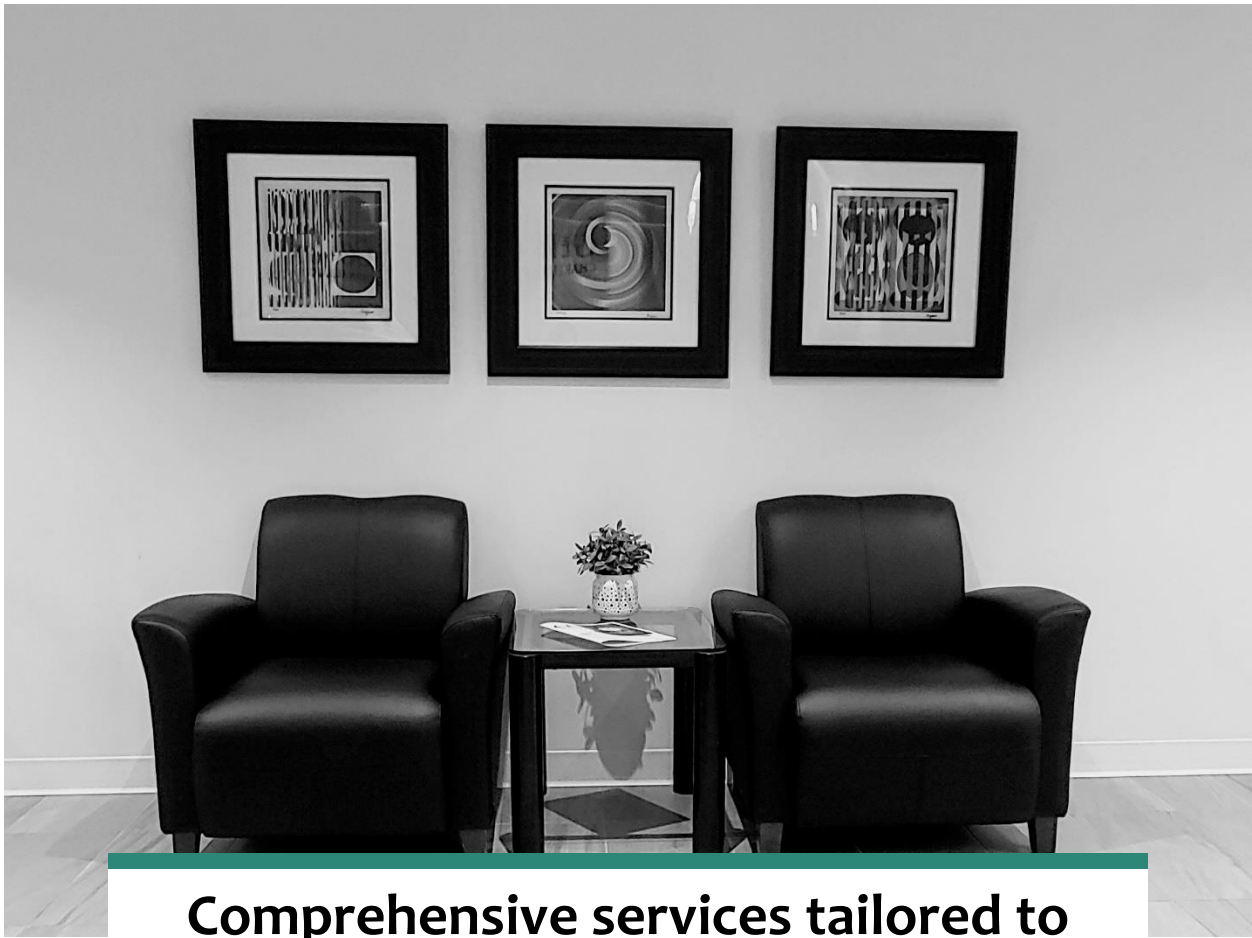


PROFESSIONAL SERVICES



Geib & Company
Professional Corporation
Chartered Professional Accountants



Comprehensive services tailored to your industry needs

Geib & Company Chartered Professional Accountants provide a comprehensive training approach to implementing QuickBooks Online and improving to your existing QuickBooks Online system and provides customized solutions specific to your industry. We create a strong foundation of knowledge, regardless of where you are in your cloud accounting journey.

By addressing your particular needs, we can simplify your journey to the cloud, increase efficiency, and give you better visibility, control, and security of your QBO environment.





It can be hard to know where to start when dealing with such a large scope. We will help you step back, take aim, and come up with a plan that fits your situation and reaches your goals.

