

1 Book Keeping		
	1	Transactions and Ledgers
	2	Controls
	3	Principles and Procedures
	4	Preparation of Accounts
	5	Indirect Tax
R.R.	Р	£449.00
1	Trar	nsactions 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	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	Prin	ciples 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	Pre	paration 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
	_	

Understand the implications for the business of errors, omissions, late filing and payment

Report V.A.T related information within the organisation in accordance with regulatory and organisational requirements