



# Computerised Accounting



*Level 2*

**Extended Syllabus**

**Effective from 1 March 2004**

## **Computerised Accounting Level 2**

### **Aim**

The aim of this qualification is to assess candidates' practical ability to use MYOB computerised accounting systems.

### **Important Note**

Computerised Accounting Level 2 is a test of practical ability although candidates will need to have a basis of accounting knowledge and understanding in order to pass. LCCIEB Book-keeping and Accounts Level 2 assesses candidates' knowledge and understanding at this level; centres and candidates should note however that the detailed contents of the Computerised Accounting Level 2 and Book-keeping and Accounts Level 2 syllabuses do not correspond exactly.

Please refer to the section below on the LCCIEB Level 2 Group Certificate in Computerised Accounting for information on how Computerised Accounting Level 2 and Book-keeping and Accounts Level 2 may be combined.

### **Assessment Objectives and Coverage in Assignments**

The examination will assess the candidate's ability to use MYOB computerised accounting software to:

<b>Objective</b>	<b>Weighting</b>
• Set up sole trader company accounts	10%
• Record transactions	25%
• Reconcile bank balances	5%
• Record depreciation	5%
• Set up inventory items and maintain the sales and purchases ledgers	40%
• Generate a variety of reports	15%

Weightings indicate the approximate percentage of marks that each objective will carry in Computerised Accounting Level 2 assignments.

### **Target Candidates and Candidate Progression**

This qualification is for people who have a knowledge of book-keeping and accounting equivalent to LCCIEB Book-keeping and Accounts Level 2 and who wish to acquire practical computerised accounting skills.

## **LCCIEB Level 2 Group Certificate in Computerised Accounting**

In order to obtain the LCCIEB Level 2 Group Certificate in Computerised Accounting, candidates are required to pass three Level 2 subjects within a period of 24 months as follows:

### **Compulsory Subjects**

Computerised Accounting

Book-keeping and Accounts

### **plus one from the following Pool of Options (all Level 2)**

Business Administration

Business Calculations

Business Practice

Business Statistics

Cost Accounting

Customer Service

eCommerce

English for Business

Information Systems for Business

Marketing

Practical Computing

Website Design

### **Level of English Required**

It is recommended that Computerised Accounting Level 2 candidates should have a standard of English equivalent to LCCIEB English for Business Level 2.

### **Computerised Accounting Syllabus Topics**

- 1 Company Data Files
- 2 Chart of Accounts
- 3 Cash Books
- 4 General Ledger
- 5 Sales Ledger
- 6 Purchases Ledger
- 7 Inventory
- 8 Reports and File Maintenance

### **Assessment**

Assessment is through a 2.5 hour practical assignment provided and marked by LCCIEB. The assignment may be undertaken by centres and candidates at dates and times convenient to them.

### **Candidate Answer Guidance**

#### **Answer Formats**

Candidates will be required to produce: accounts list summaries, profit and loss statements, bank reconciliation reports, trial balances, balance sheets and transaction journal reports.

## **Candidate Performance Measurement**

The marks available for each task will be indicated within each assignment.

## **Pass and Grade Information**

100 marks are available for each assignment. The marks necessary to achieve Pass, Credit and Distinction grades are as follows:

Pass: 50 - 59 Marks

Credit: 60 - 74 Marks

Distinction: 75 - 100 Marks

## **MYOB Software Guidance Notes**

MYOB is a leading global provider of business and accounting software solutions. Centres offering Computerised Accounting will be provided with the educational version of MYOB Premier accounting software free of charge. The educational version of MYOB Premier is a fully functional version of MYOB accounting software and is suitable for both training and assessment purposes; however it contains restrictions that prevent it being used for commercial activities.

Centres offering Computerised Accounting will receive full guidance on the installation and operation of the educational version of MYOB Premier.

## **Guided Learning Hours**

LCCIEB recommends that 40 Guided Learning Hours (GLHs) provide a suitable course duration for an 'average' candidate at this level. This figure includes direct contact hours as well as other time when candidates' work is being supervised by teachers. Ultimately, however, it is the responsibility of centres to determine the appropriate course duration based on their candidates' ability and level of existing knowledge. LCCIEB's experience indicates that the number of GLHs can vary significantly from one training centre to another.

Individual centres will decide whether their students will benefit more from an intensive course or from a course lasting for an academic year. In this connection, centres may care to take into consideration that the set of practical assignments is available on demand and that there is no prescribed time and date that these assessments must be undertaken.

## **Recommended Reading List and Support Material**

### **Reading List**

<b>Title</b>	<b>Publisher</b>
Computerised Accounting	ER/MYOB

### **Support Material**

A sample assignment and model answer is available from the EDI Customer Service Team and local LCCIEB offices.

## Centre Registration

Further information and centre registration details can be found at the websites [www.lcciebasia.com](http://www.lcciebasia.com) or [www.lccieb.com](http://www.lccieb.com) . Alternatively please contact:

### For Centres outside Asia:

EDI Customer Service Team  
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# Computerised Accounting Level 2

<b>Syllabus Topic</b>	<b>Items Covered</b>
<b>1 Company Data Files</b>	Candidates must be able to:  1.1 Set up the data file and chart of accounts for a sole trader
<b>2 Chart of Accounts</b>	Candidates must be able to:  2.1 Create, edit and delete accounts  2.2 Generate the company's chart of accounts
<b>3 Cash Books</b>	Candidates must be able to:  3.1 Record: <ul style="list-style-type: none"><li>• cash sales and other receipts (including bank interest earned)</li><li>• cash purchases and other payments (including bank charges)</li><li>• petty cash transactions</li></ul> 3.2 Reconcile the balance between the bank statement and the cash books  3.3 Generate: <ul style="list-style-type: none"><li>• the bank reconciliation report</li><li>• cash receipts and disbursement reports</li></ul>
<b>4 General Ledger</b>	Candidates must be able to:  4.1 Set up fixed assets and depreciation accounts  4.2 Record the journal entries for depreciation

## **5 Sales Ledger**

Candidates must be able to:

- 5.1 Create new customers and enter customer information
- 5.2 Set up payment terms and credit limits for each customer
- 5.3 Generate:
  - customer listing
  - sales invoices
  - credit notes
  - accounts receivables aging reports
  - customers' statement of accounts
- 5.4 Create sales invoices
- 5.5 Enter adjustments for:
  - pricing
  - quantity differences
  - returns inwards
- 5.6 Record customers' payments details

## **6 Purchases Ledger**

Candidates must be able to:

- 6.1 Create new vendors and enter vendor information
- 6.2 Set up payment terms for each vendor
- 6.3 Generate vendors listing
- 6.4 Create purchase orders
- 6.5 Convert purchase orders to supplier invoices
- 6.6 Record goods received
- 6.7 Record returns outwards
- 6.8 Enter payments details
- 6.9 Generate payables aging reports

## **7 Inventory**

Candidates must be able to:

- 7.1 Create item codes and enter item details
- 7.2 Enter sales transactions involving inventory items, including returns inwards
- 7.3 Enter purchases transactions involving inventory items, including returns outwards
- 7.4 Enter adjustments for pricing or stock differences

7.5 Generate stock reports

7.6 Reconcile the closing balance in the stock reports and stock in hand.

## **8 Reports and File Maintenance**

Candidates must be able to:

8.1 Generate the following reports:

- Trial Balance
- Balance Sheet
- Profit and Loss Statement

8.2 Back up the data file