

Introduction to Bookkeeping

Course map

This document outlines the course structure

Introduction and course orientation

This document outlines the course structure
Duration: 5 sessions

Lesson 1: Welcome

Unit 1: Welcome to ACCA-X
Unit 2: Studying with ACCA-X online

Lesson 2: Getting your Diploma

Unit 1: Qualifications available
Unit 2: ACCA Qualification

Lesson 3: How to study this course

Unit 1: Getting started
Unit 2: Course structure
Unit 3: Using discussion forums
Unit 4: Staying safe online
Unit 5: Problems?

Section 1

Introduction to bookkeeping and sales on credit

Welcome

Lesson 1: Introduction to business and recording transactions

- Unit 1: The bigger picture
- Unit 2: Introduction to sales and purchases
- Unit 3: Introduction to financial documents
- Unit 4: Assets
- Unit 5: Liabilities and capital
- Unit 6: Income and expenditure
- Unit 7: Document retention, computerised systems and risks to data

Summary

Apply your learning

Lesson 2: Introduction to sales on credit

- Unit 1: Introduction to invoicing and sales tax
- Unit 2: How to calculate sales tax
- Unit 3: Sales invoices and trade discounts
- Unit 4: How to prepare a sales invoice with settlement discount
- Unit 5: How to prepare a credit note
- Unit 6: Customer account statements
- Unit 7: Coding

Summary

Apply your learning

Lesson 3: Books of prime entry – sales day book and sales returns day book

- Unit 1: Introduction to books of prime entry and the sales day book
- Unit 2: Entering sales invoices with settlement discounts in the sales day book
- Unit 3: Sales returns day book

Summary

Apply your learning

Section summary

Additional material

Section 1 optional exam questions

Section 1 graded exam questions

Section 1 further optional exam questions

Section 2

Books of prime entry and making and receiving payments

Welcome

Lesson 1: Books of prime entry – Purchase day books and purchase returns day books

- Unit 1: Introduction to purchase invoices
- Unit 2: Coding purchase invoices and credit notes received
- Unit 3: Purchase day book
- Unit 4: Purchase returns day book and credit notes

Summary

Apply your learning

Lesson 2: Banking – Receiving and making payments

- Unit 2: Payment methods – Cash
- Unit 3: Payment methods – Cheques
- Unit 4: Payment methods – EFTPOS
- Unit 5: Direct debit, standing order and BACS
- Unit 6: Checking payments received from customers
- Unit 7: Supplier reconciliation statements
- Unit 8: Prepare a remittance advice

Summary

Apply your learning

Lesson 3: Cash book

- Unit 1: Cash books
- Unit 2: Three column cash book
- Unit 3: Analysed column cash book

Summary

Apply your learning

Section summary

Additional material

Section 2 optional exam questions

Section 2 graded exam questions

Section 2 further optional exam questions

Section 3

The cash book and introduction to double entry

Welcome

Lesson 1: Introduction to double entry

- Unit 1: Introduction to double-entry bookkeeping
- Unit 2: Double entry and T-accounts
- Unit 3: Introduction to the general ledger
- Unit 4: Double-entry practice
- Unit 5: Transferring from a three column cash book
- Unit 6: Transferring from an analysed column cash book – Receipts
- Unit 7: Transferring from an analysed column cash book – Payments side

Summary

Apply your learning

Lesson 2: Accounting for receivables

- Unit 1: Memorandum ledgers
- Unit 2: Accounting for receivables
- Unit 3: Accounting for sales returns
- Unit 4: Accounting for receiving payments
- Unit 5: Accounting for receiving payments with settlement discounts
- Unit 6: Irrecoverable debts

Summary

Apply your learning

Lesson 3: Accounting for payables

- Unit 1: Accounting for payables – Purchases
- Unit 2: Accounting for purchase returns
- Unit 3: Accounting for making payments
- Unit 4: Accounting for making payments and recording settlement discounts
- Unit 5: Balancing and closing off ledger accounts

