Business & Computing Examinations (BCE)
LONDON (UK)

Computerised Accounting Programme Analysis

The development of BCE programmes include extensive market research from the following sources:

- Data from BCE Centre Annual Reports.
- Enquiries received from different stakeholders.
- Email survey from statutory consultees and stakeholder bodies.
- Questionnaire survey from BCE learners.
- Input received during Approved Centres and Corporate companies training seminar.
- BCE discussions and feedback from potential employers.

BCE learners are 18+, classified as follows:

- Holders of General Certificate of Secondary Education (GCSE) intending to obtain a programme for employment or further education.
- Those already in employment furthering their knowledge for promotion or to venture into new fields.
- Corporate Companies approaching BCE directly or Approved Centres for in-house training.
- Those looking for career change.
- Mature adults with no formal programmes.

Guided Learning Hours is the entire notional learning hours representing estimate of total amount of time reasonably required for learners to achieve necessary level of attainment for the award of a programme.

Activities that contribute to guided learning hours include:

- Guided Learning
- Independent and unsupervised research/learning
- Unsupervised compilation of a portfolio of work experience
- Unsupervised e-learning
- Unsupervised e-assessment
- Unsupervised coursework
- Watching a pre-recorded podcast or webinar
- Unsupervised work-based learning

Activities that contribute to Guided Learning include:

- Classroom-based learning supervised by a Tutor
- Work-based learning supervised by a Tutor
- Live webinar or telephone tutorial with a Tutor in real time
- E-learning supervised by a Tutor in real time
- Forms of assessment

Level 5 Diploma in Computerised Accounting (151 Credits)

Computers are making basic accounting lessons almost nonexistent, and the general tasks for accountants are shifting into a new direction with different standards, formats, and guidelines. Accounting packages are designed to manage much of the manual work once needed for data management, reporting, and recordkeeping. Hence learners who pursue a Level 5 Diploma in Computerised Accounting have a significant advantage.

Computerised Accounting - there are many reasons why it makes some sense for both small and large organisations to computerise their accounting systems, the main ones being:

- HM Revenue & Customs can receive computerised tax and PAYE submissions;
- the companies house accepts annual accounts submitted online; and
- the range of software options available to suit most needs and prices, with typical packages at around £200.

Advantages of computerised accounting

A computerised accounting system has many benefits, including:

- **Improved reporting** – many projects have more than one funding source, each

with specific and different requirements;

- **Assisting with compliance** with government regulations
- **Minimising mathematical errors** – with computers doing the maths, errors are virtually eliminated (unless the data is keyed in improperly in the first instance);
- **Better record keeping** – whilst human error can still corrupt data e.g. entering figures in wrong fields, a good package will reduce this possibility and ensure that there is a reference for all transactions e.g. for every cheque or receipt entered/created. However, this does not eliminate all manual work. Vouchers, invoices, receipts etc. will still need to be filed in a logical order, and details of what was entered onto the system should also be recorded on paper. This will help when needed to track errors, in the annual audit and if disaster strikes and have to re-enter all transactions;
- **Saving time** – with fewer errors and the software automatically generating reports, time will be saved in the long run;
- **Saving money** – even though there will be the immediate cost of the software, organisations are potentially saving the costs of unnecessary audits as well as saving money through time saved.
- **Speed** – data entry onto the computer with its formatted screens and built-in databases of customers supplier details and stock records can be carried out far more quickly than any manual processing.
- **Automatic document production** – fast and accurate invoices, credit notes, purchase orders, printing statements and payroll documents are all done automatically.
- **Accuracy –** there is less room for errors as only one accounting entry is needed for each transaction rather than two (or three) for a manual system.
- **Up-to-date information –** the accounting records are automatically updated and so account balances (e.g. customer accounts) will always be up-to-date.
- **Availability of information** – the data is instantly available and can be made available to different users in different locations at the same time.
- **Management information** – reports can be produced which will help management monitor and control the business, for example the aged debtors analysis will show which customer accounts are overdue, trial balance, trading and profit and loss account and balance sheet.
- **VAT return** – the automatic creation of figures for the regular VAT returns.
- **Legibility** – the onscreen and printed data should always be legible and so will avoid errors caused by poor figures.
- **Efficiency** – better use is made of resources and time; cash flow should improve through better debt collection and inventory control.
- **Staff motivation** – the system will require staff to be trained to use new skills, which can make them feel more motivated.
- **Cost savings** – computerised accounting programs reduce staff time doing accounts and reduce audit expenses as records are neat, up-to-date and accurate.
- **Reduce frustration** – management can be on top of their accounts and thus reduce stress levels associated with what is not known.
- **The ability to deal in multiple currencies easily** – many computerized accounting packages now allow a business to trade in multiple currencies with ease. Problems associated with exchange rate changes are minimised.

Why does the programme exists – Computers are now used in every field and accounting is no exception.

