



The 'Inspired Bookkeeper' Training Program

Background & Expected Results

The 'Inspired Bookkeeper' Training Program has been carefully designed to help small business owners & their staff move towards self-sufficiency and value-added reporting in the realm of bookkeeping. The program will help clients visualize the true performance of their organizations at the value-stream level. It will help them make better and more timely decisions on the products and services delivered, creating a sustainable increase in profit capacity to the company - *a necessity for growing companies.*

Syllabus

- Module 1. Software Functionality Review
- Module 2. Automation - Connecting Your Software to the World
- Module 3. The Purchases Cycle
- Module 4. The Revenue Cycle
- Module 5. The General Ledger Cycle
- Module 6. The Bank Reconciliation Cycle
- Module 7. The GST / HST Cycle
- Module 8. Integrated Companion Softwares
- Module 9. Importing / Exporting
- Module 10. Reporting - General & Customized
- Module 11. Reporting Cadence and Metrics