



Introduction to Bookkeeping

Soft Skills Training Workshop



This course can be customised to your business needs

Workshop Outline

Can include:

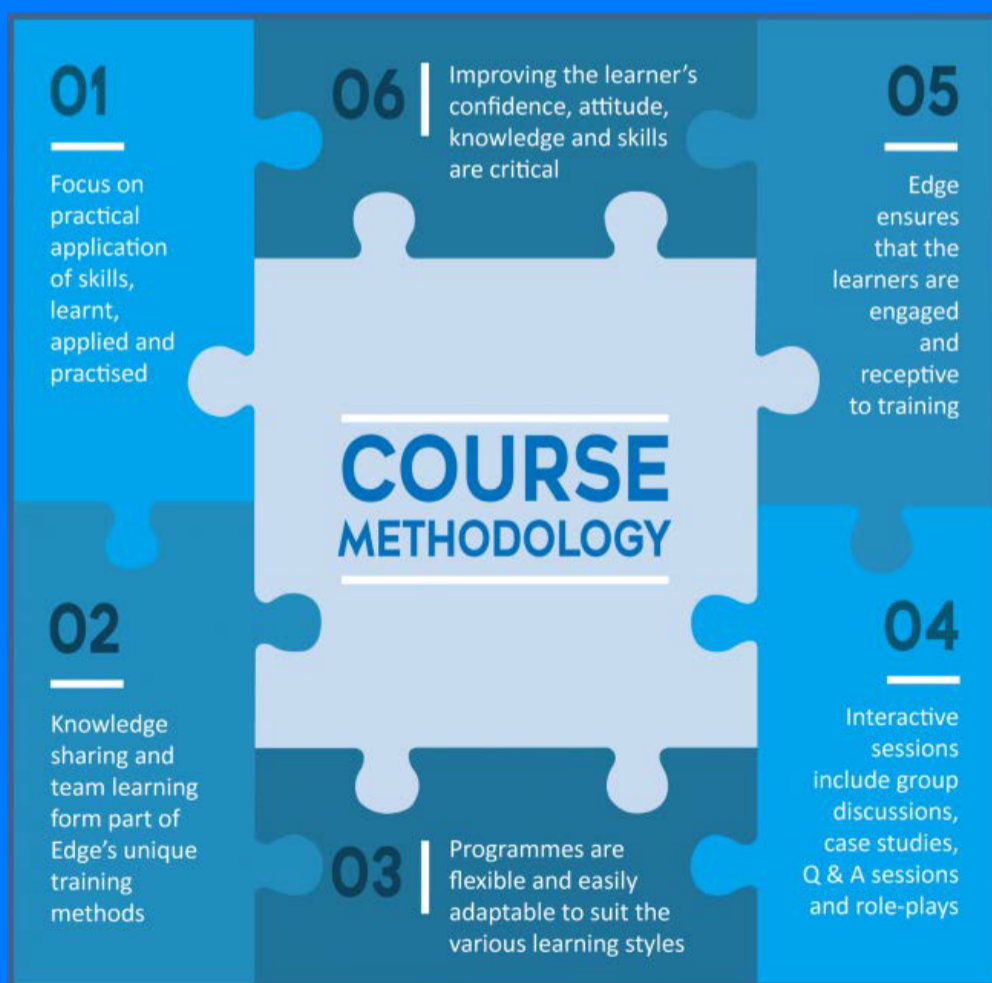
- Understanding the role and importance of bookkeeping
- Learning the principles of double-entry bookkeeping
- Creating and using a chart of accounts
- Documenting financial transactions accurately
- Maintaining a general ledger
- Understanding subsidiary ledgers for specific accounts (e.g., accounts both receivable & payable)
- Reconciling bank statements with bookkeeping records
- Preparing and understanding a trial balance
- Introduction to basic financial statements (income statement and balance sheet)
- Understanding the link between the trial balance and financial statements
- Generating basic financial reports

PLEASE NOTE:

Consultations will take place prior to facilitation in order to provide a tailored solution that addresses your business' needs.

Objective

In our Introduction to Bookkeeping course, individuals learn foundational skills such as the double-entry system, chart of accounts, and recording transactions accurately. The course provides hands-on experience with accounting software, emphasising ethics, compliance, and practical exercises in bank reconciliation and financial reporting. This training is crucial as it equips individuals with fundamental bookkeeping skills essential for maintaining accurate financial records, supporting informed decision-making, and ensuring compliance with ethical and regulatory standards within an organisation.



About Edge Training

With over 24 years of Human Development training experience, Edge Training has a Level 1 BBBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Soft Skills Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the Learnerships and manage all the necessary requirements for disabled and unemployed Learnerships. Our Learnerships and Workshops can also be offered as online courses.

Get in Touch

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