

2 Days, \$ 825. or 4 Tickets

A comprehensive workshop for anyone who comes into contact with the day-to-day functions of the company's books and financial routines. You need to attend if:

- You come into contact with any bookkeeping or accounting tasks.
- You are an entry-level person needing to expand your knowledge and skills for a better employment future.
- You are a business owner, manager or entrepreneur who manages the day-to-day activities of your business.

You will learn:

- Learn and understand the theory of accepted bookkeeping & accounting principles!
- Participate in exercises that will give you the necessary skills to perform proper bookkeeping & accounting functions!
- Learn some of the key Tricks-of-the-Trade that will make you look like an expert!
- Learn trade secrets which are rarely documented such as keeping multiple sets of books - legally!

Course Outline

Course Summary: Day 1

Purpose of bookkeeping
Accounting cycle
The fundamental accounting equation
Accounting principles and concepts
Double entry bookkeeping (Debits and Credits)
Accounts
The Journal
General Ledger
Trial Balance
Journal entries
Adjusting entries
Summary journals
Control Accounts and Subsidiary Ledgers
Balance Sheet and Income Statement
Year-end considerations

Course Summary: Day 2

Purpose of Financial Accounting
Financial Statements

- Petty Cash
- Cash & internal controls
- Proper banking techniques
- Prepays
- Inventory
- Investments

Course Summary: Day 2 (cont'd)

Financial Statements (cont'd)

- Capital Assets
- Amortization
- Long Term Liability (current portion)
- Income Tax

Ratios
Preparing for year-end
Budgets and Planning
Cash Budget
Capital Budget
Accounting Department Benchmarks

- Variance analysis (Y/Y-Budget)
- Cost analysis
- Payables (Terms – cash flow, Discounts)
- Receivables (Terms – cash flow)
- Purchasing (PO System)
- Fixed Assets
- Risk (insurance)
- Credit Limits – customers
- Back-up
- Offsite/disaster recovery