



SOUTERS®

Business and Office Skills Training Specialists

ICB LEVEL II CERTIFICATE IN (SAGE) COMPUTERISED BOOK-KEEPING – CLASSROOM LEVEL

PRIOR KNOWLEDGE

This course starts from the basics and there are no pre-requisites. However, an understanding of manual bookkeeping would be ideal.

COURSE FORMAT

The course is delivered in a classroom format. You will attend tutorial at scheduled times during your course. This will be in a classroom format, during which many practical exercises are set for the student for completion in their own time. 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 this course is taught on Sage. You can however use any computerised system to complete the training, if you request. The cost of a student Sage licence fee is included in your fees.

COURSE AIM

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

SYLLABUS DETAIL

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



COURSE CONTENT

- *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

