

## BOOKKEEPING FUNDAMENTALS

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**COURSE LENGTH: 1.0 DAYS**

The finance department is the core of any business which is why precise work is needed in this specific area. Bookkeepers and accountants working in the finance department are expected to ensure that financial records are accurate; this is a basic yet very crucial function of any thriving business. To perform their job accurately, bookkeepers are recommended to attend a Bookkeeping Fundamentals training course.

The Bookkeeping Fundamentals training course by PD Training will suit individuals from different levels of experience.

This Bookkeeping Fundamentals training course provides participants the tools and techniques to understand bookkeeping procedures and to prepare financial statements efficiently.

This highly valuable and outstanding training course is now available in Malaysia and Kuala Lumpur.

This Bookkeeping Fundamentals training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

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## BOOKKEEPING FUNDAMENTALS COURSE OUTLINE

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### FOREWORD

Keep your skills current with this sought-after Bookkeeping Fundamentals course. Bookkeeping is the heart of any business. Without it, we cannot hope to keep track of the most important part of any business: money.

Gain excellent skills in using various accounting procedures and maintain your books efficiently and effectively for the success of your business. On completion of this one day course, you will have a sound knowledge about the basic steps and techniques used in bookkeeping, including identifying the differences between cash & accrual accounting methods and helpful tips for the employer, as well as other topics related to a commercial environment.

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### OUTCOMES

#### In this course participants will:

- ▶ Learn to recognize and use basic accounting terminology
- ▶ Understand the differences between cash & accrual accounting methods
- ▶ Become familiar with accounts payable & receivable
- ▶ Learn how to use a journal and general ledger to document business financials
- ▶ Be comfortable reading and analyzing the balance sheet
- ▶ Learn to identify different types of financial statements
- ▶ Understand the reasons for a budget, and how to create one
- ▶ Gain a knowledge of internal & external auditing

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### MODULES

#### Lesson 1: Introduction

- ▶ Workshop Objectives

#### Lesson 2: Basic Terminology (I)

- ▶ Balance Sheet
- ▶ Assets
- ▶ Liabilities
- ▶ Equity
- ▶ Income Statement
- ▶ Revenue
- ▶ Cost of Goods Sold
- ▶ Expenses
- ▶ Accounting Period

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### Lesson 3: Basic Terminology (II)

- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ Depreciation
- ▶ General Ledger
- ▶ Interest
- ▶ Inventory
- ▶ Journals
- ▶ Payroll
- ▶ Trial Balance

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### Lesson 4: Accounting Methods

- ▶ Cash Method
- ▶ Accrual Method
- ▶ Differences between Cash and Accrual

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### Lesson 5: Keeping Track of Your Business

- ▶ Accounts Payable
- ▶ Accounts Receivable
- ▶ The Journal
- ▶ The General Ledger
- ▶ Cash Management

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### Lesson 6: Understanding the Balance Sheet

- ▶ The Accounting Equation
- ▶ Double-Entry Accounting
- ▶ Types of Assets
- ▶ Types of Liabilities
- ▶ Equity

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### Lesson 7: Other Financial Statements

- ▶ Income Statement
- ▶ Cash Flow Statement
- ▶ Capital Statement
- ▶ Budget vs. Actual

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### Lesson 8: Payroll Accounting / Terminology

- ▶ Gross Wages
- ▶ Net Wages
- ▶ Employee Tax Withholdings
- ▶ Employer Tax Expenses
- ▶ Salary Deferrals
- ▶ Employee Payroll
- ▶ Employee Benefits
- ▶ Tracking Accrued Leave
- ▶ Government Payroll Returns/Reports

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### Lesson 9: End of Period Procedures

- ▶ Depreciating Your Assets
- ▶ Reconciling Cash
- ▶ Reconciling Investments
- ▶ Working with the Trial Balance
- ▶ Bad Debt
- ▶ Posting Adjustments and Corrections

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### Lesson 10: Financial Planning, Budgeting and Control

- ▶ Reasons for Budgeting
- ▶ Creating a Budget
- ▶ Comparing Budget to Actual Expenses

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### Lesson 11: Auditing

- ▶ What is an Audit?
- ▶ When and Why Would You Audit?
- ▶ Internal
- ▶ External

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)

- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)