






	<h2 style="color: #4F81BD;">Basic Book-keeping</h2>
<p>Gain a clear understanding of the basic principles of book keeping. Learn how to maintain a cash book, petty cash books and reconcile a bank statement.</p>	<p>Module 1: record the early transactions of a business Module 2: complete Cash Book Payments Module 3: complete Cash Book Receipts Module 4: complete the Petty Cash Book Module 5: balance the Cash Book and reconcile a Bank Statement</p> <p>Guideline Study Time: 14 hrs</p>
	<h2 style="color: #4F81BD;">Book Keeping- Level 2</h2>
<p>For those who wish to obtain a recognised Level 2 qualification in manual book-keeping</p>	<p>Module 1 – Including: Entering transactions into books of prime entry, posting balances to the general ledger and sales ledger, processing petty cash, complying with VAT legislation, keeping a VAT account to record input and output tax, processing an analysed cash book, completing a daily takings and cash for banking form, reconciling takings to till roll print-out readings, banking cash and cheque takings, preparing sales invoices to include trade and cash discount, completing an invoices received report form, preparing the journal entry to open double entry books, calculating capital contribution</p> <p>Module 2 – Including: Using the double entry book-keeping system, reconciling account balances to control accounts, bank reconciliation, sales and purchase ledger control accounts, accounting for bad debt, correcting errors, preparing a revised trial balance, preparing statements of account, reconciliation of statements of account, paying invoices falling due, using information from within the double entry system to prepare a VAT Return</p> <p>Guideline Study Time: 12hrs</p>
	<h2 style="color: #4F81BD;">Purchase Ledger</h2>
<p>Become proficient at maintaining a manual sales ledger.</p>	<p>Module 1: Introduction to credit purchases, purchase invoices, completing the Purchases Day Book</p> <p>Module 2: The purpose of keeping a Purchase Ledger, locating information to be recorded in the Purchase Ledger accounts, writing up Purchase Ledger accounts, cross-referencing entries in the Purchase Ledger with the Purchases Day Book and Cash Book</p> <p>Module 3: Reconciling the information contained in a supplier’s statement, preparing a list of balances from individual Purchase Ledger accounts, writing up a Purchase Ledger Control Account, detecting errors between the Purchase Ledger Control Account and the Individual Purchase Ledger Accounts, Stock records, the importance of accounting for all VAT</p> <p>Guideline Study Time: 8 hrs</p>

	<h2 style="text-align: center;">Sales Ledger</h2>	
<p>Become proficient at maintaining a manual sales budget.</p>	<p>Module 1: Introduction to credit purchases, sales invoices, completing the Sales Day Book. Module 2: The purpose of keeping a Sales Ledger, locating information to be recorded in the Sales Ledger accounts, writing up Sales Ledger accounts, recording bad debts in the Sales Ledger, cross referencing entries in the Sales Ledger accounts with the Sales Day Book and Cash Book. Module 3: Recording contra entries, preparing a list of balances from the individual Sales Ledger accounts, writing up a Sales Ledger Control Account, detecting errors between the Sales Ledger Control Account and the Individual Sales Ledger Accounts. Module 4: Maintaining a self-managed Credit Control System, using an Ageing Analysis, procedures when accounting for VAT to Customs & Excise.</p> <p>Guideline Study Time: 10-12hrs</p>	
	<h2 style="text-align: center;">Manual PAYE</h2>	
<p>Learn how to calculate wages and salaries using Inland Revenue tables, understand tax codes and complete Inland Revenue forms. Covers holiday pay, statutory sick pay and statutory maternity pay.</p>	<p>Module 1: Principles of the PAYE system, terminology used to calculate gross pay, different methods of payment made to an employee, using Inland Revenue tables to calculate total free pay and total taxable pay for a basic rate tax payer, the use of tax codes when calculating net pay, completing the PAYE entries on a deductions working sheet (Form P11) for weekly paid employees. Module 2: Completing the PAYE entries on P11s for monthly and weekly employees, amending the tax code details for an employee following receipt of a P6, using the information on a P45 or P46 for a new employee, completing a P45 for a leaver, using Inland Revenue tables for a higher tax payer. Module 3: Calculating holiday pay for weekly paid employees, correcting errors on a P11, completing National Insurance entries on a P11 for weekly and monthly paid employees, calculating additional employer's national insurance contributions on earnings in excess of the upper earnings limit, calculating statutory sickness pay, calculating statutory maternity pay. Module 4: Summarising the details on a Form P11, end of month procedures and how to make payments to the Collector of Taxes, end of year duties and how to use Forms P14/P60 and P35.</p> <p>Guideline Study Time: 10hrs</p>	
	<h2 style="text-align: center;">Final Accounts I</h2>	
<p>Learn the principles of double entry book keeping maintaining a nominal ledger and extracting a preliminary trial balance.</p>	<p>Module 1: Principles of double entry book-keeping Preparing Nominal Ledger accounts Preparing a list of balances Module 2: Use of the Profit and Loss account Stages in the accounting process Preparing a Postings Summary Module 3: Timing differences Preparing a bank reconciliation statement</p>	<p>Module 4: Understanding the payroll process Using a Payroll Summary Record to prepare a posting summary Making the postings to the Nominal Ledger Module 5: Purpose of the Nominal Ledger in business accounts. Writing up the Nominal Ledger accounts Module 6: Using the Nominal Ledger to prepare a preliminary Trial Balance</p> <p>Guideline Study Time: 16-18hrs</p>

