



# AAT Essentials

Delivering short courses for business professionals



# AAT Essentials

Much of modern business depends on being able to understand, interpret and communicate key financial information. AAT Essentials is a range of short courses that have been developed and designed to meet the fast paced and challenging demands of today's workplace. These courses will put your centre on the front foot – enabling you to tap into a growing market of delegates who are looking to manage business finance more effectively.

All AAT Essentials courses are ideal for business professionals or business owners without an accounting or finance background.

## Essentials one-day courses

Our current courses are:

---

### **Budgeting for the small business – planning and control**

This AAT Essential will help delegates prepare budgets, make informed budgeting decisions and effectively communicate financial information (for example, to business partners or the bank).

---

### **Managing cash flow, keeping your business healthy**

Through exercises using worked examples, this AAT Essential will help improve delegates' effectiveness at managing the inflow and outflow of cash, helping them to protect the financial security of the business.

---

### **Finance for non-financial managers**

This AAT Essential provides a basic grounding in key financial processes as well as analysing financial performance to help delegates meet these requirements more effectively.

---

### **Making sense of financial documents**

This AAT Essential is a practical course which shows delegates how to keep records and understand the purpose of everything from invoices through to bank reconciliations.



All of the AAT Essentials courses are delivered in around seven hours, giving delegates the opportunity to update their skill set in only a fraction of the time, and at a fraction of the cost in comparison to other one-day courses. There's no formal assessment but delegates will be awarded an AAT certificate upon completion of the course.



Maggie Love, Managing Director, sees cost and time as a factor:  
 “A lot of other training providers are hugely expensive and they generally do longer two or three day courses. The accessibility of AAT Essentials courses and the time and cost of them makes them attractive in the market.”



With more and more people requiring accounting and finance skills for their roles, AAT Essentials courses offer practical training packed with the fundamentals of how to manage business finances more effectively.

“There are many people who need to understand key finance principles for the commercial success of their departments or their own businesses – and that’s where AAT Essentials delivers. It’s a really nice course and the fact it’s one day and AAT branded makes it attractive to delegates. It’s a whole area that people need to know about, so for us, there are great market opportunities with AAT Essentials.”

Maggie Love, Managing Director.

# Budgeting for the small business

## – planning and control

### Course outline

Simple budgeting aids planning and enables businesses to monitor their performance and keep an eye out for danger signs. This course helps delegates prepare budgets, learn how to make informed budgeting decisions and effectively communicate financial information.

---

#### **Why budget?**

- What a budget is and when to budget
- Why businesses complete budgets

---

#### **Operational budgets**

- Component parts of an operational budget
- What an operational budget looks like
- Sources of information for figures
- Factors that influence figures
- The scope of an operational budget
- How to calculate figures for an operational budget

---

#### **Cash flow budgets**

- Component parts of a cash flow budget
- What a cash flow budget looks like
- Sources of information for figures
- Factors that influence figures
- How to calculate figures for a cash flow budget

---

#### **Using budgets to manage and control the business**

- The budgeting process
- The importance of completing budgets
- How to use budgets

# Finance for non-financial managers

## Course outline

Understanding financial documents, analysing financial performance and managing budgets is a part of many managers' roles. In this course, delegates will also gain a basic grounding in key financial documents and processes.

---

### **Understanding the income statement account and statement of financial position**

- What is included in a statement of financial position and an income statement account
- The difference between the two financial statements

---

### **Using information from the income statement account and statement of financial position**

- How to interpret information from an income statement account and statement of financial position
- Ratio analysis
- How to interpret using ratio analysis
- How to use selected ratios to interpret information in financial statements
- The limitations of ratio analysis

---

### **Controlling cash**

- Why cash doesn't equal profit
- What you can do to ensure there's sufficient cash within the business

---

### **Using budgets to manage business activity**

- How budgets help with daily business management
- How to interpret information in a budget

# Managing cash flow, keeping your business healthy

## Course outline

The availability of cash enables a business to survive and prosper and is the primary indicator of business health. This course enables delegates to improve their effectiveness at managing the inflow and outflow of cash, helping to protect the financial security of the business.

---

### **Cash and the cash budget**

- Why cash is important in a business
- Timing of cash flows
- Importance of estimating likely cash flows pattern
- How to prepare a cash budget

---

### **Monitoring and controlling cash flows**

- How to use the cash budget
- Importance of comparing budgeted and actual cash flows
- Why differences should be investigated
- Possible reasons for differences and subsequent actions that can be taken

---

### **Cash flow and credit customers**

- The risks of giving credit to customers
- How to assess the creditworthiness of customers
- How to guard against non-payment by credit customers
- Strategies to deal with late payers

# Making sense of financial documents

## Course outline

A lot of customer and supplier documentation is required in daily business. This course helps delegates to understand the purpose of everything from invoices through to bank reconciliations.

---

### **Customer documentation and records**

- Raising sales invoices from a range of source documents
- Raising sales and credit notes
- Keeping a sales day-book and customer accounts
- Preparing customer statements
- Dealing with receipts from customers, trade and bulk discount

---

### **Supplier documentation and records**

- Purchase invoices and credit notes against source documents
- Keeping a purchase day-book and supplier accounts
- Checking supplier statements
- How to deal with payments to suppliers

---

### **Recording receipts and payments in the cash book, and checking bank activities**

- Recording amounts received and payments made in the cash receipts book
- How to calculate the bank balance
- Checking and updating the cash receipts book and cash payment book against the bank statement
- How to reconcile the bank balance on the bank statement with the bank balance according to the cash receipts book and cash payment book