It is designed for students with no bookkeeping experience or knowledge, and has also proven to be a great refresher for bookkeepers who do have experience. During this course, students are guided through the financial activities of a fictional small business to experience the theoretical knowledge, practical application and flow of basic business transactions – all through the use of manual bookkeeping.

Course Content/Material

The Fundamentals course content provides a foundational knowledge and understanding of bookkeeping so students can more easily identify the 'behind the scenes' actions in software. Whether your goal is to become a bookkeeper or to refine your existing knowledge and skills, this course will solidify the basis of Debits and Credits and convey the importance of double-entry bookkeeping. The objective of this course is for students to become valuable employees or assistants in the bookkeeping profession. Course material is not provided and must be purchased by the student in time for their first class (see our webpage for further information at: <https://trifoldbka.ca/courses/>) Homework will be shared using private SharePoint folders. (see next page for detailed course content)

Course/Class Length

This course runs for a total of **13 weeks**, with **one** class per week. Each class is **2.5 hours** in length. Bookkeeping Fundamentals courses are held on **TUESDAYS**.

Course Format

This course is held live and online (via Zoom) with certified, experienced instructors.

Student Expectations

Our 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 commitment 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' includes full attendance of all classes and successful completion of the course homework.

Course Cost

The cost of this course is \$1,925.00 plus applicable taxes. A 50% deposit is required to reserve a seat in the course, with the balance due 10 business days before the course start date. There is an optional Assessment available for an additional fee of \$175.00 plus applicable taxes.

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://trifoldbka.ca/resources/>

The Partners of Trifold Bookkeeper Advisors

Shelley Rudiger, DFA, FCPB

Marge Wegren-Debre, FCPB

Dianne Mueller, FCPB

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

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



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

This course covers many bookkeeping essentials topics, including (but not limited to) the following:

- What to know before you start bookkeeping: Creation of the rules, types of bookkeeping, and ownership types.
- Financial Transaction Basics: Determining criteria for financial transactions, identifying source documents, the Chart of Accounts, normal Account balances, Double-Entry, and the formation of Financial Statements.
- Assessing Transaction Details: Terms of purchases and sales, use of T-Accounts as a tool, selling Services.
- Bookkeeping Journals: Types and uses of Special Journals and the General Journal, choosing proper Journals, recording transactions.
- Bookkeeping Ledgers: Purpose of Ledger records, General Ledger, Subsidiary Ledgers, Posting transactions.
- The Trial Balance Report: Configuration of the Trial Balance report, creating the report, troubleshooting.
- The Combination Journal: Definition, structure, use, comparison to other Journals, and recording transactions.
- Payroll: Income types, exemptions, Statutory vs non-statutory deductions, using Payroll tables, Vacation Pay, the Payroll Register, processing employees' pay, calculating and processing a Payroll Remittance.
- Sales Taxes: GST basics, GST reporting / the GST34E form, calculating a GST remittance, processing a GST remittance, overview of provincial sales taxes {PST/QST/RST} and Harmonized Sales Tax {HST}.
- Account Reconciliations: Components of a reconciliation, steps for the manual reconciliation process, processing a manual reconciliation, and troubleshooting.
- The Income Statement & Balance Sheet: Structure and components of the Income Statement and Balance Sheet and what they each convey about a business, overview of Statement of Capital and Statement of Cash Flow reports.
- Other notable topics: Petty Cash, A/R and A/P Credit Limits, Purchase Quotes/Purchase Orders, Sales Quotes/Sales Orders, A/R and A/P Credit Memos and Refunds, Gift Card basics, intro to Prepaid Expenses.
- The Makings of a Good Bookkeeper: Workflow, Period-end processes and checklists, document filing, Top 10 Bookkeeper Ingredients.
- Appendices: Includes a Glossary, GAAP Concepts & Principles, working papers, Reference pages and Daily Resource sheets.

Visit our website where you will find information on the following:

- Course information <https://trifoldbka.ca/courses/>
- Course Testimonials <https://trifoldbka.ca/testimonials/>
- Provincial Training Grants for employers <https://trifoldbka.ca/resources/>
- About Trifold Bookkeeper Advisors <https://trifoldbka.ca/about/>