



Accounting & Bookkeeping





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Become an utterly skilful accounting & bookkeeping professional! This exceptionally comprehensive Accounting & Bookkeeping bundle is everything you need to learn all the ins and outs of professional accounting & bookkeeping.

The Accounting & Bookkeeping bundle has the most lucrative and instructive accounting, finance, and bookkeeping modules, developed by experts in accounting & bookkeeping. You'll learn how to deal with business accounting issues and how to utilize the Xero program to complete a number of routine activities. This Accounting & Bookkeeping Bundle consists of 11 exclusive courses to master you in accounting & bookkeeping.

SkillUp provides the best courses available in the e-learning industry. This Accounting & Bookkeeping bundle courses offer you multiple modules that have got every bit of essential information regarding Accounting & Bookkeeping. It serves you quality in decent packages. In a better way, you will learn the advanced principles of accounting & bookkeeping.

Hurry to seize the opportunity to get yourself skilled in accounting and get your desired career growing in no time!

CPD accredited Accounting & Bookkeeping bundle is the most comprehensive bundle on accounting & bookkeeping and is now available online, offered by Skill up to upskill you with core to advanced Accounting & Bookkeeping ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the promising industry of accounting & bookkeeping.

Sign up for the all-inclusive Accounting & Bookkeeping bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

Learning Outcomes of this Accounting & Bookkeeping Bundle:

- Learn the fundamentals of Accounting & Bookkeeping
- Get a deep understanding of the SAP S4HANA Controlling in Accounting
- Learn how to make your accounting tasks easy with QuickBooks Online

- Become fully proficient in Sage 50 for faster, more efficient accounting
- Learn how to prepare the accounts report and correct accounting errors
- Master the techniques of the budget process, budgeting tips and tricks in accounting & bookkeeping
- Learn Xero accounting & bookkeeping
- Familiarise yourself with report journals and grab the latest perspectives and insights on a variety of accounting & bookkeeping topics.

Accounting & Bookkeeping Bundle Specialities

- 49 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 13 completion certificates upon completing the Accounting & Bookkeeping bundle.
- Internationally recognised Accredited Qualification of Accounting & Bookkeeping would boost up your resume.
- You will learn the researched and proven approach of accounting & bookkeeping adopted by renowned experts.

Assessment:

After completing all the modules of the Accounting & Bookkeeping Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the Accounting & Bookkeeping bundle courses completion Final Exam with absolutely no extra cost.

Certificate

This premium Accounting & Bookkeeping bundle comes with FREE PDF & Hardcopy Certificates, PDF Transcripts & Student ID Card, and it makes this bundle the perfect value for money.

Being loaded with up-to-date knowledge and techniques, this self-paced Accounting & Bookkeeping bundle by Skill Up is truly ideal for all aspiring professionals. Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Accounting & Bookkeeping bundle now!



Courses Included in This Accounting & Bookkeeping Bundle:

This Accounting & Bookkeeping Bundle Consists of the Following Courses :


- Course 1: Xero Accounting Diploma
- Course 2: SAP S4HANA Controlling Course - Cost Center Accounting
- Course 3: Accounting and Finance Certification Course
- Course 4: Online Bookkeeping and Quickbooks Course
- Course 5: Tax Accounting
- Course 6: Sage 50 Training
- Course 7: Trading & Financing – Candlestick Pattern
- Course 8: Xero Advance Bookkeeping 2021
- Course 9: Sage 50 Payroll
- Course 10: Corporate Finance
- Course 11: Accounting Skills for New Supervisors
- Course 12: Diploma in Forex Trading
- Course 13: Managing Budgets

Curriculum Breakdown of the Premium Courses:

➤ Xero Accounting Diploma

Getting Prepared - Access the software and course materials

- Introduction To The Course And Your Tutor
- Activating Your Free Trial With Xero

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- Course Paper

Getting started

- Signing Up For The Free Trial
- Instruction of Updated Xero Accounting Software
- Create The Organisation
- The Fictitious Scenario

Setting up the system

- Add Bank Accounts To The System
- Enter Opening Balances
- Opening Trial Balance

Nominal ledger

- Amend The Nominal Ledger
- Chart Of Accounts Report

Customers & Suppliers

- Enter customers
- Entering suppliers
- Reporting Customer And Supplier Information

