

Bookkeeping: *Made Easy*

Course Content

General Outline

This 2-day workshop course breaks down important basics of finance and related bookkeeping to simple, everyday terms.

Specifically designed for non-finance based personnel, especially finance managers, the course cuts through the clutter and the jargon to help you understand concepts, terms and issues easily and with little fuss.

Typical scenarios and real-world examples will be covered, and you will use simple tools—such as a 'pen and paper' and spreadsheet application—to help you understand better important concepts.

You can bring along your specific questions/queries as well.

Detailed Course Outcomes

- ◆ State the meanings of:
 - cash accounting v. accrual accounting
 - GST, PAYGW, PAYGI, FBT
 - GAAP (Generally Accepted Accounting Principles)
 - credit and debits
 - accounts receivables (trade debtors)
 - accounts payables (trade creditors)
 - assets, liabilities, equity
 - expenses (running costs) and cost of sales
 - chart of accounts
 - private company, public company, sole trader, etc
 - inventory stock v non-inventory stock
 - full tax deduction v. depreciated items
 - asset purchase v. asset lease
 - working capital and cashflow
 - departmental accounting and tracking
 - starting a new financial year and new payroll year
- ◆ State the meanings of and what can be concluded from standard finance reports:
 - Profit & Loss
 - Balance Sheet
 - Budgeted v Actuals P & L and Balance Sheet
 - Income Analysis
 - Debt to Equity Ratios, etc.
- ◆ State what to monitor and what to report to understand the 'health' and 'performance' of the business.
- ◆ Devise, state and measure relevant KPIs (key performance indicators) for a business.
- ◆ Devise a simple budget and state the benefits of budgeting and monitoring finances against budgets along with projected cashflows.
- ◆ State where to look for industry standard performance averages for particular business types.



Delivery, Duration & Rate

- ◆ 2-day public course, OR
3 x 1-hour online OR
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates](http://classtraining.com.au/coursedates)

Prerequisites

No experience is required.

Public Course Includes*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Dates + Bookings

- ◆ Phone us on **(02) 6041 2711**
- ◆ Email us at:
office@classtraining.com.au
- ◆ View dates and book online at:
[classtraining.com.au/
coursedates/](http://classtraining.com.au/coursedates/)