



Basic Bookkeeping Skills Workshop

Numbers! Numbers! Numbers! Wherever you go, you are bound to see them. On addresses, license plates, phones, prices, and of course, money! Numbers connect us all to each other in many more ways than we might imagine. Essentially, our world revolves around numbers.

Some of us enjoy dealing with numbers while others may have a fear of them, or even a phobia. For those of you who have already recognized and appreciate the impact that numbers actually have on just about everything, you deserve a cookie. Welcome to Basic Bookkeeping!



Workshop Objectives:

- Understand basic accounting terminology.
- Identify the differences between the cash and accrual accounting methods.
- Keep track of your business by becoming familiar with accounts payable and accounts receivable.
- Use a journal and general ledger to document business financials.
- Utilize the balance sheet.
- Identify different types of financial statements.
- Uncover the reasons for and actually create a budget.
- Be familiar with internal and external auditing

For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Module One: Introduction

Workshop Objectives

Module Two: Basic Terminology (I)

Balance Sheet

Assets

Liabilities

Equity

Income Statement

Revenue

Cost of Goods Sold

Expenses

Accounting Period

Module Two: Review

Module Three: Basic Terminology (II)

Accounts Receivable

Accounts Payable

Depreciation

General Ledger

Interest

Inventory

Journals

Payroll

Trial Balance

Module Three: Review

Module Four: Accounting Methods

Cash Method

Accrual Method

Differences between Cash and Accrual

Module Four: Review Questions

Module Five: Keeping Track of Your Business

Accounts Payable

Accounts Receivable

The Journal

The General Ledger

Cash Management

Module Five: Review Questions

Module Six: Understanding the Balance Sheet

The Accounting Equation

Double-Entry Accounting

Types of Assets

Types of Liabilities

Equity

Module Six: Review Questions

Module Seven: Other Financial Statements

Income Statement

Cash Flow Statement

Capital Statement

Budget vs. Actual

Module Seven: Review Questions

Module Eight: Payroll Accounting / Terminology

Gross Wages

Net Wages

Employee Tax Withholding's

Employer Tax Expenses

Salary Deferrals

Employee Payroll

Employee Benefits

Tracking Accrued Leave

Government Payroll Returns/Reports

Module Eight: Review

Module Nine: End of Period Procedures

Depreciating Your Assets

Reconciling Cash

Reconciling Investments

Working with the Trial Balance

Bad Debt

Posting Adjustments and Corrections

Module Nine: Review Questions

Module Ten: Financial Planning, Budgeting and Control

Reasons for Budgeting

Creating a Budget

Comparing Budget to Actual Expenses

Module Ten: Review Questions

Module Eleven: Auditing

What is an Audit?

When and Why Would You Audit?

Internal

External

Module Eleven: Review Questions

Module Twelve: Wrapping Up

Words from the Wise