

ACCA

Recording Financial Transactions (FA1)

# Course map

ACCA-X

Think Ahead

## Section 1

### Introduction to bookkeeping

#### Lesson 1: Introduction to recording business transactions

##### Welcome

- Unit 1: The bigger picture
- Unit 2: Introduction to sales and purchases
- Unit 3: Introduction to financial documents
- Unit 4: Assets
- Unit 5: Liabilities and capital
- Unit 6: Income and expenditure

##### Summary and apply your learning

#### Lesson 2: The accounting equation and double entry

##### Welcome

- Unit 1: The accounting equation
- Unit 2: Introduction to double-entry bookkeeping
- Unit 3: Double entry and T-accounts
- Unit 4: Introduction to the general ledger
- Unit 5: Double-entry practice

##### Summary and apply your learning

#### Lesson 3: Accounting data and systems

##### Welcome

- Unit 1: Accounting Data
- Unit 2: Processing accounting data
- Unit 3: Computerised accounting systems
- Unit 4: Document retention, data risks and security
- Unit 5: Coding

##### Summary and apply your learning

[Section 1 optional exam questions](#)

[Section 1 graded exam questions](#)

[Section 1 further optional exam questions](#)

## Section 2

### Sales and purchases on credit

#### Lesson 1: Introduction to sales on credit

##### Welcome

- Unit 1: Introduction to invoicing and sales tax
- Unit 2: How to calculate sales tax
- Unit 3: Sales Invoices and trade discounts
- Unit 4: How to prepare a sales invoice with settlement discounts
- Unit 5: Accounting for receiving payments with settlement discounts
- Unit 6: Credit notes
- Unit 7: Receipts from customers
- Unit 8: Returns from customer
- Unit 9: Irrecoverable debts
- Unit 10: Sales transactions in a computerised accounting system
- Unit 11: Customer account statements

##### Summary and apply your learning

#### Lesson 2: Introduction to purchases on credit

##### Welcome

- Unit 1: Introduction to purchases on credit
- Unit 2: Purchasing process
- Unit 3: Accounting for credit purchases
- Unit 4: Contras and closing off ledger accounts
- Unit 5: Individual supplier accounts
- Unit 6: Supplier account statements

##### Summary and apply your learning

[Section 2 optional exam questions](#)

[Section 2 graded exam questions](#)

[Section 2 further optional exam questions](#)

## Section 3

### Bank and cash

#### Lesson 1: Banking – receiving and making payments

##### Welcome

- Unit 1: Introduction to banks
- Unit 2: Payment methods – cash
- Unit 3: Payment methods – cheques
- Unit 4: Payment methods – EFTPOS
- Unit 5: Direct debit, standing order and direct credit
- Unit 6: Checking payments received from customer
- Unit 7: Prepare a remittance advice
- Unit 8: Accounting for cash receipts and payments
- Unit 9: Bank reconciliations
- Unit 10: Completing a bank reconciliation

##### Summary and apply your learning

#### Lesson 2: Petty cash

##### Welcome

- Unit 1: What is petty cash
- Unit 2: Petty cash procedures
- Unit 3: Imprest and non-imprest petty cash systems
- Unit 4: Recording petty cash transactions
- Unit 5: Reconciliations between petty cash ledger and cash in hand

##### Summary and apply your learning

[Section 3 optional exam questions](#)

[Section 3 graded exam questions](#)

[Section 3 further optional exam questions](#)

## Section 4

# Payroll

### Lesson 1: Payroll

#### Welcome

Unit 1: What is payroll?

Unit 2: Payment methods in a payroll system

Unit 3: Types of gross pay

Unit 4: Calculation of gross pay

Unit 5: Deductions from gross pay and the payslip

Unit 6: Payroll journals and payroll accounting entries

Unit 7: Payroll accounts in the general ledger

#### Summary and apply your learning

[Section 4 optional exam questions](#)

[Section 4 graded exam questions](#)

[Section 4 further optional exam questions](#)

## Section 5

### Journals, trial balance and errors

#### Lesson 1: Journals

##### Welcome

Unit 1: The accounting process and journals

Unit 2: When are journals used?

Unit 3: The journal

##### Summary and apply your learning

#### Lesson 2: Trial balances

##### Welcome

Unit 1: What is a trial balance?

Unit 2: Preparing the initial trial balance

Unit 3: Trial balance practice

##### Summary and apply your learning

#### Lesson 3: Correcting errors in the TB

##### Welcome

Unit 1: Errors that affect the trial balance – the suspense account

Unit 2: Correcting errors 1

Unit 3: Errors which are not disclosed by a trial balance

Unit 4: Correcting errors 2 – practice scenario

##### Summary and apply your learning

[Section 5 optional exam questions](#)

[Section 5 graded exam questions](#)

[Section 5 further optional exam questions](#)

## Revision section

### Lesson 1: Summing up

- Unit 1: Summing up
- Unit 2: Revision strategy

### Lesson 2: Optional practice test

- Unit 1: Optional practice test

### Lesson 3: Revision tests

- Unit 1: Revision test 1
- Unit 2: Revision test 2
- Unit 3: Revision test 3
- Unit 4: Revision test 4
- Unit 5: Revision test 5
- Unit 6: Revision test 6

### Lesson 4: Graded practice test

- Unit 1: Graded practice test

### Lesson 5: Exam debrief videos

- Unit 1: Exam debrief videos

### Lesson 6: What's next?

- Unit 1: The exam
- Unit 2: What comes next?

