

Level II – The Certificate in Computerised Bookkeeping

Examination Board - Institute of Certified Bookkeepers

Syllabus: Students must be able to demonstrate their ability to understand and carry out the following concepts of bookkeeping:



Level II
Computerised

Business Set Up

Access the software and set up the details of a new business including:

- ✓ Name, address, startup date, VAT registration where applicable
- ✓ Product lines for sales
- ✓ VAT tax rates
- ✓ Set up customers' and suppliers' accounts in the sales and purchase ledger, with details of name address, credit limit, opening balances where appropriate
- ✓ Obtain a print out of all details in an appropriate and readable format
- ✓ Set up appropriate accounts to record income and expenditure items
- ✓ Set a pro-forma for the production of invoices, credit notes and other required documents

Ledger Accounts

Make correct entries in the appropriate accounts for:

- ✓ Credit sales and purchases, including trade cash discount where appropriate (individually or in batches)
- ✓ Credit notes sent to customers and received from suppliers
- ✓ Invoices received from suppliers for goods and services other than those for re-sale
- ✓ Cash sales and cash purchases
- ✓ Payments made on invoices received
- ✓ Receipts from invoices sent
- ✓ Payment of expenses and income other than from the sale of goods
- ✓ transactions via the journal
- ✓ Writing off bad debts

Correction of errors

- ✓ Correct any errors made in the posting of transactions to the accounts
- ✓ Trial Balance
- ✓ Prepare the balances and explain why they are needed
- ✓ The types of error that the trial balance will/will not disclose
- ✓ the action to be taken if a trial balance does not balance

Bank Reconciliation

- ✓ Carry out a bank reconciliation exercise using the software

Health & Safety

- ✓ Display an awareness of health and safety issues when using a computer system

Reports

- ✓ Print our required reports and explain the importance of reports including
- ✓ audit trail
- ✓ nominal account transactions
- ✓ sales and purchases ledger transactions
- ✓ VAT returns

Final Year End accounts of a Sole Trader

- ✓ Allow for year end adjustments such as depreciation (straight line and reducing balance methods)
- ✓ Extract a trading profit & loss account and a balance sheet

Prepayments and accruals

- ✓ Non-Profit Making Organisations
- ✓ Prepare a statement of affairs
- ✓ Prepare a receipts and payments account
- ✓ Make adjustments to the accounts with regard to the accruals and prepayments of income and expenditure items, including subscriptions
- ✓ Prepare an income and expenditure account
- ✓ Prepare a balance sheet

Upon successful completion of **Level II computerised** students may proceed to
Level III – Diploma in Computerised Bookkeeping