

City & Guilds Level 2 Award in Computerised Accounts

- Designed for:** Anyone wishing to extend their knowledge of computerised accounts. It is designed for those wanting to enter or progress in the field of computerised accounts. It can help individuals to demonstrate competence in the practical use of computerised accounts software (Sage Line 50) to produce accurate, professional and well presented accounts employing an appropriate range of accounting activities.
- Pre-requisites:** Ideally, to have completed the City & Guilds Level 1 Award in Computerised Accounts or have equivalent knowledge.
- Objectives:** The aim of the qualification is to enable learners to carry out everyday operational aspects of computerised accounts using Sage Line 50. These include processing accounting transactions, producing customer and supplier documentation and producing reports such as aged creditor analysis and sales day book summaries for management purposes.

Course Content

There are six learning outcomes to this unit. The learner will be able to:

- create accounts using computerised software
 - add new accounts to the purchase ledger
 - add new accounts to the sales ledger
 - create accounts in the nominal ledger
- edit details of records
 - add accounts to the nominal ledger
- process accounting transactions using computerised accounts
 - process information in respect of the sales ledger
 - process information in respect of the purchase ledger
 - allocate supplier payments
 - allocate customer payments
 - process transfers between bank accounts and cash accounts
 - process nominal journal entries
 - process a wages journal from given data
 - process cash and cheque payments and receipts involving discounts
 - calculate and reconcile batch totals
- produce customer documentation using computerised accounts
 - produce customer invoices from given data
 - produce customer statements of account
- produce supplier documents using computerised accounts
 - produce remittance advice for suppliers
- select and print accounting reports for management purposes
 - produce purchase day book summaries

produce sales day book summaries
produce aged debtor analysis
produce aged creditor analysis
produce a trial balance
produce supplier activity reports
produce customer activity reports
produce supplier details reports
produce customer details reports
produce nominal ledger account reports

Assessment

This unit will be assessed by a two hour question paper, which will be externally marked.

The examination paper will take the format of a number of practical tasks. All areas of the syllabus will be tested on every paper.

Benefits

- Learn Sage Line 50 in order to keep routine computerised accounting records
- This unit is linked to the Level 2 and 3 NVQ in Accounting
- The flexibility of a self-study course with tutor support at a Pitman Training Centre designed to enable you to work at your own pace
- The opportunity to gain widely recognised Pitman Training and City & Guilds certificates

Course duration: 30 hours (approximate)

**What next: Pitman Training Accounting Technician Diploma or
Foundation in Finance Diploma**