

BOOKKEEPING FUNDAMENTALS

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COURSE LENGTH: 1.0 DAYS

Developing essential skills to perform your job well is a pre-requisite for achieving professional success.

The PD Training Bookkeeping Fundamentals Training Course provides a solid foundation that will help you to develop the required skills in bookkeeping. It includes the understanding of basic terminology, creating budgets, using various accounting methods, procedures, financial planning, auditing, and budgeting.

Bookkeeping Fundamentals training courses includes lunch and refreshments, attend a class today in Auckland, Christchurch or Wellington.

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BOOKKEEPING FUNDAMENTALS COURSE OUTLINE

FOREWORD

Keep your skills current with this sought-after Bookkeeping Fundamentals course. Bookkeeping is the heart of any business. Without it, we cannot hope to keep track of the most important part of any business: money.

Gain excellent skills in using various accounting procedures and maintain your books efficiently and effectively for the success of your business. On completion of this one day course, you will have a sound knowledge about the basic steps and techniques used in bookkeeping, including identifying the differences between cash & accrual accounting methods and helpful tips for the employer, as well as other topics related to a commercial environment.

OUTCOMES

In this course participants will:

- ▶ Learn to recognise and use basic accounting terminology
- ▶ Understand the differences between cash & accrual accounting methods
- ▶ Become familiar with accounts payable & receivable
- ▶ Learn how to use a journal and general ledger to document business financials
- ▶ Be comfortable reading and analysing the balance sheet
- ▶ Learn to identify different types of financial statements
- ▶ Understand the reasons for a budget, and how to create one
- ▶ Gain a knowledge of internal & external auditing

MODULES

Lesson 1: Introduction

- ▶ Workshop Objectives

Lesson 2: Basic Terminology (I)

- ▶ Balance Sheet
- ▶ Assets
- ▶ Liabilities
- ▶ Equity
- ▶ Income Statement
- ▶ Revenue
- ▶ Cost of Goods Sold
- ▶ Expenses
- ▶ Accounting Period

Lesson 3: Basic Terminology (II)

- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ Depreciation
- ▶ General Ledger
- ▶ Interest
- ▶ Inventory
- ▶ Journals
- ▶ Payroll
- ▶ Trial Balance

Lesson 4: Accounting Methods

- ▶ Cash Method
- ▶ Accrual Method
- ▶ Differences between Cash and Accrual

Lesson 5: Keeping Track of Your Business

- ▶ Accounts Payable
- ▶ Accounts Receivable
- ▶ The Journal
- ▶ The General Ledger
- ▶ Cash Management

Lesson 6: Understanding the Balance Sheet

- ▶ The Accounting Equation
- ▶ Double-Entry Accounting
- ▶ Types of Assets
- ▶ Types of Liabilities
- ▶ Equity

Lesson 7: Other Financial Statements

- ▶ Income Statement
- ▶ Cash Flow Statement
- ▶ Capital Statement
- ▶ Budget vs. Actual

Lesson 8: Payroll Accounting / Terminology

- ▶ Gross Wages
- ▶ Net Wages
- ▶ Employee Tax Withholdings
- ▶ Employer Tax Expenses
- ▶ Salary Deferrals
- ▶ Employee Payroll
- ▶ Employee Benefits
- ▶ Tracking Accrued Leave
- ▶ Government Payroll Returns/Reports

Lesson 9: End of Period Procedures

- ▶ Depreciating Your Assets
- ▶ Reconciling Cash
- ▶ Reconciling Investments
- ▶ Working with the Trial Balance
- ▶ Bad Debt
- ▶ Posting Adjustments and Corrections

Lesson 10: Financial Planning, Budgeting and Control

- ▶ Reasons for Budgeting
- ▶ Creating a Budget
- ▶ Comparing Budget to Actual Expenses

Lesson 11: Auditing

- ▶ What is an Audit?
- ▶ When and Why Would You Audit?
- ▶ Internal
- ▶ External

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)