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PROGRAMOS SOFTWARE LIMITED

TRAINING OUTLINE

ACCOUNTING

Course Highlights

- Customer Deposits
- Payment to Customers
- Inter-account Transfers
- Debit Note preparation
- Credit Note preparation
- Public Offers
- New offer Register Creation
- Public Offer/Rights Receipt Update/Reversal
- Reconciliation of Posted Offer Forms
- Offer Register Preparation at Closure
- Returned Money on Public Offer-DR Stock Account

General Ledger Administration

- Petty Cash Management
- Monthly Financial Report Production
- Daily Trading Bank Balancing

- End of Year Account Closure/Audit
- Petty Cash re-imburement Management
- Client Control Account Reconciliation with Debtors/Creditors
- General Ledger Payment Voucher
- General Ledger Receipts
- Manual Journal Entry

