

MSC Computer Training

Training Course Specification

Course:Book-Keeping

Duration: One day

Aims and Objectives of the workshop To provide an understanding the importance of keeping financial records for a business

Who Should Attend: People who are starting up in business and who need to ensure that they keep accurate and appropriate records

Experience needed: This course assumes no previous experience of book-keeping methods and procedures

Course Content¹

- Why do we keep books?
- What kind of information should be recorded
- How to record it – is it a sale or a grant or a loan?
- Dealing with VAT?
- Choosing a method of storing financial information
 - manual, computerised? How to choose
- What about loans (made to the company)
- Recording invoices out – analysis of sales
- Recording invoices in – analysis of expenditure
- Fixed Assets – what are they and how do I record them
- What is a cash book?
- Bank reconciliation – why and how
- Checking on the profit and loss of the business
- Customer records - Data Protection Act and how it affects my business
- What is double entry book-keeping
- Why use an accountant
- What do I do at the end of the year (tax)
- How long should records be kept

¹ You can choose from the list to create your own course