

PROGRAM OUTCOMES

BUSINESS FINANCIAL MANAGEMENT FOUNDATIONS

As part of the 'Learn' series of programs, this program consists of 3 months of consecutive learning, meaning 2 hours of learning every week for 12 weeks. This program is designed to help businesses setup good bookkeeping practices, understand their financial reports, and dive into management accounting practices.

1

PROGRAM INTRODUCTION

Familiarize yourself with online platform, course layout, & materials.

2

BOOKKEEPING BASICS

Understand the bookkeeping cycle & the importance of good bookkeeping practices.

3

ADVANCED BOOKKEEPING

Learn how to implement bookkeeping software and customize a chart of accounts in your business

4

RECORD KEEPING

Learn practical tips to reduce time spent on invoicing, receipt management, and electronic document management.

5

PAYROLL & INVENTORY

Learn best practices in tracking inventory and familiarize yourself with software, details and best practices for payroll.

6

BALANCE SHEETS 101

Learn what goes into the numbers, COGS, and operational ratios relating to your income statement.

7

INCOME STATEMENTS 101

Learn what goes into the numbers, COGS, and operational ratios relating to your income statement.

8

CASH FLOW STATEMENTS 101

Learn how to manage your cash flow, AP, & AR effectively by understanding your cash flow statement.

9

BUDGETING

Learn how to create a budget and set financial goals within your accounting software and monitor your expenses in real time.

10

PROFITABILITY & KPI'S

Dive into profit structuring including pricing, breakeven models and key performance indicators.

11

BUSINESS TAXES

Learn about GST, PST, Income Tax, Payroll Remittances, Deductible expenses & the accounting cycle.

12

BUSINESS STRUCTURE

Look the pro's & cons of corporations, sole proprietors, and partnership structures & how business owners choose to pay themselves.