

Bookkeeping Fundamentals

Bookkeeping Introduction

The types of companies in South Africa
The Companies Act of South Africa
What is bookkeeping / accounting?
Advantages of a computerized bookkeeping system
The accounting / bookkeeping cycle
The accounting equation
Transactions and accounts

Value Added Tax (VAT)

What is VAT?
The different VAT categories
Calculating VAT
VAT processing
The mark-up, gross margin and VAT

Source Documents

Introduction
Tax invoices
Credit notes / returns
Receipts
Deposit slips
Electronic funds transfer (EFT)
Petty cash vouchers
Bank statements

Subsidiary Journals

Subsidiary journals and source documents

The General Ledger

Different sections of a general ledger
Posting to the general ledger
Balancing and closing off an account

Reconciliation

Introduction
Reconciling your accounts at month end

The Trial Balance

Introduction
Post from your general ledger to your trial balance

The Statement of Income

Posting to your statement of income

The Statement of Financial Position

Posting to your statement of financial position

Inventory

Inventory systems
Costing methods

The bookkeeping / accounting cycle

Practice activities