

COURSE OUTLINE

basic accounting:

Non-routine transactions and audit or review preparation

businessforward
by nverg

This course is the third of a series of four stand-alone yet linked courses, and is designed to enable participants to account for complex transactions and prepare for an audit or a review. Participants will also gain practical guidance on how to save on audit or review costs.

Completion of the first two courses in the series prior to attempting this course is recommended for participants that have limited accounting knowledge or experience.

WHO SHOULD ATTEND? Entrepreneurs, line managers, divisional heads, accounts clerks, bookkeepers and anyone with an interest in accounting and finance or who deals with auditors.

DURATION One day

CONTENT AND OUTCOMES

PARTICIPANTS WILL:

- Learn how to account for non-routine transactions:
 - Leases
 - Depreciation
 - Acquisition or disposal of assets
 - Bad and doubtful debts
 - Provisions and accruals
- Understand year end procedures for:
 - Income tax and Value-added tax
 - Fixed assets register
 - Other year end entries
- Understand the reasons for an audit and learn how to prepare for it
- Discover ways of saving on audit or accounting costs

Content

- Accounting and the process
- The balance sheet
- The income statement
- Accounting for non-routine transactions
- Fixed assets and the fixed assets register
- Value-added tax
- Income tax
- Other year end considerations
- Audit preparation
- Brainstorm session - Additional practical guidance on how to save audit costs

For Bookings and further enquiries contact us:

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