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An intensive one-day Book Keeping course aimed at giving those with no or little previous knowledge, an understanding of double entry book keeping.

Attendees of this course will be able to produce accounts to trial balance, as well as produce a simple Profit & Loss and Balance Sheet.

This course is one of many Business Skills training courses.

We run this course on a private basis with the course content tailored to meet your business calls. Please call us on 01273 622272 to discuss your needs.

Course Objectives

Delegates will be able to:

- Produce accounts to trial balance
- Create a simple Profit & Loss and Balance Sheet
- Understand computerised book keeping systems

Introduction and Objectives

- The purpose of double entry bookkeeping
- Accounting concepts

Double entry bookkeeping

- Debit and credits
- The T account
- Control accounts
- How they all fit together

Standard accounting entries

- Depreciation
- Bad and doubtful debts
- A simple overview of VAT

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The trial balance

- Balancing accounts
- Passing to a trial balance

The extended trial balance

- Using an extended trial balance to produce a profit and loss account and balance sheet

Presentation

- Turning the extended trial balance into a presentable report.

How computers do this for you

- A simple look at how a computerised system handles these entries

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