



COURSE OUTLINE

basic accounting:

recording and presenting
financial data

businessforward
by nverg

This course is the second in a series of four stand-alone yet linked courses, and is designed to provide participants with a firm grasp of the principles of recording and presenting financial data in the various books of entry.

Previous accounting knowledge or experience is not a prerequisite for this course. However, Completion of Basic Accounting: Mastering the principles prior to attempting this course is recommended.

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:

- Prepare the cashbook, bank reconciliation, and petty cash journals
- Prepare sales and purchases journals and reconciliations of debtors and creditors
- Perform daily and monthly routines
- Account for year-end adjustments
- Extract a trial balance and draft a balance sheet and income statement

Content

- The purpose of accounting
- Accounting depicted as a system
- Practical perspective
- Subsidiary journals/ledgers
- Cash transactions
- The cash book
- Bank reconciliations
- Petty cash
- Non-cash or credit transactions
- Reconciliations
- Year end adjustments
- Dealing with errors and omissions
- Presenting financial data
- Drafting an income statement and balance sheet

For Bookings and further enquiries contact us:
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