

PAYROLL

Duration: 5 Working Days / 2 Weekends

We transform accountancy theory into practical skills to help accountancy students and trainees to develop practical accounting skills and enhance their chances of getting a job.

WHO SHOULD ATTEND

- Accountancy Student - Part or Full Qualified
- Trainee Accountant
- Fresh graduates/Jobseekers
- Switching Sector
- Want to Startup business in Accountancy
- Want to manage your own accounts
- Firm hiring fresh trainees

This course is not theoretical so students must have prior accounting knowledge. Students will be trained to prepare company and sole trader accounts from source documents, i.e. Preparation of trial balance, Profit & loss account and balance sheet.

Course Contents

- Sage Line 50 (Industry) & Sage Accounts Production (Practice)
- Setting up accounting system for a company/sole trader
- Preparation of opening trial balance
- Posting of purchase and sales invoices, credit notes
- Debtors and Creditors reconciliations
- Bank reconciliations
- Maintenance of petty cash
- Posting of accruals and prepayments
- Preparation of Abridged accounts for filing with Companies Registration Office (CRO)



Log on to www.accountsadvice.com



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or email us: info@accountsadvice.com
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