

## Final Accounts II

- Designed for:** Those who wish to perform the final accounts of a business.
- Prerequisites:** Students must have basic book-keeping skills. Ideally they should have completed the Basic Book-keeping, Purchase Ledger and Sales Ledger courses, and must have completed Final Accounts I.
- Objectives:** To learn how to extend the Trial Balance in order to prepare the Final Accounts of a business (Profit and Loss account and Balance Sheet).

### Course Content

- Lesson One
  - 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
- Lesson Two
  - 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
- Lesson Three
  - Extending the Trial Balance to include Journal entries, accruals and prepayments
  - Calculating the profit, or loss, of the business
- Lesson Four
  - Preparing the P&L account and Balance Sheet
  - Calculating the gross profit percentage
  - Calculating the mark up percentage
- Lesson Five
  - 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

### 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 Price:** £195 (plus VAT)

**Course duration:** 12 hours

**What next:** Sage Payroll  
Sage Line 50  
Excel 2000 Proficient