



BASIC BOOKKEEPING

DESCRIPTION

ACCURATE BOOKKEEPING IS AN INTEGRAL PART OF ANY BUSINESS. THE BASIC BOOKKEEPING WORKSHOP IS DESIGNED TO TEACH YOU WHAT YOU NEED TO KNOW ABOUT YOUR ACCOUNTING RESPONSIBILITIES AND DUTIES REGARDLESS OF WHICH ACCOUNTING METHOD OR SOFTWARE PROGRAM YOU ARE UTILIZING. LEARN ACCOUNTING TERMINOLOGY, DUTIES, AND HOW TO UNDERSTAND COMMON FINANCIAL STATEMENTS SO THAT YOU CAN DEVELOP AN ACCOUNTING SYSTEM TO SUIT YOUR NEEDS.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- IDENTIFY ACCOUNT TYPES AND SET UP A CHART OF ACCOUNTS
- UNDERSTAND THE ROLES AND RESPONSIBILITIES OF A BOOKKEEPER
- READ AND INTERPRET A TRIAL BALANCE REPORT AND BASIC FINANCIAL STATEMENTS

TARGET AUDIENCE

THIS INFORMATION BASED WORKSHOP IS INTENDED AS AN INTRODUCTION TO ACCOUNTING. NO COMPUTERS ARE USED AND THERE ARE NO PREREQUISITES TO TAKING THIS WORKSHOP. INDIVIDUALS WITH BOOKKEEPING RESPONSIBILITIES SEEKING BASIC KNOWLEDGE IN THE ACCOUNTING FIELD ARE ENCOURAGED TO ATTEND. THIS WORKSHOP IS AN EXCELLENT INTRODUCTION TO OUR COMPUTERIZED ACCOUNTING SOFTWARE COURSES QUICKBOOKS OR SIMPLY ACCOUNTING

CONTENT

- ◆ BUSINESS ORGANIZATION TYPES
 - SOLE PROPRIETORSHIP
 - PARTNERSHIP
 - CORPORATION
- ◆ THE FISCAL YEAR
- ◆ ACCOUNT TYPES
 - ASSETS
 - LIABILITIES
 - EQUITIES
 - INCOME
 - EXPENSE
 - COST OF GOODS SOLD
- ◆ THE CHART OF ACCOUNTS
- ◆ THE TRIAL BALANCE
- ◆ TYPES OF TRANSACTIONS
 - ACCOUNTS PAYABLE
 - INVENTORY
 - ACCOUNTS RECEIVABLE
 - PAYROLL
- ◆ GST RESPONSIBILITIES
- ◆ RECONCILING ACCOUNTS
- ◆ BASIC FINANCIAL STATEMENTS
 - PROFIT & LOSS
 - STATEMENT OF OWNERS EQUITY
 - BALANCE SHEET
- ◆ YEAR END PREPARATION