Training Course on Understanding Double Entry to Trial Balance - Part 1

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Unlock the foundational principles of financial accounting with our comprehensive training course, "Understanding Double Entry to Trial Balance - Part 1." This essential program demystifies the core concepts of the **double-entry bookkeeping system**, the bedrock of modern accounting. Participants will gain a practical understanding of how **financial transactions** are recorded, classified, and summarized, leading to the creation of accurate and reliable financial records. Mastering these fundamental **accounting principles** is crucial for anyone involved in business finance, providing a solid base for further financial analysis and reporting.

Training Course on Understanding Double Entry to Trial Balance - Part 1 is meticulously designed course offers a step-by-step journey from the basic accounting equation to the intricacies of preparing an initial **trial balance**. Through engaging examples and practical exercises, learners will develop proficiency in identifying **debits and credits**, understanding different **account types**, and accurately posting transactions. By the end of this training, participants will be equipped with the confidence and skills to maintain accurate financial records, a vital asset for effective **financial management** and informed decision-making within any organization.

Programme Curriculum

Training Course on Understanding Double Entry to Trial Balance - Part 1

Introduction

Unlock the foundational principles of financial accounting with our comprehensive training course, "Understanding Double Entry to Trial Balance - Part 1." This essential program demystifies the core concepts of the **double-entry bookkeeping system**, the bedrock of modern accounting. Participants will gain a practical understanding of how **financial transactions** are recorded, classified, and summarized, leading to the creation of accurate and reliable financial records. Mastering these

fundamental **accounting principles** is crucial for anyone involved in business finance, providing a solid base for further financial analysis and reporting.

Training Course on Understanding Double Entry to Trial Balance - Part 1 is meticulously designed course offers a step-by-step journey from the basic accounting equation to the intricacies of preparing an initial **trial balance**. Through engaging examples and practical exercises, learners will develop proficiency in identifying **debits and credits**, understanding different **account types**, and accurately posting transactions. By the end of this training, participants will be equipped with the confidence and skills to maintain accurate financial records, a vital asset for effective **financial management** and informed decision-making within any organization.

Course Duration

5 days

Course Objectives

1. Comprehend the fundamental rules and mechanics of the double-entry system.
2. Accurately apply debit and credit principles to various business transactions.
3. Differentiate between asset, liability, equity, revenue, and expense accounts.
4. Break down business activities to determine their financial impact.
5. Learn to record financial transactions accurately in the general journal.
6. Transfer journal entries to the correct ledger accounts.
7. Develop skills for systematic and error-free record-keeping.
8. Understand the purpose and process of creating an unadjusted trial balance.
9. Identify common errors that can occur in the accounting cycle.
10. Understand the relationship between assets, liabilities, and equity.
11. Enhance overall understanding of financial concepts and terminology.
12. Establish a strong base for advanced accounting studies.
13. Contribute to more reliable and trustworthy financial information.

Organizational Benefits

- Improved accuracy of financial records.
- Enhanced compliance with accounting standards.
- Better understanding of financial performance.
- More informed decision-making processes.
- Increased efficiency in financial reporting.
- Reduced errors and discrepancies in financial data.
- Stronger internal controls over financial transactions.
- Empowered employees with essential financial skills.

Target Audience

1. Small business owners
2. Startup founders
3. Administrative staff with financial responsibilities
4. Entry-level accounting clerks
5. Individuals seeking a career change to accounting
6. Non-financial managers needing financial literacy
7. Students pursuing business or accounting degrees
8. Anyone interested in understanding basic accounting concepts

Course Outline

Module 1: Introduction to Accounting and the Accounting Equation

- What is accounting and its importance in business?
- Understanding the basic accounting equation: Assets = Liabilities + Equity.
- Different types of business entities and their impact on accounting.
- Key accounting terminology and concepts explained.
- **Case Study:** Analyzing the initial investments and liabilities of a new sole proprietorship and applying the accounting equation.

Module 2: The Double-Entry Bookkeeping System

- The fundamental principle of every transaction having two equal and opposite effects.
- Understanding debits and credits and their rules for different account types.
- The relationship between the accounting equation and the double-entry system.
- The flow of financial information in a double-entry system.
- **Case Study:** Recording simple business transactions (e.g., cash purchase, payment to a supplier) using the double-entry rules.

Module 3: Chart of Accounts and Account Types

- What is a chart of accounts and its organization?
- Detailed explanation of asset accounts (current and non-current).
- Detailed explanation of liability accounts (current and non-current).
- Understanding equity accounts (owner's equity, retained earnings).
- **Case Study:** Developing a basic chart of accounts for a small service-based business.

Module 4: The General Journal and Journalizing Transactions

- Introduction to the general journal as the book of original entry.
- The process of analyzing and recording transactions in the journal.
- Understanding the format and components of a journal entry.
- Chronological recording of business events.
- **Case Study:** Preparing journal entries for a series of common business transactions, including sales, purchases, and expenses.

Module 5: Posting Journal Entries to the General Ledger

- Understanding the general ledger as the main book of accounts.
- The process of transferring information from the journal to the ledger.
- Maintaining individual account balances in the ledger.
- The importance of accurate posting for financial reporting.
- **Case Study:** Posting the journal entries from the previous module to the appropriate ledger accounts and calculating ending balances.

Module 6: Understanding and Preparing the Unadjusted Trial Balance

- What is a trial balance and its purpose?
- The process of listing all ledger account balances.
- Verifying the equality of total debits and total credits.
- Limitations of the unadjusted trial balance.
- **Case Study:** Preparing an unadjusted trial balance based on the ledger balances from the previous module and identifying potential discrepancies.

Module 7: Common Accounting Errors and Their Detection

- Types of accounting errors (e.g., errors of omission, commission, principle).
- How the trial balance can help in detecting certain types of errors.
- Methods for identifying and correcting accounting errors.
- The importance of internal controls in preventing errors.
- **Case Study:** Analyzing a trial balance with identified errors and determining the possible causes and corrections.

Module 8: The Accounting Cycle - An Overview

- A comprehensive overview of the steps in the accounting cycle (from transaction analysis to the trial balance).
- The importance of each step in the overall financial reporting process.
- Introduction to the next stages of the accounting cycle (adjusting entries, financial statements).
- The role of technology in the accounting cycle.
- **Case Study:** Tracing a simple business transaction through the entire accounting cycle up to the preparation of the trial balance.

Training Methodology

This training course will employ a blended learning approach, incorporating:

- **Interactive lectures:** Engaging presentations with real-world examples.
- **Practical exercises:** Hands-on activities to reinforce learning.
- **Case study analysis:** Applying concepts to realistic business scenarios.
- **Group discussions:** Collaborative learning and knowledge sharing.
- **Quizzes and assessments:** To track progress and understanding.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
21 Sep 2026	25 Sep 2026	Online	$1,000
21 Sep 2026	25 Sep 2026	Physical	$1,500
21 Sep 2026	25 Sep 2026	Physical	$0
21 Sep 2026	25 Sep 2026	Physical	$0
21 Sep 2026	25 Sep 2026	Physical	$0
21 Sep 2026	25 Sep 2026	Physical	$0
21 Sep 2026	25 Sep 2026	Physical	$0
21 Sep 2026	25 Sep 2026	Physical	$0

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com