Principles of Bookkeeping and Financial Recording

Kuala Lumpur (Malaysia)

22 - 26 March 2027

Principles of Bookkeeping and Financial Recording

Code: FA32 From: 22 - 26 March 2027 City: Kuala Lumpur (Malaysia) Fees: 4200 Pound

Introduction

The Principles of Bookkeeping and Financial Recording course is designed to provide participants with essential knowledge and practical skills in accounting fundamentals, bookkeeping processes, and journal entry preparation.

It focuses on how financial transactions are recorded, classified, and summarized within an organization’s accounting system, following international best practices.

This program emphasizes real-world accounting cycles, the double-entry principle, ledger management, and the preparation of trial balances and financial statements.

Through practical exercises and real-life examples, participants will gain the competence to handle bookkeeping and financial reporting with confidence and precision.

Course Objectives

By the end of this course, participants will be able to:

- Understand the basic concepts and principles of accounting and bookkeeping.
- Record and classify financial transactions accurately.
- Prepare and post journal entries using the double-entry accounting system.
- Manage general and subsidiary ledgers effectively.
- Reconcile accounts and prepare trial balances.
- Understand the relationship between bookkeeping and financial statement preparation.
- Apply bookkeeping and journalizing using computerized accounting systems.

Course Outlines

Day 1: Introduction to Accounting and Financial Transactions

- Understanding the purpose and importance of accounting.
- Key accounting principles and standards overview GAAP / IFRS.
- The Accounting Equation and the Double-Entry System.
- Types of financial transactions cash, credit, accrual.
- Practical activity: Identifying and classifying transactions.

Day 2: The Accounting Cycle and Source Documents

- Stages of the accounting cycle.
- Handling source documents: invoices, receipts, and vouchers.
- Chart of accounts and coding structures.
- Recording transactions in the general journal.

- Hands-on practice: Recording sample transactions manually.

Day 3: Ledger Posting and Trial Balances

- Transferring entries from journals to ledgers.
- Understanding T-accounts and running balances.
- Preparing trial balances and identifying accounting errors.
- Making adjustments and correcting entries.
- Case study: Preparing a trial balance from real-life transactions.

Day 4: Bookkeeping and Financial Statement Fundamentals

- The role of bookkeeping in financial reporting.
- Types of ledgers: general, subsidiary, and control accounts.
- Introduction to income statements and balance sheets.
- Linking journal entries to financial statements.
- Practical session: Completing the accounting cycle.

Day 5: Computerized Accounting and Practice Workshop

- Overview of computerized bookkeeping systems Excel, QuickBooks, etc..
- Entering financial transactions and generating reports.
- Internal controls and common bookkeeping errors.
- Group workshop: Recording, posting, and preparing a mini set of accounts.
- Final review, Q&A, and discussion.

Why Attend This Course? Wins & Losses!

- Gain a solid foundation in accounting and bookkeeping principles.
- Develop practical skills for journal preparation and ledger management.
- Strengthen accuracy and consistency in recording financial data.
- Learn to prepare and analyze trial balances effectively.
- Understand how bookkeeping supports the preparation of financial statements.
- Build confidence using computerized accounting systems.
- Improve financial documentation and organizational efficiency.
- Enhance professional credibility in financial roles.

Conclusion

The Principles of Bookkeeping and Financial Recording course serves as a comprehensive foundation for anyone seeking to understand the flow of financial data within an organization.Participants will leave with the ability to record, post, and reconcile financial transactions accurately, maintain organized accounting records, and contribute effectively to financial management processes.

By combining theory with hands-on practice, this training equips participants with the professional skills needed to ensure accuracy, transparency, and compliance in bookkeeping and accounting operations.

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