

Bookkeeping & Finance: *Made Easy*

Course Content

General Outline

This 2-day workshop covers in simple terms the important basics of accounting, finance and bookkeeping in simple, everyday terms.

Specifically designed for non-finance based personnel, 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.

Plus, you can bring along your questions!

Detailed Course Outcomes

- ◆ **State the meanings of and give examples for:**
 - 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.
- ◆ State the main tools that can be used to manage the finances and accounts (eg, MYOB, Xero, etc).



Delivery & Duration

- ◆ 2-day public course **OR** Closed / Onsite (inquire)
- ◆ For rates and dates, visit: classtraining.com.au/coursedates/9-bookkeeping-finance-made-easy/

Prerequisites

No experience is assumed nor required.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email: office@classtraining.com.au
- ◆ Book online: classtraining.com.au/coursedates/9-bookkeeping-finance-made-easy/