Sales ledger

- Enter Invoices
- Invoicing tips – adding logo, repeat billing
- Entering Invoices 6574 to 6610
- Post Credit Notes
- Report Showing Customer Activity

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- Aged Debtors

Suppliers

- Post supplier invoices
- Enter suppliers invoices 6028 onwards
- Enter More Supplier Invoices No 4308 Onwards
- Credit Notes Suppliers
- Supplier Activity Report
- Aged Creditors Info

Purchases ledger

- Receipts from Customers
- Apply Customer Credit Notes

Sundry payments


- Post Supplier Cheques
- Apply Supplier Credit Notes
- Print List Of Bank Receipts And Payments

Sundry payments

- Post Sundry Payments
- Make a credit card payment

Petty Cash

- Add Petty Cash Transactions – Week 1

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- Add Petty Cash Transactions – Week 2
 - Add Petty Cash Transactions – Week 3
 - Add Petty Cash Transactions – Week 4
 - Imprest System on Petty Cash
 - Print a Copy of Petty Cash Receipts and Payments

Bad Debt

- Writing Off A Bad Debt – Print Customer Statement
- Write Off A Bad Debt

Credit Card

- Bank Reconciliation
- Bank Statement As A CSV File
- Bank Statement Closing Balances
- Reconcile The Petty Cash

Payroll / Wages

- Wages And Salaries
- Post the Wages Journal
- Report Wages Journal
- Payday
- Pay The Two Staff

VAT - Value Added Tax

- Depreciation
- VAT Return



Reports

- Month End Reports PnL, BS, TB

Payroll unit

- Using Payroll
- Setting Up Employees
- Running Payroll – An Example

Conclude

- Recap And Next Steps
- What happens next

➤ [SAP S4HANA Controlling Course - Cost Center Accounting**](#)

Introduction to the Course

- Introduction to the course

Accounting - Introduction to SAP Controlling

- Introduction to the Chapter
- What is SAP Controlling Module All About
- What is Cost Center Accounting
- Recap of what we've learnt

Accounting - Deep-dive to Cost Center Accounting

- Basic Configurations in SAP Controlling
- Real-time Business Scenario and Master Data Creation in SAP CO

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- Introduction to Document Splitting
 - Postings to Cost Center Accounting
 - Plan vs Actual reports in SAP Cost Center Accounting
 - Manual Transfer of Costs KB11N
 - Plan vs Actual postings in Cost Center Accounting
 - Manual Transfer of Costs kb61
 - SAP Allocation Using Distribution Cycles
 - SAP Allocation Using Assessment Cycles with Statistical Key Figures (SKFs)
 - Statistical / Cryptic Document Numbers in SAP S4HANA Controlling

Bonus Lectures

- Real vs Statistical Postings in SAP S4HANA Controlling
- SAP ASAP vs Activate Methodologies

➤ Accounting and Finance Certification Course

Module : 01

- Sage 50 - Accounting for Beginners Promo FREE
- Sage 50 - Introduction
- Sage 50 - First Transactions
- Sage 50 - T Accounts introduction
- Sage 50 - T-Accounts conclusion
- Sage 50 - Trial Balance
- Sage 50 - Income Statement

Module : 02

- Sage 50 - Balance Sheet
- Sage 50 - Balance Sheet Variations
- Sage 50 - Accounts in practise
- Sage 50 - Balance Sheets what are they
- Sage 50 - Balance Sheet Level 2
- Sage 50 - Income Statement Introduction
- Sage 50 - Are they Expenses, or Assets

- Sage 50 - Accounting Jargon

Module : 03

- Sage 50 - Accruals Accounting is Fundamental
- Sage 50 - Trial Balance 3 days ago More
- Sage 50 - Fixed Assets and how it is shown in the Income Statement
- Sage 50 - Stock movements and how this affects the financials
- Sage 50 - Accounts Receivable
- Sage 50 - How to calculate the Return on Capital Employed
- Sage 50 - Transfer Pricing – International Rules

Handout – Accounting and Finance Certification Course

➤ Online Bookkeeping and Quickbooks Course

Getting prepared - access the software and course materials

- The structure of the course – first things first! FREE
- Set up a free trial

Getting started

- Starting A New Company File

Accounting - Setting up the system


- set up nominal accounts
- Enter opening balances
- Reverse opening balances – accruals and prepayments
- Report journal

