



THE BALANCING ACT

The Bookkeeping course that can train your new staff to prepare a set of final accounts in as little as 5 days!

Isn't it frustrating when you take on new accounts staff and you have to wait for them to get up to speed before they can generate any money?

With The Balancing Act Bookkeeping course, you can get your new accounts staff up to speed, not only to be able to prepare a full set of accounts but to understand it all and therefore be a **useful member of your team in as little as 5 days.**



Luca Pacioli, the Father of Accounting



The Balancing Act is the best introductory course we have seen, easy to use, effective and reasonably priced.

TONY PAINE

Director, Chalmers HB Chartered Accountants



If you've got new staff joining your practice this autumn, this is the best way to make them productive and get them contributing as quickly as possible. That not only helps you, it helps them, because no-one likes to be the person in the office that can't contribute – the good staff want to have the confidence to go ahead and this is the best possible way to get them into that position.

Just think about it – literally at the start of their second week, they've passed the end of course test, they're competent and able to contribute to the team. They feel great, the team feels great, you feel great.

Conversely, when they take their test at the end of

the first week and they don't come up to scratch, you can deal with it straight away, rather than spending costly weeks or months identifying the problem. Either way, it's a big win for you. It's why some accountants have described The Balancing Act as the best thing that has happened to accountancy training since the computer!! 😊

The attached factsheet gives you all the headline information but the best thing to do is to pick up the phone and talk to our team who will explain exactly how it works, even give you a demo and if it's right for you, we can provide access to the online materials in a matter of hours.

Call us now on **01392 244048.**

The Balancing Act has been created by the team behind Accountancy Learning who are the AAT Distance Learning Provider of the Year 2019 and were AAT Champions for 2 years running in 2018 and 2017.





THE BALANCING ACT

How does course work?

The **Balancing Act** course consists of **two key elements**:

Online learning: this element of the course includes 26 'step by step' narrated, interactive learning presentations and quizzes. These are complemented by a:

Hard copy case study: this comprehensive workbook contains 43 practical bookkeeping activities (with answers).

We have also created a hard copy 'end of course test' along with the answers and a mark scheme. Many employers find this a very useful tool to assess the standard of their employee's work. These are available to you upon request.

This course is an ideal way of developing the skills that underpin any role in accounts, whether in accounting practice, industry, commerce or the public sector, without the need to attend formal training sessions out of the office.

How is the course delivered?

The online learning element of the programme is delivered via our Virtual Learning Environment platform (Moodle). This is available 24/7 days a week (subject to routine maintenance). Students will be issued with a Username and Password when they enrol, which will allow access to the online learning materials. This includes:

Our interactive learning presentations with question banks (automated quizzes) **to support learning.** *(Please see the table opposite for details of the topics covered.)*

The hard copy workbook (see overleaf) containing 43 practical bookkeeping activities (with a separate 'answers' booklet) is posted out to you upon enrolment.

The Balancing Act – Topics Covered

1	Introduction to Business
2	Introduction to Bookkeeping: Part 1
3	Introduction to Bookkeeping: Part 2
4	Introduction to Bookkeeping: Part 3
5	Introduction to Bookkeeping: Part 4
6	The Sales System & Processing Sales Documents
7	Dealing with VAT
8	Dealing with VAT on Discounts
9	Recording Credit Sales in the Day Books
10	Recording Sales Receipts in the Cash Receipts Book
11	The Purchases System & Processing Purchases Docs
12	Recording Credit Purchases in the Day Books
13	Recording Payments in the Cash Payments Book
14	The Petty Cash Book
15	Payroll
16	Bank Reconciliations
17	Posting Sales and Receipts to the Ledgers
18	Posting Purchases and Payments to the Ledgers
19	Sales Ledger & Purchases Ledger Control Accounts
20	The Trial Balance
21	Accruals and Prepayments
22	Irrecoverable Debts / Allowance for Doubtful Debts
23	Inventories (Stock)
24	Suspense Accounts
25	Non-current Assets and Depreciation
26	The Financial Statements

For every workbook sold, we will plant a tree.





THE BALANCING ACT

The **Balancing Act** workbook contains 43 separate activities following a single case study (Phish and Chips Ltd) – it takes the student from processing orders all the way through to preparing a Statement of Financial Position (Balance Sheet).

Using the answer booklet provided, students should be encouraged to check their work after completing each activity – if they make a mistake at the beginning (that they don't correct), the error will follow all the way through the end!

- ✔ **Orders**
- ✔ **Invoices**
- ✔ **Day Books**
- ✔ **Ledgers**
- ✔ **Trial Balance**
- ✔ **Statement of Profit or Loss**
(Profit and Loss Account)
- ✔ **Statement of Financial Position**
(Balance Sheet)

And all the bits in between!

PRODUCT INFORMATION:

Activities Workbook: ring binder - 273 hole punched loose leaves (b&w but available in full colour upon request - additional charge will apply).

Answer Booklet: 156 spiral bound pages

Progress Test: PDF - 24 pages

Progress Test Answers and Mark Scheme: PDF - 20 pages



For a number of years, we have used *The Balancing Act* distance learning bookkeeping course as part of our induction programme for all new recruits.

This has allowed our school-leaver and graduate intake to acquire the necessary knowledge and skills to become productive in the workplace within a week and, in the case of our AAT students,

to commence their studies at level 3, rather than spend a year completing level 2.

This not only fast tracks their career progress and enables our business to immediately benefit from their increased effectiveness, but also reduces the amount of on-the-job training provided by their line managers and consequent lost chargeable time.

Sophie Parkhouse *Technical and Training Partner*
Albert Goodman Chartered Accountants





THE BALANCING ACT

Why choose The Balancing Act?

When you bring on new staff and you use The Balancing Act, one of two things happen, either:

- 1) they get up to speed and are able to contribute and fee earn quickly (in as little as 5 days) or
- 2) you find out that they are going to struggle to make the grade quickly.

In either scenario, you win, and your investment becomes a drop in the ocean.

Benefits

- Your trainee can be undertaking chargeable time in as little as a week
- Improved recoveries sooner
- Less senior staff time spent training on double entry principles
- Improved trainee confidence or much earlier recognition if "accountancy is not for them"
- A rapid head start on professional studies
- The course cost is an absolute bargain!



The Balancing Act is a key element to the successful completion of the probationary period for our new trainees.

ROBERT ZELAZIK

Managing Partner, A C Mole & Sons



Why us?

We are a multi award winning, accredited AAT training provider. Some of us have been training accountants since 1984, including the provision of professional consultancy and practice management advice to firms of accountants – so we have tons of practical experience and common sense and this is reflected in our learning materials.

How much does it cost?

The cost of the whole course is **£180 plus VAT**

This includes access to all The Balancing Act online learning materials, the hard copy activities workbook and answers booklet. The end of course assessment (progress test) and mark scheme can be provided to you (free) upon request.

If you would like to purchase more than 10 copies of The Balancing Act, please contact us for a quote.

Next Steps

If you would like to purchase a copy / copies of The Balancing Act, please visit our website: thebalancingactedu.co.uk.

Alternatively, if you would like to find out more, please call us on **01392 244048** or email us at team@thebalancingactedu.co.uk