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An essential teaching text for the AAT AQ2016 Foundation Certificate in Accounting (Level 2) Unit 'Bookkeeping Transactions'. Presented in a clear and accessible style, the text is written closely to the AAT syllabus and contains Case Studies, Key Terms, Activities and answers. More items to explore Page 1 of 1 Start over Page 1 of 1

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Bookkeeping, as the word suggests, is about 'keeping books' and is the first step in the accounting process. The bookkeeper* is the person who is responsible for keeping an accurate and complete record of the financial transactions of a business.

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This qualification delivers the skills and essential knowledge to manage books effectively. It includes manual double entry bookkeeping, and associated documents and processes, up to Trial Balance standard. Most students will start at Foundation level. This qualification can be used as a fast track route to the AAT Advanced Diploma in Accounting.

AAT Bookkeeping Qualifications | AAT

1. The accounting system 2. Financial documents for sales 3. Double-entry and the accounting equation 4. Accounting for sales, returns, and discounts 5. Process payments from customers 6. Process payments from suppliers 7. Accounting for purchases, returns, and discounts 8. Prepare payments to suppliers 9. Cash book 10. Petty cash book 11. The initial trial balance

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This introductory bookkeeping course is geared to business owners, managers, and individuals who have not had any formal bookkeeping training or on the job experience and need or want to learn the basics of bookkeeping and accounting. Oh by the way, you can teach an "ole" dog new tricks. In other words, this accounting and bookkeeping lecture series is for beginners (newbies) or those needing a quick refresher and is only an introduction into the world of bookkeeping and accounting.

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Double Entry Bookkeeping for AAT Level 2 and AAT Level 3 ...

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