

# **Book Keeping**

## **Get to grips with the fundamentals of your accounting system**

### **Who is it for**

Everyone who wishes to understand the principles of book keeping, within a business and organisational context.

### **What is it about**

The fundamentals of book keeping explained in a practical, jargon-free overview.

### **Course Overview**

- The dual effect- the balance sheet equation
- The balance sheet and profit loss account
- Profits and losses, assets and liabilities
- Double-entry book keeping- debits and credits
- The flow of information to trial balance to final accounts
- Books of prime entry
- Bank reconciliations
- Share capital and reserves
- Accruals and pre-payments
- Fixed assets and depreciation
- Bank and doubtful debts
- Suspense accounts
- Stock valuation
- Cash flow statements
- Control accounts

### **What do I get out of it?**

- The basics of double-entry book-keeping
- Skills to use book keeping for VAT
- Ability to read and understand basic financial statements
- Use of more complex and detailed accounting transactions
- Understanding of the implications of different organisational structures
- A complete understanding from trial balance to final accounts