

Basic Bookkeeping

Course outline:

- Module 1: Source Documents
- Module 2: Flow of Source Documents
- Module 3: Capturing of Source Documents
- Module 4: Accounting Terminology
- Module 5: The Double Entry System
- Module 6: General Principles of Debit & Credit
- Module 7: Books of Prime Entry
- Module 8: Debtors
- Module 9: Creditors
- Module 10: Cash Transactions
- Module 11: Inventory Management
- Module 12: VAT
- Module 13: Understanding the Profit & Loss
- Module 14: Understanding the Balance Sheet
- Module 15: Understanding the Trial Balance
- Module 16: Understanding the General Ledger
- Module 17: Journals
- Module 18: Fixed Assets and Depreciation
- Module 19: Budgets
- Module 20: Cash Flows
- Module 21: Provisions & Accruals
- Module 22: Month End Procedures
- Module 23: Year End Procedures

