

Basic Computer Bookkeeping and Financial Reports

Terminology

The Nature and Purpose of Accounting
Basic Accounting Terms

Chart of Accounts

What are Accounts and how are they used?

When are Sub Accounts Used?

Assets

Liabilities

Capital

Expenses

Income

Transactions

Understanding Debits and Credits

How Transactions make Accounts go up or down

What are Recurring Transactions?

Journal Entries

When are Journal Entries necessary?

How do you know what Accounts to offset?

How to identify General Journal Entries

PRICE: \$180, including manual

General Ledger

How does information flow to the General Ledger?

What are Beginning Balances?

End of the Month Processes

End of the Year Process

Worksheet with Trial Balance

Checking Account Balances on the Trial Balance

Income Statement

What does the Income Statement tell us?

How can I use the Income Statement to make business decisions?

Balance Sheet

What does the Balance Sheet tell us?

How can I use the Balance Sheet to make business decisions?