

Get the Pitman Advantage™

Bookkeeping Level 2 – Module 3

Designed For: Those who wish to learn manual bookkeeping.

Pre-requisites: Successful completion of Bookkeeping Module 2.

Objectives: Teach manuel bookkeeping to cover part of the OCR and IAB Level 2 bookkeeping examnination requirements, as well as enabling those running a small business to keep accurate accounting records and prepare financial statements.

Lesson	Course Content
1	• Preparing a Trial Balance from the ledger accounts and a list of account balances • Correcting errors through Journals • Preparing a revised Trial Balance following the correction of errors
2	• Using the Journal to start up a new set of double entry accounts • How to write off bad debt, including any associated VAT • The purpose of a suspense account • Using the Journal to correct errors and clear a suspense account • Make Journal entries and adjustments • Produce a revised Trial Balance
3	• Recognising the format used when extending the Trial Balance • Categorising items of income and expenditure • Calculating depreciation, accruals and prepayments • Calculating the value of stock consumed • Using the Journal to record year-end adjustments
4	• Transferring the year-end adjustments to the Extended Trial Balance • Distinguishing between the different type of account • Extending the balances from the Trial Balance columns to either the Profit and Loss or Balance Sheet columns • Calculating the profit or loss of the business
5	• Preparing a Profit and Loss account and Balance Sheet • Calculating the gross profit percentage and knowing how to mark up percentage
6	• Closing off the ledger accounts at the end of the accounting period • Recognising when a balance is to be carried forward to the next accounting period and when it is to be transferred to the Profit and Loss account • Demonstrating the ability to extend a Trial Balance • Prepare the financial statements of a business

Course duration: Approximately 18 hours

Price: £414.36 – including workbook, examination, certificate and tutor support

For more information, or to sample the course, free, please call us:
Manchester: 0161 923 6814
Holborn: 020 7025 4700
Notting Hill: 020 7792 5214

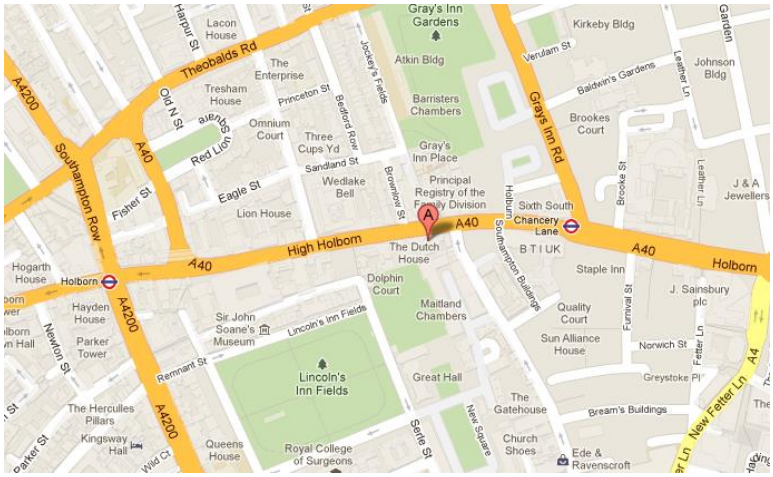
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www.holborntraining.co.uk

How to find us:

Get the Pitman Advantage™

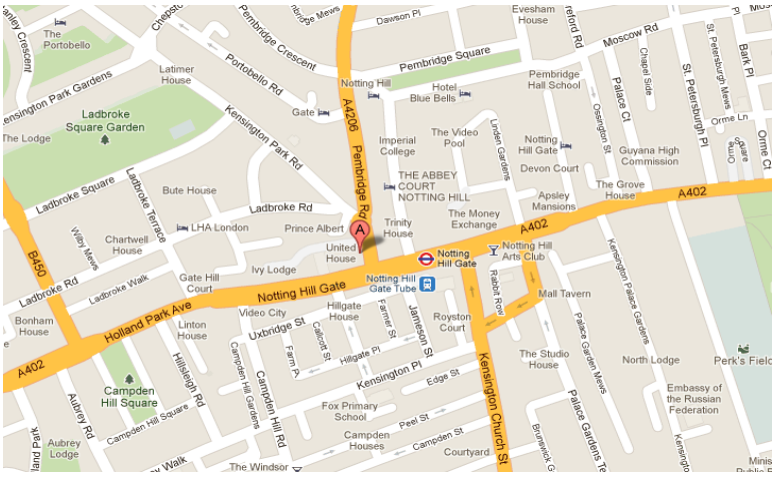
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