

BOOKKEEPING ESSENTIALS



Computer Smart TRAINING CENTRE

Learning Outcomes: This course introduces you to the basic concepts of bookkeeping. These bookkeeping basics are then applied to MYOB. You will learn the terminology such as single and double entry and learn about the rules of grouping accounts, analyse transactions, prepare a trial balance, reconcile bank account, GST concepts. At the completion of this course you will have a better understanding bookkeeping principals.

Pre-Requisites: No prior knowledge of bookkeeping is necessary.

Business Basics:

- Types Of Business Activity
- Business Structures
- Regulations Governing Business Activity
- Are You Carrying On A Business Or Hobby?

Introduction To Bookkeeping:

- What Is Bookkeeping?
- Functions Of Bookkeeping
- Bookkeeper's Responsibility

Basics Of Bookkeeping:

- Basic Bookkeeping Terms
- Types Of Bookkeeping – Single And Double Entry Transactions
- Account Groups – Balance Sheet
- Relationship Between Asset, Liability And Proprietorship Groups
- Balance Sheet Analysis
- Accounts Groups - Expense And Income
- Reports Representing The Five Account Groups

Account Group Rules:

- Assets
- Liabilities
- Proprietorship
- Expenses
- Revenue
- Summary Of Account Group Rules
- Preparing A Trial Balance

Analysing Transactions:

- The Bookkeeping Process
- Chart Of Accounts
- Transactions – The First Process Of Bookkeeping
- Steps Required To Analyse A Transactions

3-Column Accounts And Bank Statements:

- T-Accounts And 3-Column Accounts
- Bank Statements

Reconciling The Bank Account:

- Reconciling The Bank Account

Goods And Service Tax:

- Goods And Service Tax
- Summary Of Tax Decisions To Make
- Analysing Transactions With GST

Applying Bookkeeping Basics To MYOB:

- Opening Sample MYOB Data File And View Accounts List
- Viewing Transactions
- Using Account Group Rules In MYOB
- Viewing Tax Codes In Transactions
- Viewing Tax Codes In Used In MYOB
- Printing Reports In MYOB

Computer Smart Training Centre
Located at Suite 6, 153 Cotlew Street Q 4214
PO Box 4049 Ashmore Plaza Q 4214
Phone: (07) 55395 666 Fax: (07) 55392 666

Email: contactus@computersmart.com.au Website: www.computersmart.com.au