



ACCOUNTS: BASIC BOOK KEEPING

Study Level: Level 1, Beginner
Study Method: Workbook
Module Length: 10-12 hours self-study with tutor support
Module Price: £150 + VAT

Course Contents:

- **Introduction**
 - starting a business
 - book keeping
 - principles of double entry book keeping
- **Introduction to VAT**
 - input and output VAT
 - rates and schemes
 - registration
 - record keeping
 - VAT returns
 - VAT invoicing
- **Books of Entry**
 - source documents
 - posting transactions
 - balancing the cashbook
 - petty cash
 - general journal
 - credit control
- **Ledger Accounts**
 - types of ledger
 - types of expenditure
 - types of account
 - making entries
 - balancing
 - bad debts
 - payroll transactions
- **Bank Reconciliation**
 - check bank statement
 - create reconciliation statement
 - update cashbook

- **Trial balance**
 - what is it?
 - debit and credit balances
 - correcting errors
- **Business Documents**
 - business administration
 - setting up documents
 - producing documents
- **Data Security**
 - data protection
 - Sale of Goods Act
 - banking
- **Chapter Exercises**
 - chapter-specific tasks
- **Course Exercise**
 - whole-course-review

What to do next?

- **Option: Level 1 exam, Institute of Certified Bookkeepers**
 - Student membership £45
 - Exam fee £25
- **Option: Sage Instant Accounts Combined course in computerised accounting**
 - fee £300 + VAT
- **Option: Sage Line 50 Beginner/Intermediate/Advanced courses in Computerised accounting**
 - fee £200 + VAT per module
- **Option: Level 2 exam Institute of Certified Bookkeepers**
 - Student membership £45
 - Exam fee £25

More Information? Call 01908 261204 or email info@bestmk.co.uk quoting ref Bookkeeping