PURCHASE LEDGER

Designed for: Anyone who has a basic understanding of bookkeeping techniques and who wants to learn how to maintain a Purchase Ledger

Pre-requisites: A reasonable level of numeracy; experience of the Pitman Basic Bookkeeping for Beginners course

Objectives: To teach the basics of maintaining a manual Purchase Ledger

Course Content:

- Lesson 1: Introduction to credit purchases, purchase invoices, completing the Purchases Day Book
- Lesson 2: The purpose of keeping a Purchase Ledger, locating information to be recorded in the Purchase Ledger accounts, writing up Purchase Ledger accounts, cross-referencing entries in the Purchase Ledger with the Purchases Day Book and Cash Book
- Lesson 3: Reconciling the information contained in a supplier's statement, preparing a list of balances from individual Purchase Ledger accounts, writing up a Purchase Ledger Control Account, detecting errors between the Purchase Ledger Control Account and the Individual Purchase Ledger Accounts, Stock records, the importance of accounting for all VAT

Features:

- Structured modular approach to make learning easy
- Practical exercises to consolidate knowledge gained

Benefits:

- Designed to follow on from the Basic Book-keeping course
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate
- The Purchase Ledger Course contributes towards the Practical Bookkeeping I OCR examination

Duration: 8-10hrs

What Next?
Sales Ledger
Final Accounts I
Final Accounts II
Sage Line 50

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