

This two day course delivered to you by an accredited Tutor in the comfort of your own home covers the advanced principles of Double-Entry Bookkeeping and how they are used in business.

You will be taught the following subjects so that you may become competent at the secondary level of knowledge and application in the following areas:

We will review and recap the Level 1 course materials you have previously studied with us and we will then add to this knowledge the Level 2 syllabus as follows:

## VAT

- ✓ Understanding the process and rules sets of VAT
- ✓ Preparing a VAT return
- ✓ Understanding the calculation and importance of the balancing figure on VAT returns

## Cash Books

- ✓ Setting up and running a 3 column cash book including VAT

## Reconciliation of Ledger Accounts

- ✓ Reconcile sales and purchase ledger accounts
- ✓ Find discrepancies in the reconciliation and understand root cause

## Suspense Account

- ✓ Setting up a suspense account and correcting errors

## Bank Reconciliation

- ✓ Carry out detailed reconciliation and problem solve errors
- ✓ Study of Money Laundering Regulations

## Trading and Profit and Loss Account

Detailed study to Adjust the trading, profit and loss account for:

- ✓ Prepayments and Accruals
- ✓ Bad debts
- ✓ Depreciation (straight line and reducing balance methods)

## Balance sheet

- ✓ Detailed understanding and compilation

## Year End Ledger Entries

- ✓ Close off the 'Year end' ledger accounts
- ✓ Adjusting for prepayments and accruals
- ✓ Adjusting for depreciation

## Non-Profit Making Organisation

- ✓ Prepare the accounts
- ✓ Prepare the balance sheet

Please note:

The Level 2 course should only be taken if you have successfully passed the 'Level One' foundation course.