

BOOKKEEPING: THE NEXT STAGE

WHO SHOULD ATTEND

The course is relevant for anyone who is new to accounting and wishes to understand bookkeeping and accounts preparation. It is ideally combined with Principles of Bookkeeping, but is also an excellent stand alone course for those with an existing basic knowledge.

OBJECTIVES

By the end of the course participants will be able to make common year-end adjustments. They will be familiar with the production of journals to effect adjustments and with roll-forward procedures.

CONTENT

Participants will be introduced to:

- Accruals
- Prepayments
- Bad debts
- Depreciation and fixed asset disposals
- Stock

Lecture sessions will be illustrated with examples and short exercise questions.

CPD HOURS - 6
