FINAL ACCOUNTS I

Designed for: Anyone wishing to improve their skills or job prospects, and business individuals wanting to keep their own books

Pre-requisites: A complete knowledge of bookkeeping. Example courses: 'Basic Bookkeeping for Beginners', 'Maintaining a Purchase Ledger', 'Maintaining a Sales Ledger'

Objectives: Teach individuals to be able to write up final accounts

Content:

- Lesson One: Principles of double entry bookkeeping, Preparing Nominal Ledger accounts, Preparing a list of balances
- Lesson Two: Use of the Profit and Loss account, Stages in the accounting process, Preparing a Postings Summary
- Lesson Three: Timing differences, Preparing a bank reconciliation statement
- Lesson Four: Understanding the payroll process, Using a Payroll Summary Record to prepare a posting summary
- Making the postings to the Nominal Ledger
- Lesson Five: Purpose of the Nominal Ledger in business accounts, Writing up the Nominal Ledger accounts
- Lesson Six: Using the Nominal Ledger to prepare a preliminary Trial Balance

Benefits:

- Core business skills for job searchers and business executives
- An ideal follow-on to bookkeeping courses
- A wide choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- A personalised workbook with hands on exercises, which compliments the audio tapes, to provide step-by-step learning, and a future reference manual
- The opportunity to gain a widely recognised qualification, a Pitman Certificate

Duration: 16-18hrs

What Next?
On completion of Final Accounts I, students should continue on to Final Accounts II in which they will learn how to extend the preliminary trial balance in order to prepare the Profit and Loss account and Balance Sheet
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