



**silicon
beach**
TRAINING

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Book Keeping

Duration: 1 day

Prerequisites

This is aimed at people operating as or within a limited company or sole trader and will not look at partnership accounting. No prior knowledge is required

An intensive one-day Book Keeping training course aimed at giving those with no or little previous knowledge an understanding of double entry bookkeeping.

Objectives

After this Book Keeping training course, Delegates will be able to produce accounts to trial balance, as well as produce a simple Profit & Loss and Balance Sheet.

Course Content

Introduction and Objectives

- The purpose of double entry bookkeeping
- Accounting concepts

Double entry bookkeeping

- Debit and credits
- The T account
- Control accounts
- How they all fit together

Standard accounting entries

- Depreciation
- Bad and doubtful debts
- A simple overview of VAT

The trial balance

- Balancing accounts
- Passing to a trial balance

The extended trial balance

- Using an extended trial balance to produce a profit and loss account and balance sheet

Presentation

- Turning the extended trial balance into a presentable report.

How computers do this for you

- A simple look at how a computerised system handles these entries

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