We will start with a discussion to evaluate the Intuit products and apps make the most sense, then implement our recommendations so your shift towards optimization in the cloud is painless.

A Geib & Company Consultant will create a framework based on your learner's goals, and then deliver a customized training program in a way that best suits them.



Custom Training



Identify knowledge gaps and fill them in

Geib & Company Training Consultants bring a comprehensive approach to customized training. Every solution our training consultants creates is uniquely tailored to fit that particular organization's brand and learners.

Through the innovative use of technology and fundamental instructional design principles, we collaborate with you to elevate your QBO skills.

Work hand-in-hand with you to:

- Assess current state
- Understand your learners
- Set goals
- Consider options

Develop a roadmap and training framework that fills the knowledge gaps and reaches your goals.

**Geib & Company
Training
Consultant**

Deliver training in the way that best suits your learners i.e. in-person, remotely, self-paced, or a blend.

Create customized training programs based on your learner's needs and goals.

Training Topics Available

We provide a number of various training topics and depending on the knowledge gaps we are trying to fill, either the entire topic or specific sections can be extracted and taught as needed.

Services provided for QuickBooks Online:

- Chart of Accounts
- Sales and Customers
- Bills and Expenses
- Bank Feeds
- Reconciling
- Company Activities
- Payroll

Other services provided:

- App recommendations
- Receipt Bank
- GST
- Inventory
- COVID-19 subsidies

Customized Training Program

COMPANY

INSTRUCTOR	ATTENDEE(S)	START DATE	HOURLY RATE
TBD	01	TBD	\$175/hour

OVERVIEW

Geib & Company Chartered Professional Accountants will provide a comprehensive approach to implementing QuickBooks Online and improving your existing systems and processes to provide customized solutions specific to your business. Our goal is to create a strong foundation as you begin your cloud accounting journey.

The course requires a minimum of 21 hours (at \$175 per hour), each trainee has the option to choose their needs as suited, using the below template as a base course outline. To conclude the program, each trainee will be awarded with a Certificate of Completion.

TOPIC	OVERVIEW	ESTIMATED HOURS	TRAINEE PREFERENCE
REPORTING CAPABILITIES & SHARING DOCUMENTS	One of the greatest benefits of using QBO is the reporting capability of the program. We will train you how to set up these reports and the functionality that the software provides. We will also work to train you how to securely share documents within the software.	3 hours	
ONBOARDING	QBO has many features and advantages. It is important to understand the features based on your subscription level. We will train you on functionality, accounts and settings, managing users, navigation bar and the report center.	12 hours	
CHART OF ACCOUNTS	Efficiencies begin at the beginning of the process. Creating an effective and purposeful Chart of Accounts is a fundamental building block when optimizing your business.	5 hours	

TOPIC	OVERVIEW	ESTIMATED HOURS	TRAINEE PREFERENCE
SALES & CUSTOMERS	Customers are the key to any successful business. We show your personnel how to add customers, create invoices, and receive payments using optimal workflows to ensure every dollar earned is received and recorded.	5 hours	
BILLS & EXPENSES	You have to spend money to make money. Effectively tracking how your money is spent is paramount. Entering bills, tracking who you owe and how much you owe will give you a holistic view of your company and where efficiencies could be made in future.	12 hours	
BANK FEEDS	Minimize the amount of time you spend on manual data entry by harnessing the power of bank feeds. Creating rules and training QBO to categorize transactions for you allows you to focus on running your business.	7 hours	
RECONCILING	Once the bank feed has been optimized, reconciling will be a breeze. Even without a bank feed, we will show you the best techniques to apply when reconciling your monthly bank and credit card statements, so you know exactly what is in your account.	10 hours	
PAYROLL	Learning the fundamentals of payroll such as paying employees and tracking liabilities is essential. We will cover how to set-up payroll including adding employees, wages and salaries, determining the appropriate deductions, and paying employees and remittances on-time.	10 hours	
APPS	There are currently over 450 apps that integrate with QBO. Since each industry is so unique, we will customize our training with apps unique to a specific industry.	5 hours	

TOPIC	OVERVIEW	ESTIMATED HOURS	TRAINEE PREFERENCE
TRANSACTIONS	You will encounter questions for transactions unique to your industry. Our team will train you how to record and classify these transactions.	12 hours	
GST	Provide guidance on how to properly set-up, record and file your GST including setting default sales tax codes.	5 hours	
TOTAL HOURS		86 hours at \$175 (\$15,050)	