P.O. Box 23240 Windhoek, Namibia | 102 John Meinert Street, Windhoek West, Namibia
info@westlia.com.na | +264 83 675 6077 | +264 85 783 8119 | www.westlia.com.na

BOOKKEEPING & ACCOUNTING TRAINING OUTLINE

TRAINING OVERVIEW

This training provides a solid foundation in **Bookkeeping & Accounting** by combining fundamental accounting principles with hands-on practical record-keeping skills. Participants are guided through the full bookkeeping cycle — from setting up records to preparing accurate financial reports — with a strong focus on real-world business application.

The programme is structured as follows:

- **Days 1 -3:** Accounting theory and foundational principles.
- **Days 4 - 5:** Practical bookkeeping using accounting software.

TRAINING DURATION & DELIVERY MODE

- 5 days (1 hour 30 minutes per day)
- Face-to-face
- Online (Live virtual sessions)

KEY TOPICS COVERED

- Fundamental accounting principles and understanding the accounting cycle
- Accounting methods: Cash basis and Accrual basis
- Single-entry and double-entry bookkeeping systems
- Books of prime entry and the use of source documents
- Bookkeeping system navigation and initial setup
- Recording and accurately tracking business transactions
- Recording income and expenses correctly
- Invoicing procedures and receipt management
- Managing accounts payable (creditors) and accounts receivable (debtors)
- Performing bank reconciliations
- Preparation of basic financial statements and management reports
- Maintaining organised, accurate, and compliant financial records

WHO SHOULD ATTEND?

This training is ideal for:

- Finance or administrative staff
- Business owners and entrepreneurs
- Aspiring bookkeepers
- Graduates or job seekers seeking practical bookkeeping skills
- Anyone looking to strengthen their bookkeeping administration knowledge

DETAILED TRAINING OUTLINE

Day 1: Introduction to Accounting & the Accounting Cycle (Theory)

- Introduction to accounting and bookkeeping
- The purpose of accounting in business
- Key accounting terminology and concepts
- Fundamental accounting principles
- The accounting equation (Assets = Liabilities + Equity)
- Understanding the accounting cycle
- Source documents and their importance

Day 2: Bookkeeping Systems & Recording Transactions (Theory)

- Cash basis vs. accrual basis accounting
- Single-entry vs. double-entry bookkeeping systems
- Introduction to debits and credits
- Books of prime entry (journals)
- General ledger and trial balance
- Recording income and expenses
- Introduction to accounts payable and accounts receivable

Day 3: Bookkeeping System Setup & Navigation (Practical)

- Introduction to the accounting software interface
- Setting up a business profile
- Creating a chart of accounts
- Configuring customers and suppliers
- System navigation and basic controls
- Setting up financial periods

Westlia initiate changes
P.O. Box 23240 Windhoek, Namibia | 102 John Meinert Street, Windhoek West, Namibia
info@westlia.com.na | +264 83 675 6077 | +264 85 783 81191 | www.westlia.com.na

Day 4: Recording Transactions & Managing Accounts (Practical)

- Recording daily business transactions
- Invoicing and receipt management
- Capturing income and expenses
- Managing accounts payable (creditors)
- Managing accounts receivable (debtors)
- Processing payments and receipts
- Bank reconciliations

Day 5: Financial Reporting & Record Management (Practical)

- Preparing a trial balance
- Introduction to basic financial statements:
  - Income Statement (Profit & Loss)
  - Statement of Financial Position (Balance Sheet)
- Generating financial reports
- Identifying common bookkeeping errors
- Maintaining organised and compliant financial records
- Practical review and case study exercises

-End-