SOUTERS
Business and Office Skills Training Specialists

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ICB LEVEL II CERTIFICATE IN BOOKKEEPING - CLASSROOM TAUGHT WITH LIVE TUTOR

PRIOR KNOWLEDGE

This course starts from the basics and there are no pre-requisites.
This is all of the ICB Level II, including both ICB Manual and Computerised Modules. This will prepare you for the Paper B1, B2 and B3 assessments. The price is discounted, compared to buying each item separately.

SYLLABUS DETAIL

Students must be able to demonstrate their ability to understand and carry out the following functions:

COURSE FORMAT

The course is delivered in a classroom format, during which many practical exercises are set for the student in assignments between classes. These practical exercises are essential to the learning process in bookkeeping and finance. ICB membership and ICB study booklets are included in the cost of the course.

Sage is the default package of this ICB course and the Computerised Bookkeeping section of the course is delivered on Sage. You can however use any computerised system to complete the training, if you request another.

COURSE AIM

To build a solid understanding of basic bookkeeping and to prepare the student for ICB tests.

COURSE CONTENT

Paper B1 – Basic double-entry bookkeeping to trial balance

- Underpinning knowledge (10% weighting)
    - terms in bookkeeping (assets, liabilities etc.)
    - banking procedures
    - understanding the different categories of VAT (standard, reduced, zero, exempt, outside the scope)
- Calculation of business documents including calculation of VAT (20% weighting)
- Entering transactions into the ledgers including the analysed cash book, cash transactions, credit transactions, discounts, petty cash book, two column cash book and VAT (40% weighting)
- Making and receiving payments (20% weighting)
- Production and explanation of a trial balance (10% weighting)

Paper B2 – Further double entry bookkeeping to trial balance

- Underpinning knowledge (10% weighting)
    - ethics
    - legislation
    - types of businesses including simple cash based businesses
    - identifying sections of the ledger
    - accounting concepts
- Further double entry including the following (60% weighting)
    - Topics from paper 1
    - Day books and control accounts in a double-entry system
    - Writing off a bad debt
    - Construction Industry Scheme
    - Non-sole trader entries (subscriptions, donations, drawings of partners etc)
- Making and receiving payments (20% weighting)
    - Three column cash book
    - The analysed cash book
- Production and explanation of a trial balance (10% weighting)

Paper B3 – Computerised Bookkeeping

- *Start a Business Accounts*
  Open the bookkeeping software and set up the details for new business

- *Process Nominal and Sub Ledger Accounts*
  Record financial transactions in the appropriate ledger accounts with the use of account coding: Credit and Cash Sale, Credit and Cash purchases, Sales Returns, Purchase Returns, Supplier Invoices, Customer Invoices, Bad Debts, Payroll in the accounts, Debtor management, creditor management.

- *How to go about the correction of errors in the system*
  Journals to amend errors caused by typical mistakes

- *Bank Reconciliation*
  How to do a Rec and then adjust cash book to bank book. Publish a final bank reconciliation statement.

- *Trial Balance*
  Print out and generate a final trial balance and try to identify discrepancies or mistakes. Create journals to correct errors and produce revised TB.

- *Generate Reports*
  What is an Audit trail and why we need to use reports for an audit trail. Sales and purchase ledger accounts, other nominal ledger accounts and the VAT return.

- *Final Accounts - Sole Trader*
  Generate a Trading, Profit and Loss Account and Balance Sheet that include adjustment for Closing stock, Prepayments, Accruals, Depreciation; both straight line and reducing balance and bad debts write off

- *Health and Safety*
  Learn an awareness of health and safety issues when using computer systems

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