



DO YOU HAVE a long-term employee that started in an administrative role, and is now handling your QuickBooks? Or are you perhaps the individual that has learned bookkeeping on the job and are looking to further your overall understanding of financial reporting? This class was built with you in mind.

In this course, we will cover the essential accounting knowledge that every bookkeeper should know in order to maintain the general ledger and minimize adjustments that need to be made annually by an external accounting firm or other consultant. By ensuring that the general ledger is in good shape year round, you ensure that the integrity of the financial reports you are producing is dependable. Also, the accounting records become more than just historical records... they become usable on a daily basis for business operations.

#### TOPICS WE WILL COVER INCLUDE:

- Debits and credits
- Types of accounts and typical balances
- Proper accounting for capital expenditures
- Balance Sheet & Income Statement transaction flow

## DEBITS, CREDITS & THE GENERAL LEDGER

TIME: 8:15 AM - 12:00 PM

DATE: TUESDAY, JAN 21, 2020

LOCATION: TRAINING ROOM  
901 NE LOOP 410, STE 425

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FULL COURSE ONLY \$199

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*RSVP online at*  
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Questions? Call 210-826-8000 or email [info@mgrar.com](mailto:info@mgrar.com)

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