

Bookkeeping Transactions and Controls Part 1

The course is ideal for those who would like to work as a **Bookkeeper or Accounts Assistant**. It is a great starting point for those new to the skill of bookkeeping and who want to learn the correct processes and procedures to be able to confidently manage the financial records for a business.

course outline

IS THIS FOR YOU?

This course will help you learn the processes and procedures involved in manual bookkeeping. You will cover the double entry system, the basics of VAT, checking invoices for accuracy, day books, general ledger, purchase ledger and sales ledger, prompt payment discount, petty cash books, balancing ledger accounts and many other aspects of manual bookkeeping. Once you have completed this training, you will be well placed to go on to study computerised accounting.

ABOUT THE COURSE

Learning manual bookkeeping skills will broaden your career opportunities. Although a large majority of businesses carry out day-to-day accounts processing on computerised systems, it's important to understand the steps involved in the manual bookkeeping process. Quite often smaller businesses maintain manual records, so being able to adapt and work with a manual accounting system could prove extremely valuable for your career.

This bookkeeping course starts with an introduction to the role of a bookkeeper and then focusses on teaching you the skill step-by-step. It will take around 30 hours to work through altogether and can be studied at your own pace and at times that suits you best.

There are nine modules within the course:

Module One: The role of the bookkeeper, the difference between capital, assets and liabilities, the dual effect of transactions and the double entry system, the accounting equation, the difference between cash and credit transactions, preparing simple balance sheets, identifying transactions in ledger accounts.

Module Two: the purpose and steps used in the accounting system, the different business documents used for sales and purchases, the purpose of coding and the different coding systems.

Module Three: The basic principles of Value Added Tax, calculating VAT, constructing sales invoices, trade and cash discounts, posting sales invoices to the General Ledger.

Module Four: Checking purchase invoices for accuracy, credit notes, posting purchase invoices and credit notes to the General Ledger, the purpose of the Purchases Day Book, posting an Analysed Day Book to the General Ledger and Purchase Ledger.

Module Five: purpose of an Analysed Sales Day Book, making postings to the General Ledger and Sales Ledger, Returns Day Books, identifying debit and credit entries, using day books confidently and accurately



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Module Six: The Cash Book, processing Cash Book payments and receipts, balancing the Cash Book, preparing a postings list, the purpose of credit notes to reflect prompt payment discount, using the discounts receive and discounts allowed day books, preparing a 2 column Cash Book.

Module Seven: Why the Petty Cash Book is used, processing Petty Cash payments and receipts, balancing the Petty Cash Book, preparing a cheque requisition.

Module Eight: Using a Postings List to update the General Ledger, updating the Sales and Purchase Ledger from the Cash Book, balancing ledger accounts, posting balances from a list.

Module Nine: The purpose of a trial balance, preparing a trial balance, demonstrating the ability to maintain day books, prepare ledger balances and extract a trial balance.

Once you have successfully completed the end of course assessment, you will gain a Pitman Training Bookkeeping certificate. With further study, and by undertaking the relevant examinations, you could gain an AAT Foundation Certificate in Bookkeeping (Level 2) Qualification.

AIMS AND OBJECTIVES

You will learn the correct processes involved in manual bookkeeping. Once you have studied and understood these procedures, you will be well equipped to go on to learn computerised accounting on programmes such as Sage.

PRE-REQUISITES

This course is suitable for those new to bookkeeping; there are no prerequisites.

CAREER PATH

By undertaking formal bookkeeping training you could gain a rewarding career working within the finance department in businesses large or small. It could also be the gateway to a successful self-employed bookkeeping career that allows you to take full control over your working life. With further study and experience you could progress to roles such as Accountant, Management Accountant or Accounting Manager.

COURSE DURATION: 30 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application)



CPD POINTS: 30

(Awarded CPD points upon successful completion)

To find out more about this or any of our courses, speak to one of our course advisors.



Building careers
for 180 years.

