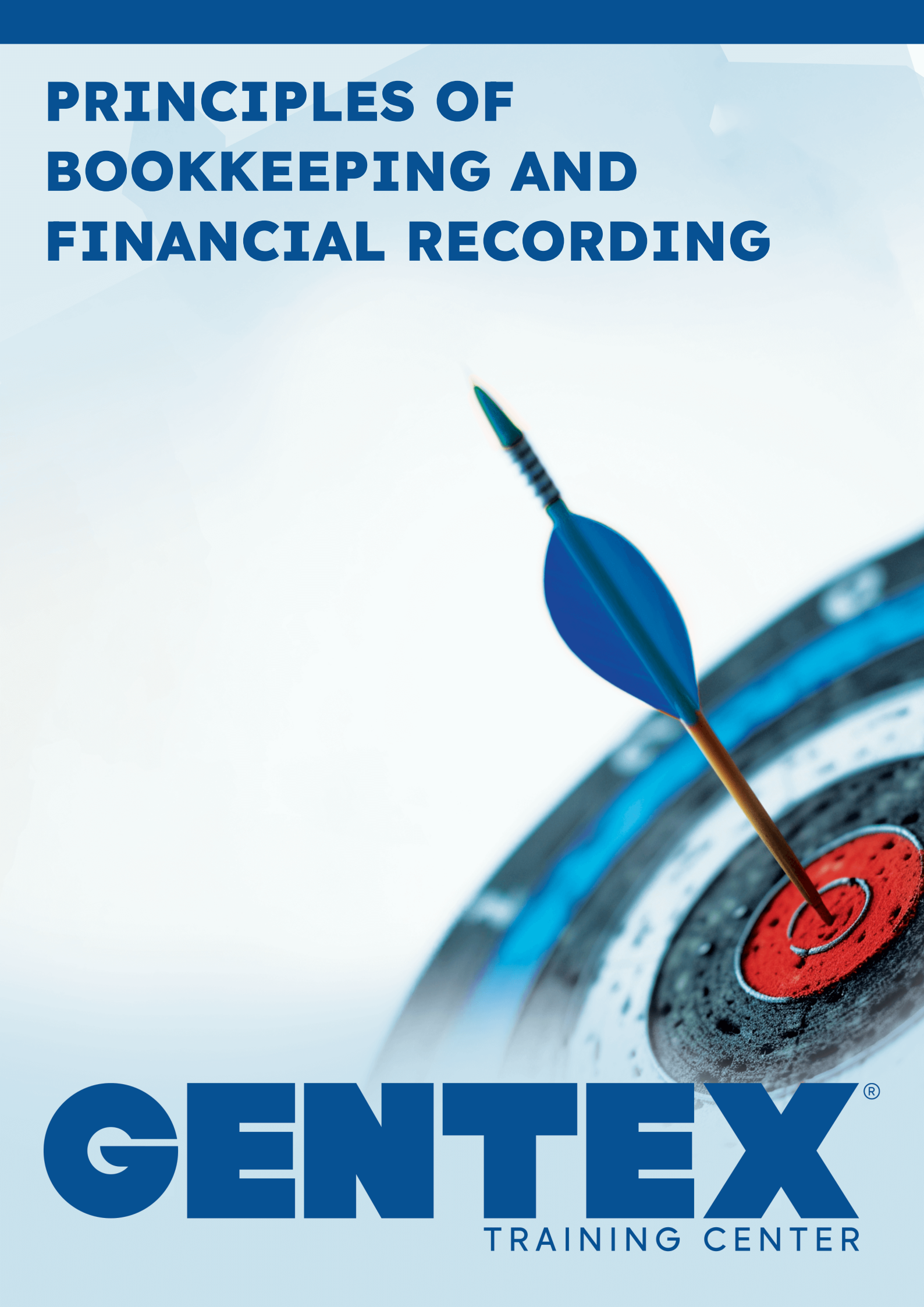
PRINCIPLES OF BOOKKEEPING AND FINANCIAL RECORDING



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TRAINING CENTER

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Introduction

Principles of Bookkeeping and Financial Recording Training Course builds the foundation that every reliable finance function rests on. Participants learn how transactions are captured, posted and controlled from source document to trial balance. The programme covers double entry, the accounting equation, books of prime entry, ledgers, control accounts and the accounting cycle. Furthermore, it addresses reconciliations, corrections, document retention and basic internal controls. As a result, delegates can keep accurate, well-organised records that accountants and auditors can rely on. Gentex Training Center delivers the programme through guided practice on worked examples and realistic record-keeping exercises.

Principles of Bookkeeping and Financial Recording Course Objectives

- Apply the accounting equation and double entry rules to transactions.
- Identify and process source documents correctly.
- Record entries in journals and post them to the general ledger.
- Maintain subsidiary ledgers and control accounts for receivables and payables.
- Prepare and reconcile a trial balance and investigate differences.
- Perform bank reconciliations and clear suspense accounts.
- Apply accruals, prepayments and depreciation in the records.
- Correct errors using journals, and understand error types.
- Apply document retention and basic internal control requirements.
- Produce records that are ready for accountant or auditor review.