Summary

Apply your learning

Section summary

Additional material

Section 3 optional exam questions

Section 3 graded exam questions

Section 3 further optional exam questions

Section 4

Petty cash, the journal and payroll

Welcome

Lesson 1: Introduction to petty cash

- Unit 1: What is petty cash?
- Unit 2: Petty cash procedures (1)
- Unit 3: Petty cash procedures (2)
- Unit 4: Petty cash vouchers and sales tax

Summary

Apply your learning

Lesson 2: Accounting for petty cash

- Unit 1: Petty cash book
- Unit 2: Recording petty cash vouchers in the petty cash book
- Unit 3: Closing off the petty cash book
- Unit 4: Reconciliation between petty cash book and cash in hand
- Unit 5: Reimbursing petty cash in imprest and non-imprest systems
- Unit 6: Recording the petty cash book in the ledger accounts

Summary

Apply your learning

Lesson 3: Journals

- Unit 1: The accounting process and journals
- Unit 2: When are journals used?
- Unit 3: The journal

Summary

Apply your learning

Lesson 4: Payroll

- Unit 1: What is payroll?
- Unit 2: Payment methods in a payroll system
- Unit 3: Types of gross pay
- Unit 4: Calculation of gross pay
- Unit 5: Deductions from gross pay and the payslip
- Unit 6: Payroll journals and payroll accounting entries
- Unit 7: Payroll accounts in the general ledger

Summary

Apply your learning

Section summary

Additional material

Section 4 optional exam questions

Section 4 graded exam questions

Section 4 further optional exam questions

Section 5

Control accounts, the trial balance and the correction of errors

Welcome

Lesson 1: Control accounts

- Unit 1: Purpose and use of control accounts
- Unit 2: Receivables control account
- Unit 3: Reconciling receivables control account with receivables ledger balances – Introduction
- Unit 4: Reconciling the receivables control account with the receivables ledger balances – Practice
- Unit 5: Payables control account
- Unit 6: Reconciling payables control account with payables ledger balances – Introduction
- Unit 7: Reconciling the payables control account with the payables ledger balances – Practice
- Unit 8: Bank reconciliation introduction
- Unit 9: Completing a bank reconciliation

Summary

Apply your learning

Lesson 2: Trial balances

- Unit 1: What is a trial balance?
- Unit 2: Preparing the initial trial balance
- Unit 3: What happens if the trial balance does not balance?
- Unit 4: Preparing a trial balance

Summary

Apply your learning

Lesson 3: Correction of errors not disclosed by a trial balance

- Unit 1: Errors which are not disclosed by the trial balance
- Unit 2: Preparing journals for errors not disclosed by the trial balance
- Unit 3: Transferring the journals to the ledger accounts and redrafting the trial balance

Summary

Apply your learning

Lesson 4: Correction of errors disclosed by a trial balance

- Unit 1: Errors disclosed by a trial balance – The suspense account
- Unit 2: Clearing the suspense account
- Unit 3: Correcting errors – Practice scenario
- Unit 4: A final word

Summary

Apply your learning

Section summary

Additional material

Section 5 optional exam questions

Section 5 graded exam questions

Section 5 further optional exam questions

Revision section

Lesson 1: Summing up

Unit 1: Summing up

Unit 2: Revision strategy

Lesson 2: FA1 optional practice test

Lesson 3: Revision tests

Revision test 1: Bookkeeping and sales on credit

Revision test 2: Books of prime entry and making and receiving payments

Revision test 3: The cash book and double entry

Revision test 4: Petty cash, the journal and payroll

Revision test 5: Control accounts, the trial balance and the correction of errors

Revision test 6: Mixed questions

Lesson 4: FA1 graded practice test

Lesson 5: What next?

Unit 1: The exam

Unit 2: What comes next?

Unit 3: End of course survey