

Course Outline

Final Accounts I

- Designed for:** Those who wish to perform double-entry book-keeping in order to maintain a Nominal Ledger and extract a preliminary trial balance.
- Prerequisites:** Students must have basic book-keeping skills. Ideally they should have completed the Basic Book-keeping, Purchase Ledger and Sales Ledger courses.
- Objectives:** To learn the principles of double-entry book-keeping in order to maintain a Nominal Ledger and extract a preliminary trial balance.

Course Content

- **Lesson One:**
Principles of double entry book-keeping
Preparing Nominal Ledger accounts
Preparing a list of balances
- **Lesson Two:**
Use of the Profit and Loss account
Stages in the accounting process
Preparing a Postings Summary
- **Lesson Three:**
Timing differences
Preparing a bank reconciliation statement
- **Lesson Four:**
Understanding the payroll process
Using a Payroll Summary Record to prepare a posting summary
Making the postings to the Nominal Ledger
- **Lesson Five:**
Purpose of the Nominal Ledger in business accounts
Writing up the Nominal Ledger accounts
- **Lesson Six:**
Using the Nominal Ledger to prepare a preliminary Trial Balance

Benefits

- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 16-18 hours

What next: Final Accounts II
Sage Line 50