

1	Book Keeping
1	Transactions and Ledgers
2	Controls
3	Principles and Procedures
4	Preparation of Accounts
5	Indirect Tax
R.R.P	£449.00

1	Transactions and Ledgers
1	Understand financial transactions within a book keeping system
2	Process customer transactions
3	Process supplier transactions
4	Process receipts and payments
5	Process transactions through the ledgers to the trial balance

2	Controls
1	Understand payment methods
2	Understand controls
3	Use control accounts
4	Use the journal
5	Reconcile a bank statement with cash book

3	Principles and Procedures
1	Apply the principles of advanced double entry
2	Implement procedures for acquisition and disposal of non-current assets
3	Prepare and record depreciation calculations
4	Record period and adjustments
5	Produce and extend the trial balance

4	Preparation of Accounts
1	Distinguish between financial recording and reporting requirements of different types of organisation
2	Explain the need for final accounts, the accounting and ethical principles underlying their preparation
3	Prepare accounting records from incomplete information
4	Produce accounts for sole traders
5	Produce accounts for partnerships
6	Recognise the key differences between preparing accounts for a limited company and a sole trader

5	Indirect Tax
1	Understand and apply Value Added Tax (V.A.T) legislation and their requirements
2	Accurately complete V.A.T returns and submit them in a timely manner
3	Understand the implications for the business of errors, omissions, late filing and payment
4	Report V.A.T related information within the organisation in accordance with regulatory and organisational requirements