Accounting - Nominal ledger

- Amend the nominal ledger
- Report listing the nominal ledgers

Accounting - Customers

- Enter customers
- Report on the customer contact information



Accounting - Suppliers

- enter suppliers
- supplier contact list

Accounting - Sales ledger

- Enter invoices
- Invoice entering Quickbooks Online Bookkeeping Diploma
- Invoice batch
- Post Sales Credit Notes
- Report showing Customer Activity
- Aged Debtors

Accounting - Purchases ledger

- Post Supplier Invoices
- Entering a batch of supplier bills
- Credit Notes Suppliers
- Reclassify supplier bills – flashbulbs purchased
- Supplier Account Activity Report

Accounting - Sundry payments

- Post Cheques
- A report showing supplier payments

Accounting - Sundry receipts

- Receipts from customers
- A report showing customer receipts

Accounting - Petty cash

- Post-Petty Cash Transactions and Report
- Post cash payments to ledgers
- Enter petty cash items
- Report on Petty Cash Payments Proper
- Post Sundry Payments
- Report Bank Payments

VAT - Value Added Tax

- VAT Return

Accounting - Bank reconciliation

- Reconcile The Bank
- Provide A Report Showing Any Unreconciled Transaction

Accounting - Payroll / Wages

- Post the Wages Journal
- Posting Journal adjustments

Accounting - Reports

- Month-end adjustments
- Month-end reports

Accounting - Tasks

- Task- Creating the accounts
- Task – Customer report

Additional Resources

- Course Paper
- Further Reading – QuickBooks Online 2014 The Handbook
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➤ Tax Accounting

- **Module 01:** Tax System and Administration in the UK
- **Module 02:** Tax on Individuals
- **Module 03:** National Insurance
- **Module 04:** How to Submit a Self-Assessment Tax Return
- **Module 05:** Fundamental of Income Tax
- **Module 06:** Advanced Income Tax
- **Module 07:** Payee, Payroll and Wages
- **Module 08:** Value Added Tax
- **Module 09:** Corporation Tax
- **Module 10:** Capital Gain Tax
- **Module 11:** Inheritance Tax
- **Module 12:** Import and Export

- **Module 13:** Double Entry Accounting
- **Module 14:** Management Accounting and Financial Analysis
- **Module 15:** Career as a Tax Accountant in the UK

➤ Sage 50 Training

- Sage 50 Bookkeeper – Coursebook
- Introduction and TASK 1
- Sage 50 - TASK 2 Setting up the System
- Sage 50 - TASK 3 a Setting up Customers and Suppliers
- Sage 50 - TASK 3 b Creating Projects
- Sage 50 - TASK 3 c Supplier Invoice and Credit Note
- Sage 50 - TASK 3 d Customer Invoice and Credit Note
- Sage 50 - TASK 4 Fixed Assets
- Sage 50 - TASK 5 a and b Bank Payment and Transfer
- Sage 50 - TASK 5 c and d Supplier and Customer Payments and DD STO
- Sage 50 - TASK 6 Petty Cash
- Sage 50 - TASK 7 a Bank Reconciliation Current Account
- Sage 50 - TASK 7 b Bank Reconciliation Petty Cash
- Sage 50 - TASK 7 c Reconciliation of Credit Card Account
- Sage 50 - TASK 8 Aged Reports
- Sage 50 - TASK 9 a Payroll
- Sage 50 - TASK 9 b Payroll Journal
- Sage 50 - TASK 10 Value Added Tax – Vat Return
- Sage 50 - Task 11 Entering opening balances on Sage 50
- Sage 50 - TASK 12 a Year end journals – Depre journal
- Sage 50 - TASK 12 b Prepayment and Deferred Income Journals
- Sage 50 - TASK 13 a Budget
- Sage 50 - TASK 13 b Intro to Cash flow and Sage Report Design
- Sage 50 - TASK 13 c Preparation of Accountants Report & correcting Errors (1)

