

COURSE OUTLINE



Introduction to Accounting

Last Updated: 5 August 2016



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1. Table of Contents

1.	Table of Contents	2
A.	COURSE OUTLINES.....	3
1.	Introduction to Accounting	3
B.	CONTACT DETAILS	5
1.	Location for training	5
2.	For bookings or more information	5



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Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

A. Course Outlines

1. Introduction to Accounting

Course description

During the Introduction to Accounting course the user will learn the basics of accounting and how to apply that to his or her ERP system, as well as the flow of source transactions to the General Ledger, and what effect those transactions will have on your financial reports.

Course duration

This course is scheduled for two (2) days from 9:00 till 16:00.

Course pre-requisites

- Computer/Windows literate
- Basic MS Office understanding

Documentation

The following documentation is included with the course

- Accounting manual
- User Competency Assessment
- Certificate of attendance

Who should attend?

All Sage 300 ERP users that have no accounting background, or need to update their skills

Topics covered

- What is accounting?
- Understanding the differences between debits and credits
- Understanding grouping of accounts
- Understanding T accounts
- A=E+L (What it means, and what affect it has on your business)
- What formats of that formula can be used
- How the formula can be used to explain the effect that clearing accounts have on the equity of a business
- Accounts and control accounts
- Assets, liabilities, equity, revenue, cost of goods, administrative expenses
- Why accounts need to balance
- Linking accounts to groups for easier reporting
- Clearing accounts
- Control accounts
- Trial balance
- Income statement
- Balance sheet
- Cash flows
- Variance reporting
- Consolidations of companies



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- Intercompany transactions
- Consolidations of transactions
- Multi-currency transactions
- Exchange gains and losses
- Unrealized gain/losses
- Realized gains losses
- Journals
- Reversal of journals
- Provisions
- Accruals
- Creditors, debtors
- Balances sheet balancing, trial balance balancing
- Financial packs and reporting
- The interaction of above with Sage 300 ERP products
- Troubleshooting



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2626 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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