



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Basic Invoicing and Accounting Principles

Services / Transport, Operations and Logistics

Unit Standard 252435 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the fundamental skills to apply basic invoicing and accounting principles in a business environment. Participants will learn to process invoices, maintain financial records, and understand key accounting concepts to ensure accurate financial transactions and compliance with organisational policies.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252435
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply basic invoicing principles to prepare and process customer invoices accurately.
- Demonstrate understanding of accounting principles by recording financial transactions in journals and ledgers.
- Analyze source documents to verify transaction details and ensure compliance with organisational policies.
- Implement basic internal control measures to safeguard financial data and prevent errors.
- Evaluate the impact of incorrect invoicing on financial statements and business operations.
- Design a simple filing system for maintaining financial records in accordance with legal requirements.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, junior accountants, small business owners, and any individuals responsible for handling invoices and basic financial records in their role.

COURSE OUTLINE

Day 1: Introduction to Invoicing and Basic Accounting Concepts

- Overview of accounting: stakeholders, financial records, and legal requirements.
- The accounting equation: Assets = Liabilities + Equity.
- Elements of an invoice: header, line items, totals, VAT, and payment terms.
- Introduction to double-entry bookkeeping: debits and credits.
- Recording sales and purchases transactions.
- Understanding cash vs. credit transactions.
- Practical exercise: Create a simple invoice for a service rendered.

Day 2: Recording Transactions and Preparing Basic Financial Reports

- The accounting cycle: from source documents to financial statements.
- Journals: sales, purchases, cash receipts, and cash payments.
- Ledgers and posting: general ledger and subsidiary ledgers.
- Trial balance: preparation and error detection.
- Bank reconciliation: purpose and steps.
- Introduction to financial statements: income statement and balance sheet.
- Practical exercise: Complete a bank reconciliation and prepare a trial balance.

Day 3: VAT, Invoicing Compliance, and Practical Application

- VAT in South Africa: rates, input/output tax, and VAT invoices.
- Invoicing compliance: legal requirements, record keeping, and deadlines.
- Adjustments: accruals, prepayments, and depreciation.
- Preparing final accounts: income statement and balance sheet from trial balance.
- Interpreting financial statements: profitability and liquidity indicators.
- Comprehensive case study: from source documents to final accounts.
- Practical exercise: Complete a full accounting cycle for a small business.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
29 Jun 2026	01 Jul 2026	On-Campus	Mombasa, Kenya
29 Jun 2026	01 Jul 2026	On-Campus	Maseru, Lesotho
30 Jun 2026	02 Jul 2026	On-Campus	Luanda, Angola
30 Jun 2026	02 Jul 2026	On-Campus	Nairobi, Kenya
01 Jul 2026	03 Jul 2026	On-Campus	Kigali, Rwanda
01 Jul 2026	03 Jul 2026	On-Campus	Mbabane, Eswatini
06 Jul 2026	08 Jul 2026	On-Campus	Kampala, Uganda
06 Jul 2026	08 Jul 2026	On-Campus	Luanda, Angola

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252435) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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