

Unit 10: Recording Financial Transactions

Unit code	L/618/5053
Unit level	4
Credit value	15

Introduction

Balancing the books is at the heart of all business management. Financial accountants are concerned with the recording, summarising and interpreting of financial information and accounts. They must keep accurate and up-to-date records for different types of businesses.

The overall aim of this unit is to introduce students to the essential principles of recording and organising business and financial transactions to which every organisation will need to adhere. Students will identify sources of accounting information and how it is then gathered and organised, using the dual entry bookkeeping system, in order to produce a trial balance.

On successful completion of this unit, students will be able to contribute effectively to the accounting and bookkeeping function of an organisation and understand how this is then the basis for producing financial statements. Students will be equipped with the knowledge and skills required to progress to a higher level of study.

Learning Outcomes

By the end of this unit a student will be able to:

- LO1 Record business transactions using double entry bookkeeping, books of prime entry, journals and ledger accounts
- LO2 Prepare a trial balance for a given organisation from data provided
- LO3 Perform bank reconciliations to ensure organisation and bank records are correct
- LO4 Perform control account reconciliations for accounts receivable and accounts payable.