

Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

**BOOKKEEPING FOR NON-ACCOUNTANTS**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,  
BMA Management

**REGISTRATION FORM**

Please submit via: Email to [info@businessmaker-academy.com](mailto:info@businessmaker-academy.com) | Viber: (0912) 2231826

Booking Officer Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_  
Company TIN: \_\_\_\_\_  
Industry: \_\_\_\_\_  
Tel No: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Total Number Attendee(s) for Enrollment: \_\_\_\_\_  
Note: Please indicate full name below:

Attendee 1: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Attendee 2: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Attendee 3: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Attendee 4: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Attendee 5: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

*(More than 5 participants, pls attach extra sheet)*

Would you like to request for billing statement? ☐ Yes ☐ No

How did you find us? \_\_\_\_\_

Use Promo Code: \_\_\_\_\_

**ENROLLMENT DETAILS**

**SCHEDULE:**

- Pls visit <https://businessmaker-academy.com/training-schedule/>

**WEBINAR:**

- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm  
PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

**SEMINAR:**

- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

**TRAINING FEE:**

- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

**MODE OF PAYMENT:**

- ☐ Bank Deposit:  
Account: Business Maker Academy, Inc.  
BPI SA# 4013-0306-64  
BDO SA# 000-280-622-422  
Landbank CA# 3732114830
- ☐ Paypal: pls contact us
- ☐ Dragonpay: pls contact us
- ☐ Gcash: pls use QR code below



**BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES**

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## **BOOKKEEPING FOR NON-ACCOUNTANTS**

**“How to Properly Record Business & Accounting Transactions”**

**Seminar:** 2 days x 8 hrs. (total of 16 hrs)

**Webinar:** 2 sessions x 4 hrs. (total of 8 hrs)

### **COURSE DESCRIPTION:**

Understanding proper bookkeeping can help you better manage your business finances. This two-day seminar introduces simple bookkeeping and accounting practices. It is suitable for business owners, entrepreneurs and accounting staff who want to learn how to record and organize their financial records. Participants will gain hands-on experience with basic accounting documents such as books of accounts, invoices, and worksheets. *Please remember to bring a calculator.*

### **WHO SHOULD ATTEND:**

Business Owners, Accounting Staff, Finance Officers, Department heads or people who deal with recording financial transactions of any organization.

### **PERFORMANCE OBJECTIVES:**

Upon completion of this workshop, participants should be able to record accounting transactions. Participants will be able to explain and demonstrate the important steps to record, track and prepare books of accounts.

### **LEARNING OBJECTIVES:**

By the end of this course, the participants shall be able to:

- Recognize essential record-keeping concepts and practices
- Define common accounting and bookkeeping terms and tools
- Prepare basic books and financial statements for business decision making
- Employ essential procedures for booking of financial transactions
- Use worksheets for bookkeeping needs
- Employ essential procedures for booking of financial transactions
- Prepare and maintain proper books of accounts for a growing business

### **COURSE TOPIC HIGHLIGHTS:**

1. Intro to Bookkeeping
2. Accounting Structure
3. Forms & Types of Business Organization
4. The Chart of Accounts
5. Intro to Balance Sheet & Income Statement
6. The Accounting Equation
7. The Accounting Period
8. The Statement of Capital
9. Cash & Accrual Methods of Accounting
10. Depreciation of Fixed Assets
11. Income Statement
12. The Bookkeeping Cycle
13. Accounting for Cash
14. Bank Reconciliation
15. Petty Cash Fund
16. Policies & Procedures for Cash Receipts & Disbursements
17. Cash Flow Statement
18. Accounting for Sales & Receivables
19. Cash Sales vs. Credit Sales
20. Sales Returns & Discounts
21. Accounting for Bad Debts

### **TRAINING INCLUSIONS:**

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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