

## **Bookkeeping & Accounting Basics**

**Duration : 16 Hours**

Module 1: Bookkeeping & Accounting

Module 2: Assets, Liabilities, Expenses and Revenues

Module 3 : Debits and Credit Rules

Module 4 : Basic Accounting Vocabulary

Module 5 : Financial Reports : Balance Sheet and Income Statement in Excel

Module 6 : Terms in Balance Sheets

Module 7 : Trial Balance in Excel

Module 8 : Examples of everyday Bookkeeping

Module 9 : Using Bookkeeping or Accounting Software

Module 10 : Bank Reconciliation using Excel

Module 11 : Examples of everyday book keeping using Quickbooks

- Introduction: Bookkeeping for starting a business
- Selling to your customers: purchasing inventory
- QuickBooks: purchase of inventory
- QuickBooks: sales to customers
- QuickBooks: recording expense
- QuickBooks: sale to customer and partial payment from customer
- payment on accounts payable
- QuickBooks: receiving payment on accounts receivable
- Purchase of a building: capital assets
- Journal Entries
- More Bookkeeping Basic Examples