



**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:** R4,646.00

### **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.