

Module-1

Basic Bookkeeping

Identification of financial transaction from day-to-day business events and supporting documents

Instructor:

- Shamol Sarker ACCA





Documents



Tender documents

Sales invoice

Weeding ceremony invitation

Purchase order

Office rent agreement

Delivery challan

Requisition (Cash, Product)

Requisition (Cash, Product)

Tax VAT challan

Bill from supplier

Stationary bill

Salary & Bonus sheet

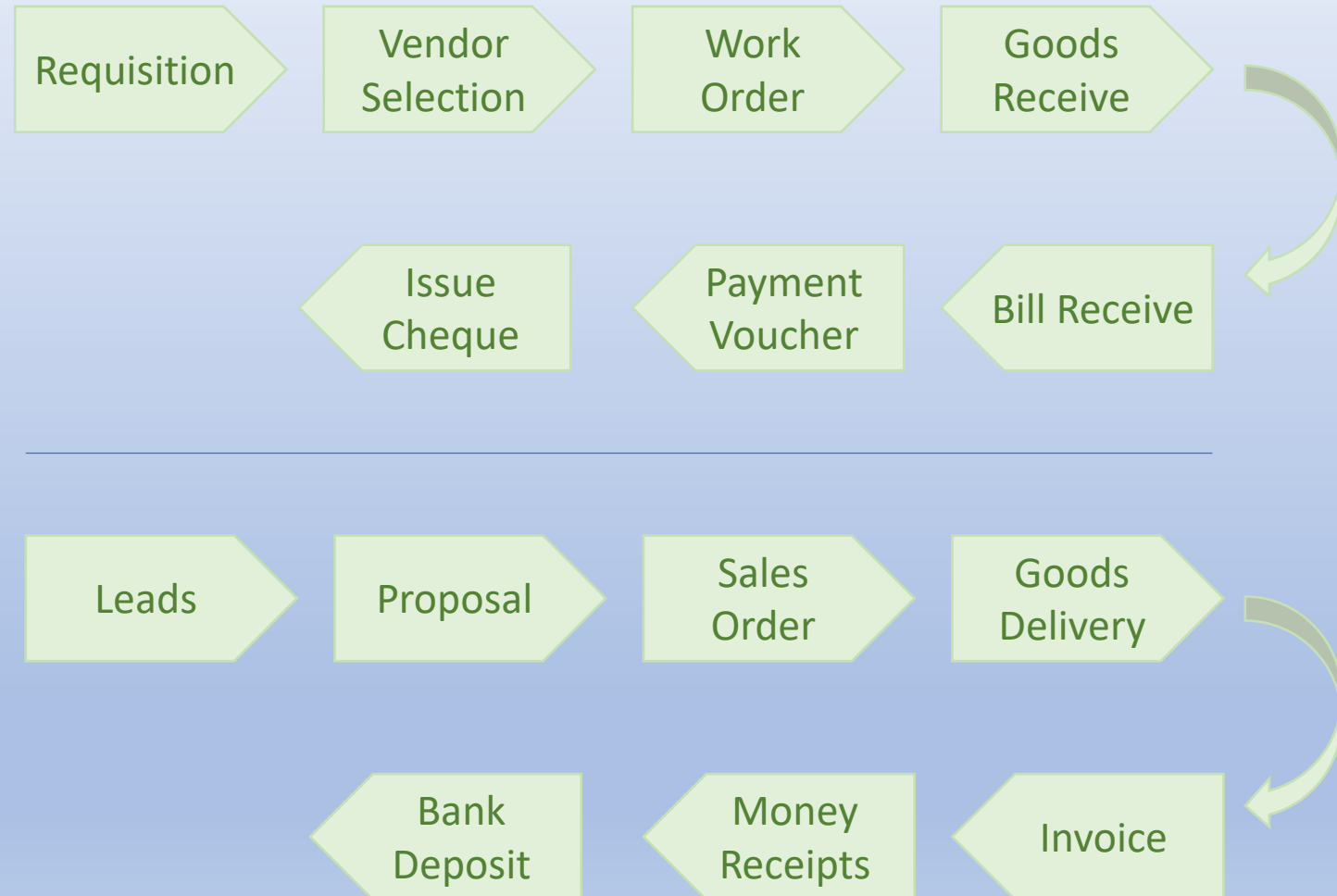
City corporation notice

Personal



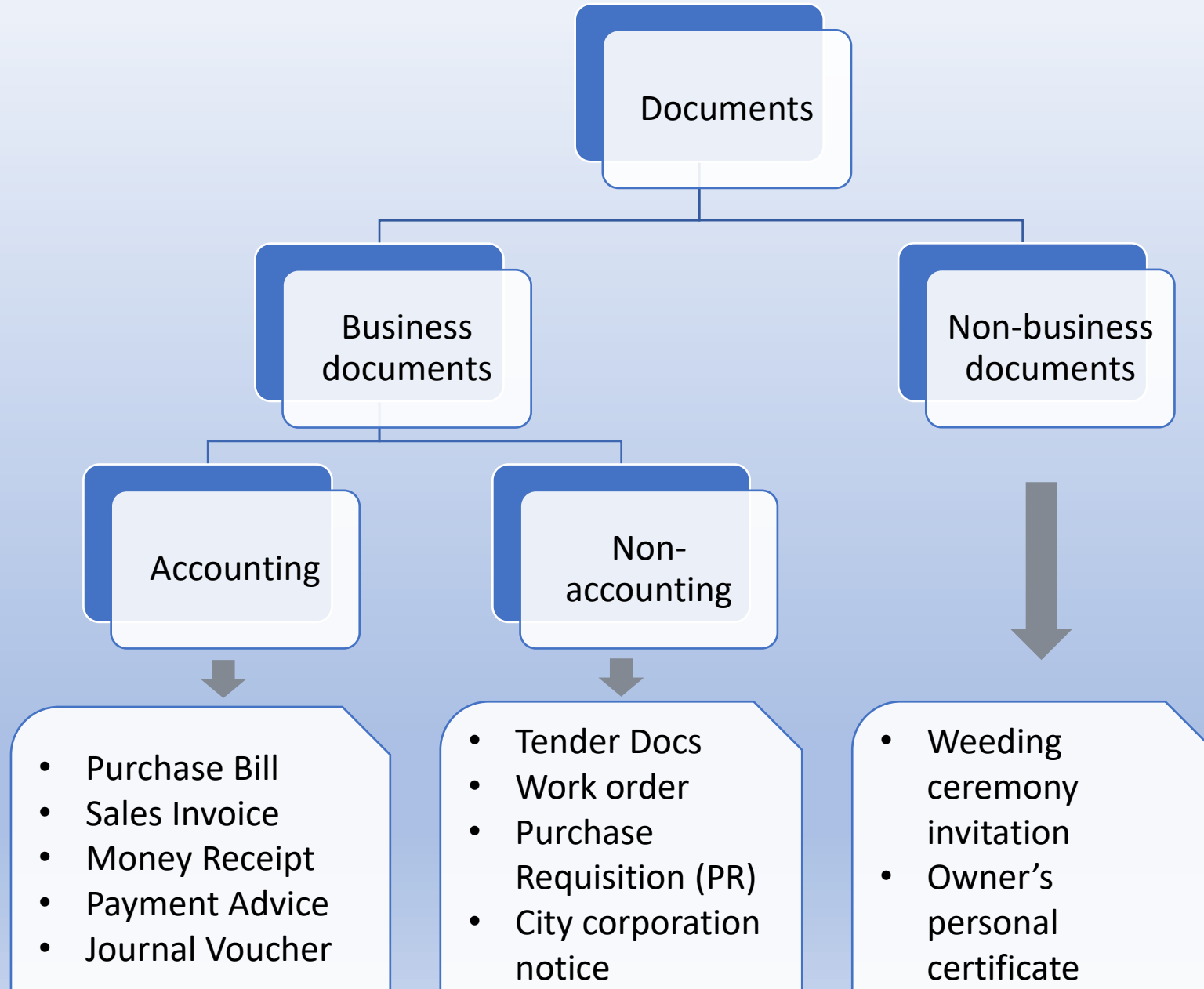
Identification of
business events
and related supporting
documents

Business Process Flow





Categorization of documents



Thanks You !

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