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Welcome to the Basic Bookkeeping Training.

Bookkeeping offers benefits, to businesses as it helps maintain their stability enables informed decision making and prevents potential disasters. Hence, we consider it a crucial subject that deserves elaboration. To fulfill this objective our team of experts has designed a training course dedicated to enhancing participants efficiency in expense tracking understanding the aspects of bookkeeping honing decision making skills and much more.

The bookkeeper training course aims to equip individuals with skills in order to prevent any impact on business due to inefficient bookkeepers. By learning aspects of bookkeeping you will be able to manage your time effectively and enhance productivity in the office. Additionally we can also tailor training courses based on needs, for you and your team.

Course Overview

At the beginning of the session, you will have an opportunity to get acquainted with participants and discuss what will be covered during the workshop. Moreover, students will have a chance to identify their learning objectives.

**This workshop aims to assist you in teaching participants the following skills;**

* Familiarizing themselves with bookkeeping terminology.
* Recognizing accounting methods.
* Monitoring business activities
* Gaining an understanding of the balance sheet and its components.
* Expanding knowledge of additional financial statements.
* Becoming familiar, with payroll accounting terminology.
* Comprehending. Comparing it to expenses.

Defining the concept of auditing.

# The Basic Terminology

**To begin participants will be introduced to terms such as;**

* Balance Sheet
* Assets & Liabilities
* Income Statement
* Cost of Goods Sold
* Expenses
* Accounts Receivable
* General Ledger
* Interest
* Inventory
* Journals
* Payroll

**Accounting Methods**

## Subsequently we will explore different accounting methods, specifically the cash method and accrual method highlighting their distinctions.

**Keeping Track of Your Business;**

In this segment participants will learn about aspects including accounts receivable, journal entries, general ledger management and cash flow management.

## Understanding the Balance Sheet

## During this session participants will gain an understanding of concepts such as the accounting equation, double entry accounting practices, various types of assets and liabilities as well, as equity.

## Additional Financial Statements

## In this session we will delve deeper into statements exploring components such, as the income statement, cash flow statement and capital statement.

## End of Period Procedures

## Participants will acquire skills in reconciling cash and investments during this session. Additionally, they will collaborate to ensure the trial balance is accurate.

## Financial Planning, Budgeting and Control

This session focuses on understanding the purpose of budgeting, mastering budget creation techniques and effectively comparing budgets to expenses.

**Auditing**

## Participants will gain insight into the concept of auditing, in this session. They will explore when and why audits are necessary.

## Course Wrap-Up

As we reach the conclusion of our day students are encouraged to ask any lingering questions they may have.



Visit https://paramounttraining.com.au for more information or call 1300 810 725

