Bookkeeping Introduction

ClearCut IT TRAINING

An intensive one-day Bookkeeping course aimed at giving those with no or little previous knowledge an understanding of double entry bookkeeping. Attendees will be able to produce accounts to trial balance, as well as produce a simple Profit & Loss and Balance Sheet.

Course Objectives

By the end of this course, delegates will be able to:

- Produce accounts to trial balance
- Create a simple Profit & Loss and Balance Sheet
- Understand computerised bookkeeping systems

Topics

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