

Advanced Bookkeeping for Multiple Businesses

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Risk Free
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Only from

Knowledge Bureau®
Excellence in Financial Education

OF SPECIAL INTEREST TO:

- Accountants
- Bookkeepers
- Tax preparers looking to expand their businesses
- Those looking for staff training solutions

- Expand your career by honing your bookkeeping skills for a variety of business types
- Understand the development of a complete set of books for different businesses
- Achieve consistently accurate results for your clients

Study On Your Terms and Time in Our World-Class Virtual Campus

- Individualized study plans, instructor support
- 24/7 access to online lessons, quizzes
- Valuable e-journals, software, calculators
- Testing, accreditation and certification
- Easy pay plan customized to fit your budget
- Risk-free enrolment

How to Enrol in Your Self-Study Course Today

1. Enrol online at www.knowledgebureau.com
2. Scan and email the completed registration form to our Registrar at registrar@knowledgebureau.com
3. Call our Registrar toll-free at 1-866-953-4769
4. Fax your registration form to 1-204-953-4762

Free educational consultation available

ADVANCED BOOKKEEPING FOR MULTIPLE BUSINESSES

Using the features of SAGE 50 and Intuit Quickbooks Desktop, learn advanced bookkeeping for a variety of business profiles.

CONTENT DESCRIPTION & KEY CONCEPTS

The student will learn to manage the bookkeeping functions for a variety of companies, using all the modules of the program (with the exception of Payroll) to deliver financial results for the most simple to a complex company. The student's skillsets will move beyond basic data entry of daily transactions to create a complete set of books for a variety of businesses while understanding the features of SAGE 50 and Intuit Quickbooks Desktop to do so. Current GST/HST rates and reporting are included.

CERTIFIED SKILLSETS YOU WILL LEARN

- This course provides further insight to:
- structure chart of accounts to meet the needs of company management in a variety of profiles;
- produce a wide variety of financial reports understanding how to use the tools provided to set up, manage and report on accounts receivable, accounts payable, and inventory;
- understand how accounts are linked and how linking can utilize the powers of the system to increase productivity;
- learn how to prepare a bank reconciliation using the automated utility program;
- learn the procedures involved in maintaining the general ledger and related sub-ledgers;
- become familiar with special reports pre-established in SAGE 50 and Intuit Quickbooks Desktop and formatting options;
- utilize the various miscellaneous tools provided in SAGE 50 and Intuit Quickbooks Desktop by Sage.

COURSE COMPONENTS

MULTI MEDIA INTRODUCTION – Your virtual instructor overviews key concepts in each chapter.

KNOWLEDGE JOURNAL TEXTBOOK – A full course manual containing detailed study materials, chapter by chapter.

EVERGREEN EXPLANATORY NOTES – A comprehensive reference library.

PRACTICE MANAGEMENT THESIS – Your formal case study online: a great review before your final exam.

TESTING – Chapters end with multiple-choice quizzes and true-to-life cases. A comprehensive final exam is written at the end of your studies.

ACCREDITATION – Earn 30 CE/CPD credits per course.

TABLE OF CONTENTS

- 1 Commonalities of bookkeeping for various business enterprises
- 2 Advanced Sales Tax Issues
- 3 Partnerships and Joint Ventures
- 4 Builders
- 5 Retail Outlets
- 6 Importers/Exporters
- 7 Agricultural Businesses
- 8 Trusts
- 9 Other Business Profiles
- 10 Not for Profits
- 11 Introduction to Advanced Business Issues

Study Time: 30 hours

STEP 1: STUDENT IDENTIFICATION

Name	Returning Student ID #

Company	

Address	

City	Province
_____	_____
Postal Code	Email
_____	_____
Phone with Area Code	Fax
_____	_____
Referred By	Current Designations/Licensing
_____	_____

STEP 2: TUITION FEES

- Single Course Tuition Fee** **\$795**
- Electronic Textbooks** **No Extra Charge**
- Hard Copy Textbooks and Delivery** **\$ 95**
- OR**
- Choose Certified Skills Diploma or Designation Program and save**

See www.knowledgebureau.com for tuition funding options and details on qualifying for tax credits.

STEP 3: PAYMENT PLANS

- Full Payment Plan** (Branch Office study groups save 10%):
Number of Courses: _____ A x fee from Step 2 = B below
- | | |
|-------------------------------------|------------|
| TOTAL TUITION FEES: | \$ _____ B |
| Hard Copy and Delivery (see step 2) | \$ _____ C |
| SUBTOTAL (B + C) | \$ _____ D |
| GST/HST (885004713RT001) | \$ _____ E |
| TOTAL DUE (D + E) | \$ _____ F |
- EZ-Pay Instalment Plan:** Call 1-866-953-4769 for details.

STEP 4: PAYMENT METHODS

- CREDIT CARD:** Visa MC Amex Expiry Date ___ / ___
- Card Number _____
- Name on Card _____
- Signature _____

STEP 5: REGISTRATION OPTIONS

Phone: 1-866-953-4769 **Fax:** 1-204-953-4762
Online: www.knowledgebureau.com
Email: registrar@knowledgebureau.com

- Unless box is checked, I provide consent for you to store my contact information and inform me of my progress and future educational opportunities.