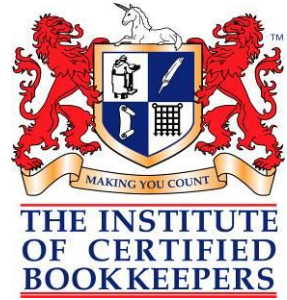


# Level II Certificate in Computerised Bookkeeping



**Study Method:** Supported Self Study

**Support:** telephone/email

## Business Set Up

- 1) Access the software
- 2) Set up the details of the new business including:
  - i) Name, address, start up date, VAT registration where applicable,
  - ii) Product lines for sale
  - iii) Appropriate VAT rates
- 3) Set up customers' and suppliers' accounts in the sales and purchases ledger, with details of name, address, credit limit, opening balances where appropriate
- 4) Obtain a print out of all details in an appropriate and readable format
- 5) Set up appropriate accounts to record income and expenditure items
- 6) 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:

- 1) credit sales and purchases (including trade and cash discount where appropriate, individually or in batches)
- 2) credit notes sent to customers and received from suppliers
- 3) invoices received from suppliers for goods and services other than those for re-sale
- 4) cash sales and cash purchases
- 5) payments made on invoices received
- 6) receipts from invoices sent
- 7) payment of expenses and income other than from the sale of goods
- 8) transactions via the journal
- 9) Writing off of bad debts

## Correction of errors

Correct any errors made in the posting of transactions to the accounts

## Bank reconciliation

Carry out a bank reconciliation exercise using a computerised accounts package

## Health and Safety

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

## Trial Balances

- 1) Explain why they are needed
- 2) Explain the types of error that they will/will not disclose
- 3) Prepare such balances
- 4) Explain the action to be taken in the case of non-agreement

## Reports

Print out required and explain the importance of reports including

- 1) audit trail
- 2) nominal account transactions
- 3) sales and purchases ledger transactions
- 4) VAT returns

## Final Accounts of a Sole Trader

Extract a trading, profit and loss account and a balance sheet making allowances for year end adjustments such as depreciation (straight line and reducing balance methods), prepayments and accruals.

## Non-Profit Making Organisations

- 1) Prepare a statement of affairs
- 2) Accurately prepare a receipts and payments account
- 3) Make adjustments to the accounts with regard to the accruals and prepayments of income and expenditure items including subscriptions
- 4) Prepare an income and expenditure account
- 5) Prepare a balance sheet



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