Overview

Any business, from SMEs to large companies, will efficiently track their performance with proper bookkeeping and accounting procedures. This should be done properly because accurate bookkeeping and accounting will eventually help you plan and grow your company. In our seminar, you will find out which records you should be keeping and how to keep your business records.

Objectives

- To gain an understanding of the basic accounting concepts, procedures and processes in a simple and practical way.
- To be able to learn actual applications of said concepts, procedures and processes through a series of workshops.
- To be able to appreciate and know the importance of the financial accounting reports and information for a better decision making.

Who Should Participate

The seminar is intended for those who want to learn the following:

- bookkeeping
- accounting procedures

Key Topics

I. Introduction

a. Accounting Definition
b. Users of Financial Accounting Information

II. Basic accounting Concepts and Principles

III. Accounting Equation and the Rules of Debit and Credit and the Double Entry Bookkeeping System

IV. Accounting Cycle, i.e., analyzing, recording, classifying, summarizing and interpreting

V. Common Types of Accounting Transactions and their Impact on the Accounting Equation

VI. Books of Accounts

a. Importance and Legal Basis for the Use of Books of Accounts
b. Different Types of Books of Accounts (Journals and Ledgers)
c. Use and Definition of Each Book of Accounts
d. Recording Information on Each Book of Accounts

VII. Basic Financial Statements and its Preparation

a. Components of the Basic Financial Statements (applicable to every type of business organization)
b. Contents and Use of Each Basic Financial Statement
c. Simple Analysis of Financial Statements

VIII. Question and Answer

IX. Workshop (actual)

a. Journalizing
b. Posting to general ledger / subsidiary ledger
c. Preparing a T-account
d. Preparing trial balance and financial statements

*Please bring a calculator

Reserve now! Call us at:
Tel. (02) 8.727.56.28 / (02) 8.727.88.60
Website: www.businesscoachphil.com
**Time**
- 9:00 am - 4:00 pm

**Venue**
- Unit 201 Richbelt Tower, 17 Annapolis St., Greenhills, San Juan City, Metro Manila

**Schedule**
- Please check our website, or you may call any of our customer representatives.
- Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.

**Seminar Fee**
- Php 7,000.00 per participant (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

**Discount**
- Php 1,000.00 Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

**Reservation**
- Please call to register or use the registration form below. Kindly fill-out and send to us through fax (8.727.8860 or 8.727.5628) or email. You will receive a confirmation within 48 hours.

**Mode of Payment**
- Deposit payment at Banco de Oro, Savings Account Name: BusinessCoach, Inc. Then kindly fax or email deposit slip (indicate name of participant and seminar title) to confirm reservation.
- On-site payment (CASH only)
- Company checks are accepted, provided that they are received at least five (5) banking days before the event.

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**Register Now! (Limited Slots Available)**

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(You may use a separate sheet for additional registrations)

*Kindly fax to (02) 8.727.5628 or (02) 8.727.8860, or email form to businesscoachphil@gmail.com

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**Why Choose BusinessCoach Inc. - VALUE!**

1. The small number of participants allows proper learning; just like having your own consultant at a bargain price!
2. Exit surveys from our seminar attendees show the average rating of our resource speakers are from very good to excellent!
3. We offer the most diverse seminars and workshops.
4. We make sure that our trainers provide the most significant and useful information.
5. Our customers keep coming back, while the others give us numerous referrals.
6. We have trained over 100,000 professionals, and counting!!!