



COURSE CODE : BASIC01

MIND YOUR OWN BUSINESS.....EASY

Would you like to have a basic understanding of accounting processes?
Would you like to know how to interpret the Profit and Loss and Balance Sheet?
Wouldn't it be helpful to use your accounting software as a tool to grow your business?

Basic Bookkeeping- The Essential Foundations to Building Better Business "Books"

Benefits for you

- ✓ Understand how your accounting software works in principal
- ✓ Understand some of the terminology used by your Accountant
- ✓ Take some of the confusion out of the bookwork for your business

Key topics covered

- Analysing Transactions
- Reconciling accounts
- Goods and Services Tax
- How do I read my Financial Statements

Who should attend

Small business owners wanting to understand the principles of accounting to assist them with the day to day running of their business..

Course details

Cost : \$195.00 (or bring a friend and pay \$340 for two) (inc GST)

Course Date : Refer the training schedule

Duration : 3 hour workshop

Location : Pallara (right next to Forest Lake)
ample off street free parking available

Enquiries

For any enquiries or questions, it be would my pleasure to assist you.
Contact Lynne on 0412 765 507 or email on the contact us form on our website.

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