

What it covers

This level 2 training provides learners with an understanding the advanced double-entry bookkeeping including the accounting principles underlying final accounts preparation and the record period end adjustments.

Syllabus

Level 2 - Bookkeeping & Accounting

Part 1:

1. Bank reconciliation statement
2. Accrual & prepayment
3. Allowance for doubtful debts
4. Depreciation & disposal of fixed asset

Part 2 :

1. Limited company
2. Control Accounts
3. Errors and suspense
4. Accounting for payroll