

Bookkeeping Transactions and Controls Part 2

This course will help you learn the processes and methods involved in intermediate manual bookkeeping. You will cover cash and bank reconciliations, balancing ledger accounts, using the journal, credit control, bad debt, payroll, VAT schemes, error correction, control accounts and many other aspects of manual bookkeeping.

course outline

IS THIS FOR YOU?

This course will build on the already valuable knowledge acquired in the Part 1 course. This bookkeeping training is flexible as you can work at your own pace both at home or the training centres. On completion of this training, you will be well placed to go on to study more advanced computerised accounting.

The course is perfect for those who would like to work as a Bookkeeper or Accounts Assistant. It's the ideal intermediate bookkeeping course for those wanting to further develop the skill of bookkeeping and who want to learn the correct methods and techniques to be able to confidently manage the financial records for businesses or other organisations.

ABOUT THE COURSE

Learning more intermediate, double entry systems of manual bookkeeping skills will broaden and further your career opportunities. Having a thorough knowledge of manual bookkeeping skills after completing this training will leave you experienced enough to move onto using computerised systems.

Despite businesses carrying out day-to-day accounts that are processed on computerised systems, it's important to understand the steps involved in the manual procedures, giving you a well-rounded knowledge on all aspects of bookkeeping. Quite often smaller businesses still maintain manual records, so being able to adapt and work with a manual accounting system confidently could prove extremely valuable for your career.

This bookkeeping course starts with an overview of opening balances at the start of the new trading year. From there, the course will work through other aspects of manual bookkeeping, expanding on the foundation knowledge you already have, focusing on teaching you valuable skills 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 suit you best.

There are nine modules in the course:

Module One: Including: posting the opening balances at the start of a new trading year, using a trial balance to illustrate the accounting equation, making postings to the ledger accounts, using the cash book as part of the double entry system, understanding the various methods of making and receiving payments, reconciling till roll takings prior to banking, learning how to prepare a bank paying in slip.

Module Two: Including: using the day books to update the ledger accounts, balancing the ledger accounts, reconciling the debtors and creditors control accounts with the sales and purchase ledger accounts, using the journal to process bookkeeping entries for contra transactions, using the journal to process the bookkeeping entries to deal with bad debt.

Module Three: Including: preparing a cash reconciliation statement, the stages when preparing a bank reconciliation statement, updating and re-balancing the cash book.

Module Four: Including: Maintaining a self-managed credit control system, preparing monthly statements to send to customers, aged debtor analysis.



Building careers
for 180 years.

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Module Five: Including: comparing a supplier statement to the related purchase ledger account, knowing what action to take in respect of any discrepancies, identifying invoices falling due for payment, preparing a remittance advice and cheque.

Module Six: Including: the purpose of payroll, the elements which make up gross pay, identifying typical statutory and voluntary deductions and employer oncosts, preparing the Journal entries in order to account for payroll in the accounts, keeping PAYE/NIC and pension creditor accounts.

Module Seven: Including: different VAT Schemes, how the double entry system is used in order to account for VAT, Form VAT 100, a pro forma VAT return, balancing the VAT account.

Module Eight: Including: preparing a trial balance from the ledger accounts, using the journal to correct errors and a clear suspense account, processing ledger transactions and preparing control accounts.

Module Nine: Including: using the journal to start up a new set of double entry accounts, writing off bad debt, including any associated VAT, the purpose of a suspense account, using the journal to correct errors and clear a suspense account, processing ledger transactions and preparing control accounts.

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

This course is a follow-on from the Bookkeeping Transactions and Controls Part 1 training course.

Part 2 will help you to further expand your already solid knowledge, while learning and developing other bookkeeping skills. Continuing with the double entry system of manual bookkeeping while gaining other valuable skills is good preparation before moving onto computerised accounts.

PRE-REQUISITES

This course is suitable for students that have already taken Bookkeeping Transactions and Controls Part 1. This is the ideal course for those wanting to upskill their knowledge in manual bookkeeping.

CAREER PATH

By undertaking formal bookkeeping training, you could gain, or further a rewarding career in finance departments belonging to 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. This course is also the entryway to further study. With 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.



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