

Introduction to Bookkeeping

Duration: 1 Day

Venue: Cardiff

Book Today Control your Company Finances

Overview

This course will provide you with a comprehensive overview of double entry bookkeeping. It will guide you through profit and loss, sales & purchasing ledgers as well as balance sheets. This course will be accompanied by a video and real life case studies where appropriate. It will provide you with all the knowledge necessary to confidently control your organisation's bookkeeping.

Who should attend

The course is at an introductory level and is therefore suitable for those new or unfamiliar with bookkeeping processes. If you are planning to take on a bookkeeping role or are running your own business this course will be invaluable to you. Past delegates have included job seekers, financial assistants and small business owners.

What's Next

Credit Control

Managing Budgets

Content

- Introduction to Basic Double Entry Bookkeeping
- Video – Balance Sheet Barrier
- 12 days Transactions
- Classes of Expenditure - Case Study
- Sales Ledger
- Purchase Ledger
- Control Accounts
- Cash Book
- Bank Reconciliation - Case Study
- Trial Balance
- Profit and Loss
- Balance Sheet
- Financial Statements – Case Study

Book Now

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