



ACCA - CAT 1: Recording Financial Transactions (INT): ACCA-CAT1-KN: Key Note (2nd edition)

By -

Get Through Guides. Paperback. Book Condition: new. BRAND NEW, ACCA - CAT 1: Recording Financial Transactions (INT): ACCA-CAT1-KN: Key Note (2nd edition), , 1 Business transactions and documentation (a) Types of business transactions (i) sales (ii) purchases (iii) receipts (iv) payments (v) petty cash (vi) payroll (b) Types of business documentation (i) quotation (ii) sales and purchase orders (iii) delivery note (iv) invoice (v) credit note (vi) debit note (vii) statement (viii) remittance advice (ix) receipt (x) internal cheque requisition (xi) petty cash claim (xii) payslip (c) Basic principles of regulation and business policies (i) contract law (ii) regulation of sale of goods (iii) document retention policies (iv) data protection 2 Double entry bookkeeping (a) Double entry transactions (i) nature and function of primary records (ii) types of ledger accounts (iii) posting by means of double entry (iv) balancing-off ledger accounts (b) Classification of expenditure (i) capital (ii) revenue (c) The accounting equation 3 Banking and petty cash (a) Sources of funds and documentation (i) types of receipts / payments: e.g. cash, cheque standing orders, direct debits, credit card, debit card and BACs (ii) supporting information: e.g. invoice, credit note, remittance advice and statement (iii) unusual features: e.g. wrongly completed...



READ ONLINE
[1.03 MB]

Reviews

This pdf is really gripping and intriguing. it was actually writtern very completely and beneficial. You wont really feel monotony at whenever you want of your time (that's what catalogues are for about in the event you request me).

-- Ms. Gracie Nicolas

A very awesome ebook with perfect and lucid information. It is really simplified but unexpected situations in the 50 % of your pdf. I am pleased to let you know that here is the greatest book i have study inside my very own lifestyle and can be he greatest ebook for at any time.

-- Noah Bruen