

What is this course about?

This one day course has been designed specifically for small business. It will give you an understanding of book-keeping - which records you need to keep and why you need to keep them. It will give you an understanding of the controls you need to put into place in order to keep your business running smoothly.

Who is this course for?

This course is for you if you are new to book-keeping. It would also be useful for you if you have done some basic record keeping but are not familiar with the nominal ledger.

How can I prepare for this course?

You do not need to be used to a computer for this course. It may be useful to prepare any questions that you may have to bring with you, particularly those relating to your particular business.

What does the Course cover?

Double Entry

Understanding the basic concept of double entry

Nominal Ledger

How to analyse your business through the nominal ledger

Trial Balance

Learn how to create a trial balance

Profit & Loss

Learn how to generate a Profit & Loss Account

Bank Account

Find out how to check on your Bank account

VAT

Learn how to complete a VAT return from your double entry book-keeping and understand some of the principles involved.

Control Accounts

Understanding their function

Sales Ledger

How to run a sales ledger and how it links into the nominal ledger

Purchase Ledger

How to run a sales ledger and how it links into the nominal ledger

Computerised Accounts

An overview of computerised accounts

To reserve your place or call for advice
(01432 761884

sage**Solutions
Centre**