



**MONTH END ACCOUNTING**

Delivery	Two separate one hour courses using on-line connection & over the phone with a specialist.
Who should take the course	Bookkeeper, Office Manager or Ownership (the month end can be done by the same person responsible for the day to day Accounting Flow duties)
Course Description	<p>Month end involves balancing Subsidiary General Ledger detail, printing financials and closing the months.</p> <ul style="list-style-type: none"> <li>• Balancing Accounts Receivable Detail to GL totals</li> <li>• Balancing Accounts Payable Detail to GL totals</li> <li>• Setting up Budgets</li> <li>• Learn and Understand Accounting Utilities</li> <li>• Printing accurate Financial Reports and Balance Sheets</li> <li>• Closing the Month to lock in the numbers</li> </ul> <p>Learning how to use the Basic Cash Flow reports</p>
Comments	<p>Month End financial reports can easily be incorrect if not closed out and balanced properly, these reports are invaluable to a business for financial analysis and projection; therefore accurate numbers are a necessity. The information is already in the system and using that information effectively will give a business more control over their own financial planning.</p>
Pre-requisites	Accounting Flow procedures in place, Beginning Balance(s) entered, Bank Reconciliation completed.

