



JOHNSTONE SUPPLY TRAINING AGENDA:  
May23 – June 13, 2025

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■ **Updated Week 3: Payroll & Inventory in QBO**

**Day 11: Payroll Fundamentals**

- Overview of payroll in QBO
- Employee vs contractor setup
- Understanding payroll compliance and tax filings

**Day 12: Payroll in QBO**

- Enabling QBO Payroll
- Adding employees and running payroll
- Handling payroll taxes and year-end forms (W-2, 1099)

**Day 13: Inventory Management Basics**

- Inventory flow: Purchasing, storing, selling
- Inventory terms: COGS, SKU, reorder points
- Inventory methods (FIFO, LIFO basics)

**Day 14: Inventory in QBO**

- Activating and managing inventory in QBO
- Creating products/services
- Adjusting inventory levels and tracking quantities

**Day 15: Capstone Project & Review**

- Final integrated project in QBO: customer to vendor to payroll to inventory
- Group discussion and project presentation
- Q&A and digital completion certificate
- inventory flow: Purchasing, storing, selling
- Inventory terms: COGS, SKU, reorder points
- Inventory methods (FIFO, LIFO basics)