

WEBINAR: Bookkeeping and Basic Accounting for Non-Accountants



Overview

This webinar is designed to help business owners, freelancers, professionals, and employees with no accounting background understand the essentials of bookkeeping and basic accounting. Participants will learn how to properly record, organize, and interpret financial transactions to make informed business decisions. The session will simplify technical terms and focus on practical applications that can be used in day-to-day business operations.

Objectives

- Understand the purpose and importance of bookkeeping in managing a business.
- Learn the fundamental accounting concepts and principles in simple terms.
- Record common business transactions using the double-entry system.
- Prepare and interpret basic financial statements (Income Statement and Balance Sheet).
- Gain awareness of basic compliance requirements such as taxes and documentation.

Who Should Participate

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

- Small business owners and entrepreneurs
- Freelancers and self-employed professionals
- Office staff and assistants handling basic finance tasks
- Students or individuals who want to build accounting literacy

Key Topics

1. Introduction to Accounting and Bookkeeping
 - a. Importance of bookkeeping in business
 - b. Difference between accounting and bookkeeping
 - c. Users of financial information (owners, managers, creditors, government, etc.)
 - d. Basic accounting terms (assets, liabilities, equity, income, expenses)
2. Understanding the Accounting Equation
 - a. $Assets = Liabilities + Equity$
 - b. How transactions affect the equation
 - c. Simple transaction analysis (buying, selling, investing, borrowing)
3. Double-Entry Bookkeeping System
 - a. The concept of debit and credit
 - b. Rules of debit and credit (for assets, liabilities, equity, income, expenses)
 - c. Recording simple journal entries
4. Books of Accounts
 - a. Journal (general and special journals)
 - b. Ledger (posting to accounts)
 - c. Trial Balance preparation
5. Cash Management and Bank Transactions
 - a. Recording cash receipts and payments
 - b. Bank reconciliation basics
 - c. Petty cash system
6. Sales, Purchases, and Inventory
 - a. Recording sales and purchases (cash and credit)
 - b. Handling receivables and payables
 - c. Basic inventory tracking (perpetual vs periodic)
7. Financial Statements Simplified
 - a. Income Statement (Profit and Loss)
 - b. Balance Sheet (Statement of Financial Position)
 - c. Cash Flow (basic introduction)
 - d. How to read and interpret financial statements
8. Basic Internal Controls
 - a. Importance of accuracy and fraud prevention
 - b. Simple controls in cash handling and recordkeeping
 - c. Documentation and supporting records
9. Introduction to Taxes and Compliance
 - a. Overview of BIR requirements for small businesses
 - b. Withholding tax basics
 - c. VAT vs non-VAT registration
 - d. Deadlines and common compliance documents
10. Practical Applications and Case Exercises
 - a. Recording sample business transactions (service business or trading business)
 - b. Preparing a simple set of financial statements
 - c. Interpreting results for decision-making

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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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