



TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC
Sage Authorised Learning Partner Centre & Dealer

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Bookkeeping Fundamentals Course

Course Overview:

This comprehensive training programme covers the basic bookkeeping terms and concepts. The course shows how to post transactions to the general ledger and to the management reports.

Target Learners:

This course has been designed for learners who have little or no exposure to bookkeeping and need to gain more confidence with understanding and applying the bookkeeping concepts.

What's covered in the course:

- The different types of companies in South Africa
- The bookkeeping and accounting cycle
- The accounting equation
- Double entry bookkeeping
- Transactions and accounts
- What is Value Added Tax (VAT)
- The different VAT categories and VAT processing
- The mark-up, gross margin and VAT
- Understanding the different source documents
- The different types of subsidiary journals
- The bank reconciliation process
- The general ledger posting
- Balancing and closing off ledger accounts
- Posting of general ledger accounts to the trail balance
- Posting to your statement of financial position
- Inventory systems
- Costing methods

Course Duration: 2 Full Consecutive Days (9h00 – 16h00)

Virtual Training: R4,220.50

Assessment – Certification:

The assessment is online and has 32 questions.

A minimum result of 75% needs to be achieved for the assessment.

Important: A stable internet connection is required to access the virtual training and assessment.