	<h2 style="color: #4F81BD;">Final Accounts 2</h2>	
<p>Learn how to extend the trial balance in order to prepare the final accounts of a business (profit and loss accounts and balance sheet).</p>	<p>Module 1 Adjustments made to the Trial Balance Capital Expenditure and Revenue Expenditure Calculating depreciation and amortisation figures Calculating accruals and prepayments Bad debts Calculating the value of stock</p> <p>Module 2 Using the Journal Double entry to be used for the most common year-end adjustments Making Journal entries in order to record adjustments made in the ledger accounts</p>	<p>Module 3 Extending the Trial Balance to include Journal entries, accruals and prepayments Calculating the profit, or loss, of the business</p> <p>Module 4 Preparing the P&L account and Balance Sheet Calculating the gross profit percentage Calculating the mark up percentage</p> <p>Module 5 Closing off the ledger accounts Identifying which balances are transferred to the next accounting period and which are transferred to the Profit and Loss account</p> <p>Guideline Study Time: 12hrs</p>
	<h2 style="color: #4F81BD;">Sage Payroll</h2>	
<p>Sage Payroll Convert you manual skills to a computerised payroll using the most popular software programme.</p>	<p>Module 1 – Including: Restoring data files, changing the processing date, displaying employee information, setting up company and bank details, setting up pension scheme details, setting up payment and deduction types, using Web Links. backing up data files</p> <p>Module 2 – Including: Setting up a new employee record using a wizard, setting up a record for a new employee repaying a student loan, amending an employee record, adding a photo to an employee record, entering a new car record, maintaining car records, setting up pension Information</p> <p>Module 3 – Including: Updating payroll data which has already been entered, changing the process date, entering payments, including holiday payments and deductions</p> <p>Module 4 – Including: Printing out analysis reports, printing out payslips, processing Week 4 payments, processing the Month 1 Payroll, adding annual bonus payments, printing out reports and BACS information, printing out monthly information for payment to the Inland Revenue</p> <p>Module 5 – Including: Entering car mileage claims, assigning new employees to a company holiday scheme, applying global changes, commonly used abbreviations in relation to Statutory Sick Pay, commonly used abbreviations in relation to Statutory Maternity Pay, setting up SSP details, setting up SMP details, setting up Tax Credit details, running Week 5 Payroll</p> <p>Module 6 – Including: Printing summaries and update Week 5 payroll, entering a new starter with a P46, processing a leaver, entering SMP information, entering details of an Attachment of Earnings, running the payroll for Weeks 6, 7 and 8</p> <p>Module 7 – Including: Adding a new employee with previous employment details, processing Payroll for Month 2, checking PAYE, Tax and NI figures</p> <p>Guideline Study Time: 16hrs</p>	



Sage Line 50 V12

Sage Line 50

Convert your manual book keeping skills to computerised accounts using the most popular software.

- Module 1** : overview of the Sage program, VAT accounting setup methods, customers and suppliers opening balances, entering a new customer and supplier, data protection and security, backing up accounts data
- Module 2**: restoring data, entering opening balances in the nominal ledger, preparing and printing a trial balance
- Module 3**: changing the program date, checking data, making stock adjustments in, entering supplier invoices for products and services, posting error corrections, amending existing customer and supplier records
- Module 4** : creating customer invoices, previewing and printing customer invoices, checking the activity on a selected customer account, updating ledgers, generating customer letters, entering details of a new product
- Module 5** : entering customer and bank receipts, part payment, producing statements for customers, the customer and supplier dashboards
- Module 6** : processing payments made against supplier invoices, processing other payments, entering petty cash payments and restoring the petty cash float, doing a bank transfer, using a journal to correct errors, using a journal to update the accounts with payroll details, know about the structure of nominal accounts, add a new nominal account
- Module 7** : reconciling the November bank statement, printing and viewing bank reports and day books, using criteria to view specific reports, printing out the audit trail, correcting basic entry errors, reconciling the debtors and creditors control accounts
- Module 8**: deleting obsolete customer and supplier records, setting up a customer to receive settlement discount, using memorise and recall in the batch supplier invoice window, creating sales credit notes, processing purchase credit notes, adjusting stock records
- Module 9** : posting a payment on account, allocating a payment on account, processing a receipt with a settlement discount, using memorise and recall in the bank window, setting up a recurring entry, deleting a recurring entry
- Module 10** : entering several journals, reconciling the December bank statement, checking and reconciling the VAT return, the VAT transfer wizard, printing out a trial balance, producing profit & loss and balance sheet for management accounts

Guideline Study Time: 24hrs