



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