



SIMPLE BOOKKEEPING

Introduction

Defining what are financial records within a business. The course is based on traditional principles, which give a fuller understanding of all accounting systems but can be used stand-alone.

Delivery

It can be delivered as a series of short sessions or as a one-day course. Follow-up support and a printed guide with worked examples is included.

Support to set up electronic systems based on the knowledge acquired is also available.

Business process cycles

Examining what are the key documents you would expect to see flowing through primary processes of any business:

- Purchases & Sales Systems
- Financial Accounting & Reporting Systems
- Management Planning & Control Systems

Recording information

Setting up and operating a basic manual bookkeeping system to record standard transactions.

Interpreting Documents

Identifying the information needs of different stakeholders and which documents meet their needs.

Legal requirements

Introduction to the regulatory requirements for record keeping.

General Discussion and Questions

Material and workbooks

The course is interactive and contains practical exercises and case studies. Delegates will receive copies of all slides in electronic format as well as a hard copy workbook.

Pricing

Individual prices for this course are £125 including all materials and support, further discounts can be arranged for block bookings at a single venue.

Booking

For details of dates for individual bookings or availability and costings for group bookings.

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