

WEBINAR: Bookkeeping and Basic Accounting for Non-Accountants



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 webinar, 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 webinar 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

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Website: www.businesscoachphil.com

Duration

- 2-day session (total 12 hours)

Webinar Fee

- Php 7,000.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection
- Calculator / Paper / Pen - for the workshop

Reservation

- Please call to register (0915.205.0133 | 0908.342.3162 | 0933.584.7266 | (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to businesscoachphil@gmail.com. You will receive a confirmation within 48 hours.

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