

An Introduction to Accounting

1 Day

IA1

OVERVIEW

This course covers basic accounting and takes delegates through the accounting process from the generation of source documentation to the preparation of final accounts.

DESIGNED FOR

Suitable for staff with no accounting experience - maybe joining an accounting office and needing to acquire a basic introduction to the accounting process as well as a working knowledge of fundamental book keeping skills.

TOPICS COVERED

The Initial Process

- Source documentation
- Books of prime entry
- Ledger accounts

Constructing the Final Accounts

- Double entry book keeping
- Constructing the trial balance
- Errors not flagged by the trial balance
- Deriving the Profit and Loss Account and Balance Sheet

Accounting for Cash and Bank

- Three column cash books
- The petty cash book
- Bank reconciliation statements

Review of:

- Depreciation of fixed assets
- Accruals and pre-payments

EXTRA NOTES

An equivalent course is available in Arabic. Please call us for details.