➤ Trading & Financing – Candlestick Pattern

- Candlestick Charts
- Anatomy of Candlesticks
- Supply and Demand
- Support and Resistance
- Standard Doji Candlesticks
- Dragonfly Doji
- Gravestone Doji
- Reversal Candlestick Patterns- Engulfing Candles
- Morning and Evening Star Patterns
- Hammer and Hanging Man Candles
- Continuation Candlestick Pattern: Mat Hold
- Continuation Candlestick Pattern: 3 Method Pattern
- Candlestick Gaps
- Gap Close Reversal Strategy
- Trading Platform
- Trading Practise


➤ Xero Advance Bookkeeping 2021

Module 1: Getting Started

- Setting up Xero
- How to activate Bank Feed on Xero – Task 5 a
- Intro to your tutor and Xero course

Module 2: Setting up of the System

- Virtual Tour of Xero
- Add Busi bank and cash accounts
- Chart of Accounts and conversion balances



Module 3: Customers and Suppliers

- Customer and Supplier
- Create a Project
- Supplier Invoices, Credit Notes, Purchas orders
- Customer Invoices, Credit Notes, Quotes

Module 4: Fixed Assets

- Fixed Assets
- Inventory

Module 5: Bank Payments and Receipts

- Bank Feed
- Bank Payment and Receipts
- Internal Bank Transfer
- Repeating Bill
- Cash Coding

Module 6: Petty Cash

Module 7: Bank Reconciliation

Module 8: Business Credit Card Account

Module 9: Aged Reports

Module 10: Payroll and Journals


Module 11: Vat Return

Module 12: CIS Return

Module 13: Accrual and Prepayment

Module 14: Accrued Income and Deferred Income

Module 15: Depreciation Journal



Module 16: Management Reports

Module 17: Preparation of Budget

Module 18: Preparing Cash Flow

Module 19: Payment Services on Xero

Module 20: Bank Rules

Module 21: Multicurrency on Xero

Module 22: App Marketplace

Module 23: Introduction of Resources available during Covid-19

➤ Sage 50 Payroll

- Module 1: Payroll Basics
- Module 2: Company Settings
- Module 3: Legislation Settings
- Module 4: Pension Scheme Basics
- Module 5: Pay Elements
- Module 6: The Processing Date
- Module 7: Adding Existing Employees
- Module 8: Adding New Employees
- Module 9: Payroll Processing Basics
- Module 10: Entering Payments
- Module 11: Pre-Update Reports
- Module 12: Updating Records
- Module 13: e-Submissions Basics
- Module 14: Process Payroll (November)
- Module 15: Employee Records and Reports
- Module 16: Editing Employee Records
- Module 17: Process Payroll (December)
- Module 18: Resetting Payments
- Module 19: Quick SSP
- Module 20: An Employee Leaves

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- Module 21: Final Payroll Run
 - Module 22: Reports and Historical Data
 - Module 23: Year-End Procedures

➤ Corporate Finance

- Learn More About This Course!
- Financial Analysis
- Cash Forecast
- Present Value
- Future Value
- Rate of Return and Adding Debt
- Risk Management
- Finance in Practice

➤ Accounting Skills for New Supervisors

- **Module 1:** Getting the Facts Straight
- **Module 2:** The Accounting Cycle
- **Module 3:** The Key Reports
- **Module 4:** Keeping Score
- **Module 5:** Understanding Debits and Credits
- **Module 6:** Your Financial Analysis Toolbox
- **Module 7:** Identifying High and Low-Risk Companies
- **Module 8:** The Basics of Budgeting
- **Module 9:** Working Smarter

➤ Diploma in Forex Trading

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- **Module 1:** Introduction to Forex Trading
 - **Module 2:** Major Currencies and Exchange Systems
 - **Module 3:** Kinds of Foreign Exchange Market
 - **Module 4:** Money Management
 - **Module 5:** Fundamental Analysis
 - **Module 6:** Technical Analysis
 - **Module 7:** Pitfalls and Risks
 - **Module 8:** Managing Risk
 - **Module 9:** Trading Psychology

➤ **Managing Budgets**

- **Module One:** The Fundamentals of Finance
- **Module Two:** The Basics of Budgeting & Parts of a Budget
- **Module Three:** The Budgeting Process
- **Module Four:** Budgeting Tips and Tricks & Crunching the Numbers
- **Module Five:** Budget & Investment Opportunities
- **Module Six:** Directing the Peerless Data Corporation