

# IMPROVING YOUR BOTTOM LINE

## QUICKBOOKS Week in Bracebridge



Would you like to get up and running on QuickBooks or fine tune your QuickBooks skills but can only find a few hours here and there to do it and don't want to travel to the city?

**WHY:** QuickBooks is not easy to learn in one session. Spreading the learning over a week allows you to practise on your own system between classes.



*Marilyn Jeffrey*

**WHEN:** Monday, March 28 to Friday, April 1, 2011

Also available on the last week of each month May through November

**HOW:** 5 Hours of QuickBooks training spread over a week.

**WHO:** Course presented by Marilyn Jeffrey

### WHAT:

Monday: 8 am -9 am: **GETTING STARTED:** Covering how to load QuickBooks, How to navigate and find things in QuickBooks and tips on setting up your accounts. (\$50 plus HST)

Tuesday: 8 am-9 am: **Focus on CUSTOMERS:** Learn how to invoice, process credit notes, deal with bad debts, and manage accounts receivable. (\$50 plus HST)

Wednesday: 8 am -9 am: **Focus on VENDORS:** How to enter and pay bills, process credits and manage accounts payable. (\$50 plus HST)

Thursday: 8 am – 9 am: **Focus on BANKING:** How to write cheques, use the bank register system, make deposits and bank reconciliations. (\$50 plus HST)

Friday: 8 am -9 am **Focus on HST and REPORTING:** How to track and remit HST. Review useful reports in QuickBooks including what is new in QuickBooks 2011. (\$50 plus HST)

**Sign up for the week and receive a \$50 discount** (net cost \$200 plus HST).

**Bring a friend and receive an additional \$25 off.**

**WHERE:** Our offices 345 Ecclestone Drive, Bracebridge (Old Dura Building)

To sign up call Marilyn Jeffrey at 705.645.5178 or email us at [marilyn@morleyca.ca](mailto:marilyn@morleyca.ca). We accept payment by credit card.

Morley Accounting Services provides accounting, bookkeeping, tax and business advice to clients in Gravenhurst, Bracebridge, Huntsville, Barrie & Orillia as well as surrounding areas.

**OTHER COURSES OFFERED** (Call for Details):

Bookkeeping Basics for Quickbooks Users 1

Bookkeeping Basics for Quickbooks Users 2



345 Ecclestone Drive, Bracebridge, Ontario  
Phone: 1.888.687.3181 [www.morleyca.ca](http://www.morleyca.ca)

# IMPROVING YOUR BOTTOM LINE

## Bookkeeping Basics for Quickbook Users – Course I



We find that many of the questions we receive about QuickBooks are really accounting questions, so we designed a two part course to answer those accounting questions and to explain to you how QuickBooks handles the bookkeeping. We are using the same format as our QuickBooks Basics course which is one hour a day for five days. We find this format is less disruptive to your day and it allows you to review and practice on your own books before the next session. The sessions are designed to be interactive so bring your questions.



Marilyn Jeffrey

**WHEN:** Call for Dates

**HOW:** 5 hours of training spread over a week

**WHO:** Presented by Marilyn Jeffrey

**WHAT:**

Monday: 8am – 9am **Structure of the Chart of Accounts.** Covering types of accounts, how they behave (debit or credit), using account numbers, the tax implications for key accounts and how to review and use the register. (\$75 plus HST)

Tuesday: 8am – 9am **Setting up Company Information and Preferences and Customizing your Templates.** Covering when to enter a closing date, what forms use the company information and the Business Number, what the preferences mean and how it affects the accounts and customizing your estimates, invoices and statements. (\$75 plus HST)

Wednesday: 8am – 9am **Payroll.** Covering setting up payroll items for multiple WSIB rates, benefits and taxable benefits, employee advances and reimbursed expenses and how to enter these items when preparing payroll. (\$75 plus HST)

Thursday: 8am – 9am **Income Statement.** Covering how to track expenses like meals, business use of home, interest on loans, asset purchases, prepaid expenses such as insurance, how to use an “Ask my Accountant” account, how to get the management information you want and preparing useful reports. (\$75 plus HST)

Friday: 8am – 9am **Balance Sheet.** Covering how to set up prepaid expenses and deposits, fixed assets and loans, managing the undeposited funds account, determining the basic ratios that your bank looks at, balance sheet reports available in QuickBooks, and a discussion about what the balance sheet tells you about your business. (\$75 plus HST)

**Attend all five sessions and receive a free one hour personal QuickBooks coaching session.**

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**OTHER COURSES OFFERED** (Call for Details):

QuickBooks Week

Bookkeeping Basics for Quickbooks Users 2



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# IMPROVING YOUR BOTTOM LINE

## Bookkeeping Basics for Quickbook Users – Course 2



We find that many of the questions we receive about QuickBooks are really accounting questions, so we designed a two part course to answer those accounting questions and to explain to you how QuickBooks handles the bookkeeping. We are using the same format as our QuickBooks Basics course which is one hour a day for five days. We find this format is less disruptive to your day and it allows you to review and practice on your own books before the next session. The sessions are designed to be



Marilyn Jeffrey

interactive so bring your questions.

**WHEN:** Call for Dates

**HOW:** 5 hours of training spread over a week

**WHO:** Presented by Marilyn Jeffrey

**WHAT:**

Monday: 8am – 9am **More on the Chart of Accounts.** Covering creating sub- accounts, populating all the fields, setting up tax codes for each account , using the Fixed Asset register, how to comply with CRA record retention requirements and disaster recovery strategies. (\$75 plus HST)

Tuesday: 8am – 9am **Creating Budgets and Measuring Results against Budget.** Covering how to use the budget feature, customizing your budget, preparing reports to show actual results against budget, using the company snapshot report in QuickBooks and preparing a SWOT analysis to better understand your business potential. (\$75 plus HST)

Wednesday: 8am – 9am **More on Payroll.** Covering an overview of payroll reports available in QuickBooks, paying payroll liabilities, tracking and paying WSIB, benefits and taxable benefits, preparing T4's and the T4 Summary, preparing ROE's and dealing with statutory holidays. (\$75 plus HST)

Thursday: 8am – 9am **HST.** Covering HST reports available in QuickBooks, netfiling your HST from QuickBooks, how to deal with uncategorized amounts, tracking HST on taxable benefits, using the General Ledger to troubleshoot HST. (\$75 plus HST)

Friday: 8am – 9am **Year End Issues.** Covering how to account for vehicle expenses, yearend closing activities for sole proprietors, corporations and partners, how to reconcile your statement of business income (T2125 form on your personal income tax return) to your QuickBooks, overview of filing and reporting dates, tracking owner managers earnings and accounting for non-deductible expenses such as meals and penalties and interest. (\$75 plus HST)

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QuickBooks Week

Bookkeeping Basics for Quickbooks Users I



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