

BOOKKEEPING FUNDAMENTALS TRAINING

Course Overview:

This comprehensive training programme covers the basic bookkeeping terms and concepts. This also shows how to deal with basic bookkeeping documents and how to use them in a manual paper based accounting system.

Target Learners:

This course has been designed for learners who are required to work with accounts and who have had little or no exposure to bookkeeping.

What you will learn:

Bookkeeping Introduction, Value Added Tax (VAT), Source Documents, Inventory, Subsidiary Journals, The General Ledger, The Trial Balance, The Statement of Income, The Statement of Financial Position and Bank Reconciliation.

Course Duration:

2 days

Cost:

R 3 900.00

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