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Course Methodology

The course combines clear explanations with hands-on bookkeeping practice and structured exercises. Participants record transactions, prepare ledgers and trial balances and work through reconciliation cases. In addition, worked examples and group review reinforce each technique, and every day closes with a practical recording exercise.

Who Should Take This Course

- Bookkeepers, accounting clerks and finance assistants.
- New accountants entering the profession.
- Accounts payable and accounts receivable staff.
- Administrators and business owners handling company records.
- Staff moving from non-financial to finance roles.
- Auditors and analysts seeking a refresher on accounting mechanics.

Principles of Bookkeeping and Financial Recording Course Outlines

Day 1: Principles, the Accounting Equation and Double Entry

- Purpose of bookkeeping and users of financial records.
- Fundamental principles: going concern, accruals, consistency and prudence.
- Assets, liabilities, equity, income and expenses.
- The accounting equation and its effect on every transaction.
- Double entry rules for debits and credits.

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- Cash and credit transactions and their treatment.
- Practice: recording opening balances and a set of simple transactions.

Day 2: Source Documents, Journals and the Ledger

- Source documents: invoices, receipts, credit notes, purchase orders and statements.
- Books of prime entry: sales, purchases, cash, returns and general journals.
- Posting to the general ledger and account structure.
- Chart of accounts and coding practice.
- Control accounts for receivables, payables and VAT.
- Filing, document retention and audit trail requirements.
- Practice: completing a full journal to ledger posting cycle.

Day 3: The Accounting Cycle and Trial Balance

- Stages of the accounting cycle and period close.
- Extracting and formatting a trial balance.
- Types of error and their effect on the trial balance.
- Correcting errors through journal entries and suspense accounts.
- Bank reconciliations and their role in control.
- Ledger scrutiny and account clean-up.
- Practice: preparing a trial balance and correcting errors found.

Day 4: Period-End Adjustments and Reconciliation

- Accruals, prepayments, deferred and accrued income.
- Depreciation methods and disposal of fixed assets.
- Inventory adjustments and cost of sales treatment.

- Bad debts, doubtful debt provisions and write-offs.
- Payroll, statutory deductions and their recording.
- Reconciliations: receivables, payables and inter-account balances.
- Practice: preparing a full set of period-end adjustments.

Day 5: Controls, Records Management and Review Readiness

- Internal controls over cash, purchases and sales.
- Segregation of duties and authorisation requirements.
- Document retention, archiving and electronic records.
- Preparing records for accountant or auditor review.
- Common bookkeeping errors and prevention.
- Introduction to computerised bookkeeping systems.
- Practice: closing the records and presenting them for review.

Conclusion

By successfully completing Principles of Bookkeeping and Financial Recording Training Course, participants will have acquired the knowledge to keep accurate and well-controlled financial records. They will understand double entry, journals and ledgers, the accounting cycle, adjustments, reconciliations and record controls, and they will know how to prepare records ready for review. As a result, delegates produce records that support reliable reporting. Gentex Training Center builds the programme around practical workplace bookkeeping.

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FAQs for the Principles of Bookkeeping and Financial Recording course

Q1 What is the "Principles of Bookkeeping and Financial Recording" course about?

It covers the foundations of recording financial transactions. You learn the accounting equation, double entry, source documents, journals and ledgers, the trial balance, period-end adjustments and reconciliations, then apply them through guided practice.

Q2 What are the key benefits of the "Principles of Bookkeeping and Financial Recording" course?

You gain the confidence to record transactions correctly and to spot errors before they reach the statements. You also improve record quality and filing, reduce audit queries, strengthen control over cash and suppliers, and build the base needed for further accounting study.

Q3 What skills will I gain from the "Principles of Bookkeeping and Financial Recording" course?

You will gain double entry bookkeeping and journal posting, ledger and control account maintenance, trial balance preparation and error correction, and period-end adjustment and reconciliation skills.

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Q4 What tools, methods, or standards are covered in the "Principles of Bookkeeping and Financial Recording" course?

The course covers the accounting equation and double entry rules, books of prime entry including sales, purchases, cash and general journals, subsidiary ledgers and control accounts, trial balance preparation, suspense account clearing, bank reconciliation, accruals and prepayments, depreciation methods including straight line and reducing balance, inventory adjustments, bad debt and provision treatment, and document retention and audit trail requirements.

Q5 How is the "Principles of Bookkeeping and Financial Recording" course applied in real-world practice?

Graduates apply it to process daily transactions from source documents, maintain ledgers and control accounts, reconcile bank and supplier accounts, prepare trial balances, post period-end adjustments, clear errors and suspense balances, and hand over clean records for accountant and auditor review.