FINAL ACCOUNTS II

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 Book-keeping for Beginners', 'Maintaining a Purchase Ledger', 'Maintaining a Sales Ledger'

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

Content:

- Lesson One: Adjustments made to the Trial Balance, Capital Expenditure and Revenue Expenditure, Calculating depreciation and amortisation figures, Calculating accruals and prepayments, Bad debts, Calculating the value of stock
- Lesson Two: Using the Journal, Double entry to be used for the most common year-end adjustments, Making Journal entries in order to record adjustments made in the ledger accounts
- Lesson Three: Extending the Trial Balance to include Journal entries, accruals and prepayments, Calculating the profit, or loss, of the business
- Lesson Four: Preparing the P&L account and Balance Sheet, Calculating the gross profit percentage, Calculating the mark up percentage
- Lesson Five: Closing off the ledger accounts, Identifying which balances are transferred to the next accounting period and which are transferred to the Profit and Loss account

Benefits:

- Core business skills for job searchers and business executives
- An ideal follow-on to book-keeping 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: 12hrs

What Next?
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