How does it fits into the larger programme – The most used accounting packages are Excel, Quickbooks and Sage or Pastel or Tally or Myob. Covering all three programmes give learners an opportunity in gaining employment.

For who it was designed – The programme is designed for those with accounting background interested in learning computerised accounting packages.

How it will benefit learners – A combination of Excel, Quickbooks and Sage or Pastel/Tally/Myob offer flexibility, giving learners many options to choose from.

Units:

- Windows Operating System
- Accounting for Computerised *Accounting*
- Accounting Information System
- Excel Accounting
- Quickbooks Accounting
- Sage Accounting/Pastel/Tally/Myob*

* *choose only 1 package*

Windows Operating System - an operating system is a program designed to run other programs on a computer. In a computer the operating system is the most important program. It is considered the backbone of a computer, managing both software and hardware resources. An operating system is responsible for everything from the control and allocation of memory to recognising input from external devices and transmitting output to computer displays. It also manages files on computer hard drives keeping track of files and directories on the disk and control peripherals, like printers and scanners. The operating system is most important program that runs on a computer. Every general-purpose computer must have an operating system to run other programs. Operating system influences the performance of all software on a computer. Without the knowledge on functions and operations of an operating system, there is no point in pursuing computer learning.

Accounting for Computerised *Accounting* - Accounting information help businesses to be accountable; *accounting* is essentially an "information process" that serves several purposes:

- Providing a record of assets owned, amounts owed to others and monies invested;
- Providing reports showing the financial position of an organisation and the profitability of its operations
- Help management actually manage the organisation
- Provide a way of measuring an organisation's effectiveness (and that of its separate parts and management)
- Help stakeholders monitor an organisations activities and performance
- Enable potential investors or funders to evaluate an organisation and make decisions

Accounting Information System - is concerned with the way computerised information systems impact how accounting data is captured, processed, and communicated. It is a system of records maintained by an organisation to build up statistics and give decision makers like investors, creditors and managers the data to make decisions. Accounting Information System combines people, technology, procedures, and controls that are necessary to conduct internal and external e-business, with an emphasis on the internal controls over such systems. It provide accounting technicians with the proper mix of technical information and real-world applications. Areas of study include fundamental concepts and technologies (what computers can do for business), the Internet, intranets, electronic commerce, information systems development, basic project management principles, decision support systems, and the benefits of computer and human synergy.

Excel Accounting - spreadsheet software makes the world go round. It is readily available and is cheaper than other accounting programs. Excel spreadsheets is the most common and indispensable tool used by accountants, enabling them to analyse, report and share financial information. Much of this can be accomplished using only a fraction of the wealth of functions and options within the Excel program.

Quickbooks Accounting – QuickBooks has been around for a while, and it just keeps getting better. Quickbooks is an automated accounting information system which organises and summarizes data into reports and graphs, invoice customers, maintain receivables, pay bills, maintain accounts payable, track inventory, create purchase orders and build an audit trail.

Sage Accounting – Sage software range is a fully integrated business management and accounting solution which include payroll, personnel, contact management and forecasting. In UK, over 750,000 companies use Sage accounting and business software. **Pastel Accounting -** Pastel Accounting features include: General Ledger, Cash Book, Accounts Receivable, Accounts Payable, Inventory Control, Invoicing, Import Cost Allocations, Project Tracking, Sales and Purchase Order Entry, Fixed Assets, Payroll, Serial Number Tracking, Multi-Warehousing, Job Costing, Point-of-Sale, Pricing Matrix, Report Writer & Stationery Customisation, Customer Account Consolidations, Customer Credit Risk Management, Annuity Billing and eBusiness & eBilling. Pastel Accounting Products range are; Pastel Accounting Xpress, Pastel Accounting Partner and Pastel Evolution Accounting. **Tally Accounting -** Tally Accounting features are grouped as: Accounting, Inventory, Statutory & Taxation, Audit and Tally.Net.

- *Accounting* - this feature enable users to set various Accounting settings such as; Income/Expense Statement; Outstanding Management; Cost/Profit Centres Management; Invoicing; Budgets & Scenario Management and Cheque Printing.
- *Inventory* - this feature enable users to set various Accounting settings such as; Storage & Classification; Order Processing; Invoicing; Purchases Management; Sales Manager and Tracking.
- *Statutory & Taxation* - this feature enable users to set various Accounting settings such as; Duty & Excise; Value Added Tax; Service Tax; Tax Deducted at Source; Tax Collected at Source; Fringe Benefit Tax; Payroll Statutory and XBRL.
- *Audit* – this features enable users to set the Tax Audit Rules, Statutory Payment Due dates for Tax Audit, Audit Working Paper and Statutory Compliance tools.

Myob Accounting - The different Command Centre options are: Accounts; Banking; Sales; Time Billing; Purchases; Payroll; Inventory and Card File.

