**BOOKKEEPING REPORTING WORKSHOP – 2 DAYS (12 HOURS) COURSE OUTLINE**

**Description:**
This course covers the preparation and analysis of accounting reports for end of year or period for a business. End of year adjustments will be covered and reports adjusted to reflect these.

Students who wish to study computerised accounting (MYOB) in the future will find this course advantageous. Previous knowledge of bookkeeping is desirable but not essential.

**General Aims**

- Acquaint students with the nature and purpose of accounting and its function in business.
- Acquaint students with the procedures used by sole proprietors to process financial data manually.
- Develop skills in problem solving and financial management.
- Develop an awareness of the systematic and logical nature of processing data.
- Foster an appreciation of the need to process and report financial data responsibly, reliably and accurately.

**Week 1**

8.30 am – 3.30 pm

Understand and prepare Profit or Loss Statements and Balance Sheets from trial balances.

**Week 2**

8.30 am – 3.30 pm

Process balance day adjustments and prepare adjusted reports.