



Bookkeeping 101 – For Beginners Workshop

Course Information

Full Day Workshop (6 Hours)

TSBFB10 (course code)

Target Audience

This course is for anyone who is wanting to gain new skills and understanding in the area of basic bookkeeping and accounting principles.

Overview

Bookkeeping is a centuries old method, but it is still the only globally used method for recording financial transactions of business.

Bookkeeping is crucial for the success of any business and is an essential part of business operations. It helps keep track of all business financial transactions.

Bookkeeping makes it possible to not only manage the business but to plan the growth too.

Course Inclusions

Work book with activities and action plan

Certificate of attendance upon completion

Learning Outcomes

By the end of this course you will have gained knowledge of the following:

- What is Accounting / Bookkeeping?
- Accounting and Small Business
- Accounting Entity vs Legal Entity
- Accounting and Reporting Periods
- Business Activity Statement (BAS)
- The Manual Bookkeeping Process
- Chart of Accounts
- Account Classifications
- The Accounting Equation
- Double Entry System
- Debit and Credit Definitions
- Identify Source Documents
- The Accounting Process-Transactions
- Accounts Payable & Accounts Receivable
- What is a Trading Account?
- Assets, Liabilities and Owners' Equity
- Two Accounting Systems-Cash & Accrual
- Record Keeping

Course Content

What is accounting / bookkeeping – The globally used system of bookkeeping was developed in 1494 by Luca Pacioli who was an associate of Leonardo de Vinci. Things have come a long way since the earliest history of bookkeeping, and computers. Information technologies have made bookkeeping more systematic as well as automatic. During the workshop we dive in at a basic level into all things bookkeeping and accounting.

Principles and practices – We look at the manual bookkeeping process which is a critical foundation for anyone undertaking bookkeeping / accounting duties. It will also help when processing your accounts electronically. GST, BAS and end of period processes are covered as all as the importance of source documents and accurate record keeping.