Unit	Pre-requisite	Core-requisite	Guided Learning Hours	Number of Credits
Windows Operating System	Computer basics.	A pass or higher in Certificate in Information Systems.	200	20
Accounting for Computerised *Accounting*	Knowledge of basic accounting	A pass or higher in Certificate in Business Studies & Internet Technology or equivalence.	200	20
Accounting Information System	Knowledge of accounting and basic computing	A pass or higher in Diploma in BA & Computer Systems or equivalence.	200	20
Excel Accounting	Knowledge of basic computing.	A pass or higher in Diploma in BA & Computer Systems or equivalence.	240	24
Quickbooks Accounting	Knowledge of accounting and basic computing	A pass or higher in Diploma in BA & Computer Systems or equivalence.	240	24
Sage/Pastel/Tally/ Myob Accounting	Knowledge of accounting and basic computing	A pass or higher in Diploma in BA & Computer Systems or equivalence.	240	24
Coursework (Project) for all units			190	19

Rules of combination:	All units are mandatory except on Sage/Pastel/Tally/Myob where learners choose only one accounting package.
Age Group:	18+
Programme Type:	Vendor/Industry

Windows Operating System Learning Hours Learning Hours Information Sheet
[see Diploma in Information Technology]

Accounting for Computerised *Accounting* Learning Hours Information Sheet
[see Certificate in Business Studies]

Accounting Information Systems Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01	Internet and external business information flows	2.0	8	6	2	2	2	20
02	Issues pertaining to business ethics	2.0	8	6	2	2	2	20
03	Components of revenue cycle	2.0	8	6	2	2	2	20
04	Purchases process	2.0	8	6	2	2	2	20
05	Manufacturing environment	2.0	8	6	2	2	2	20
06	Management and financial reporting systems	2.0	8	6	2	2	2	20
07	Entity relationship diagramming	2.0	8	6	2	2	2	20
08	Electronic commerce system	2.0	8	6	2	2	2	20
09	System Development Life Cycle	2.0	8	6	2	2	2	20
10	Accounting oversight board	2.0	8	6	2	2	2	20
		20.0	**80**					**200**

Excel Accounting Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01	Workbook basics	2.0	8	6	2	2	2	20
02	Excel charting	2.0	8	6	2	2	2	20
03	Statistical functions	2.0	8	6	2	2	2	20
04	Financial functions	2.0	8	6	2	2	2	20
05	What-if-analysis	2.0	8	6	2	2	2	20
06	Object linking and embedding	2.0	8	6	2	2	2	20
07	PivotTable features	2.0	8	6	2	2	2	20
08	Small Business Financial Manager	2.0	8	6	2	2	2	20
09	Pro-forma financial statements	2.0	8	6	2	2	2	20
10	Cost-profit-volume and breakeven analysis	2.0	8	6	2	2	2	20
11	Sales forecast calculations	2.0	8	6	2	2	2	20
12	Ratio and cash flow analysis	2.0	8	6	2	2	2	20
		24.0	**96**					**240**

QuickBooks Accounting Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01	Quickbooks computerised software basics	2.0	8	6	2	2	2	20
02	Quickbooks chart of accounting	2.0	8	6	2	2	2	20
03	Invoicing and collecting income in Quickbooks	2.0	8	6	2	2	2	20
04	QuickBooks sales and customer transactions	2.0	8	6	2	2	2	20
05	Suppliers, purchases and inventory	2.0	8	6	2	2	2	20
06	Applying customer discounts	2.0	8	6	2	2	2	20
07	Pro-forma invoices	2.0	8	6	2	2	2	20
08	Quickbooks payroll services	2.0	8	6	2	2	2	20
09	Creating custom reports	2.0	8	6	2	2	2	20
10	Processing VAT	2.0	8	6	2	2	2	20
11	Recurring entries	2.0	8	6	2	2	2	20
12	Using Quickbooks to design and layout a budget	2.0	8	6	2	2	2	20
		24.0	**96**					**240**

Sage Accounting Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01	Sage computerised software basics	2.0	8	6	2	2	2	20
02	Sage nominal ledger accounts	2.0	8	6	2	2	2	20
03	Maintaining sales ledger and purchases ledger in Sage	2.0	8	6	2	2	2	20
04	Sage cash transactions	2.0	8	6	2	2	2	20
05	Reconciling Bank Accounts in Sage	2.0	8	6	2	2	2	20
06	Prepayments and accruals in Sage	2.0	8	6	2	2	2	20
07	Salaries and wage control accounts	2.0	8	6	2	2	2	20
08	Recording fixed assets	2.0	8	6	2	2	2	20
09	Sage bank loans and finance leases	2.0	8	6	2	2	2	20
10	Preparing financial statements	2.0	8	6	2	2	2	20
11	Batch payments	2.0	8	6	2	2	2	20
12	Changing posted records	2.0	8	6	2	2	2	20
		24.0	**96**					**240**