



SELECT TRAINING AND RECRUITMENT LTD

First Steps Accounting

INTRODUCTION:

The First Steps Accounting course is designed to introduce the learner to the accounting process. The focus is on understanding the accounting process, and applying the accounting rules to the day-to-day transactions of the Business.

Learners will post to the books of first entry (journals), post to the General ledger and generating a trial balance from a manual perspective.

PREREQUISITES:

There are no pre-requisites for this course.

COURSE AIMS:

To provide the learner with introductory manual Accounting skills that will give them an understanding of the accounting process business and how it all works.

COURSE CONTENT:

The Accounting Process

Source documents, Journals, Accounting for credit, Accounting for credit Returns, Managing cash transactions, Managing miscellaneous transactions, Understanding the chart of accounts, Posting to the general ledger, Generating a trial balance, Understanding the statements of financial position and performance.

Accounting Terminology

Understanding the accounting rules, Identifying account types, Security surrounding cash, Accounting for GST

Credit Books

Processing credit Sales and credit returns, Processing credit purchase returns

Cash Books and Reconciliation

Processing cash payments and receipts, Balancing the bank account, Understanding the bank statement, Reconciling the bank statement against the cash books

General Ledger

Posting from the books of first entry into the General Leger to generate a Trial Balance

Accounts Payable and Accounts Receivable Ledgers

Posting from the books of first entry into the individual payable and receivable accounts.

Computerised Accounting

Computerised accounting with MYOB