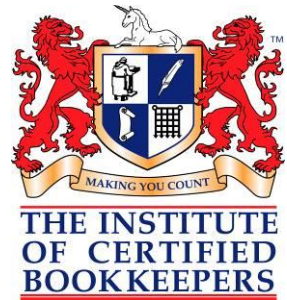


Level I Certificate in Basic Bookkeeping



Study Method: Supported Self Study

Support: telephone/email

Business Documents

- 1) Design and produce purchase orders, sales invoices, credit notes and statements of account which include VAT and trade discount
- 2) Understand the basic law relating to contract, the sale of goods and the retention of documents
- 3) Understand the nature of different accounting procedures including a simple system for coding business data
- 4) Understand the need to have an authorisation system for ordering goods
- 5) Understand the need for a systematic filing system for business documents as part of the general administration of a business
- 6) Understand the importance of using recognisable documents in a standard house style
- 7) Understand the various methods of ordering eg fax, internet etc

Books of Original Entry

- 1) Explain why they are needed and from what source of information they are compiled
- 2) Explain the principles of the double-entry system and the functions of the books in this regard
- 3) Draw up the books and enter transactions in them
- 4) Post from them to the ledger accounts
- 5) Make opening journal entries from items provided
- 6) Make journal entries for the purchase of fixed assets
- 7) Make journal entries for the correction of errors
- 8) Correctly set up and make entries in a two column cash book
- 9) Understand the importance of credit control within a business

Credit Control

Explain the importance of credit control ensuring that:

- 1) Payments are made on time
- 2) Overdue debts are reviewed

Trial Balances

- 1) Explain why they are needed
- 2) Explain the types of error that they will/will not disclose
- 3) Explain the action to be taken in the case of non-agreement
- 4) Correct any errors made in the posting of any transaction not involving the suspense account.
- 5) Prepare such trial balances

Ledger Accounts

- 1) Explain their purpose
- 2) Explain the difference between capital and revenue items, and between real, nominal and personal accounts
- 3) Explain the significance of debit and credit entries in each of them
- 4) Make opening entries in them
- 5) Record the double-entry of transactions for capital and revenue items
- 6) Calculate and record their balances
- 7) Write off bad debts
- 8) Make correct entries for payroll transactions

Security of data

- 1) Understand the basic principles of the Data Protection Act
- 2) Understand the functions and services of banks
- 3) Describe the treatment of cheques, direct debits, standing orders, credit transfers, giro credits, CHAPS, BACs, credit and debit cards
- 4) Use cheque books and paying in slips correctly



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