



IAB LEVEL 1 CERTIFICATE IN COMPUTERISED BOOK-KEEPING (Qualification Accreditation Number 500/3160/0)

INTRODUCTION

The overall aim of this qualification is to accredit candidates' knowledge and understanding of the fundamental principles concerned in the use of a computerised accounting system using commercially available software. The qualification is non-software specific.

Within the qualification, candidates have the opportunity to gain knowledge of basic computerised book-keeping routines concerning the documentation and processes related to making and receiving payments. They will gain an initial insight into both cash and credit business transactions, VAT and other computerised routines.

The qualification requires candidates to understand those transactions, which are necessary for the setting up and entering of day-to-day transactions into a computerised accounting system including the processing of simple documents. Accuracy, integrity and security of data should always be uppermost in the candidates mind.

Candidates may use this qualification as the basis of further study of computerised accounting systems and use it as underpinning knowledge for the study of the IAB Level 2 Certificate in Book-keeping and also progress to the IAB Level 2 Certificate in Computerised Book-keeping.

To be awarded the full qualification, candidates are required to successfully demonstrate their competence by means of an external examination. It will also provide progression to the NVQs in Accounting at Levels 2 and 3 Candidates will receive acknowledgement of successful completion of the qualification.

Examination Specification:

The Examination of this qualification will take the form of a formal, externally marked, examination of 1 hour 30 minutes duration. The examination may take place during set examination periods throughout the year or by an 'on-demand' sitting with eight weeks notice being given to the IAB.

Tasks are to be drawn from the main topic areas (Assessment Criteria) as indicated by the detailed Unit Specification presented in Section 16 of the Specification of the qualification. An Answer Book will be provided with lined paper, for candidates to prepare hand written answers to the theory task and to act as a cover for the printouts from the software. Some of the transactions within the examination paper will be presented in a 'dummy document' or 'business transaction' format.

Candidates will be required to complete all Tasks.

CERTIFICATION

All candidates who achieve a Pass grade will receive a Certificate for the successful completion of IAB Level 1 Certificate in Computerised Book-keeping.

**UNIT SPECIFICATION
IAB LEVEL 1 CERTIFICATE IN COMPUTERISED BOOK-KEEPING**

SINGLE UNIT TITLE: (IAB Code CB1) Basics of business record keeping using Accounting software

Aim

Upon the completion of study for this qualification, it is intended that the candidate will be able to:

- Understand the Business and Computer Environment
- Set up company information
- Create Accounts
- Record Customer and Supplier Invoices and Credit Notes
- Record Receipts and Payments
- Carry out Reconciliation Processes
- Record Petty Cash Transactions
- Take Printouts

Prior Knowledge and Skills Requirements

There are no formal qualifications required for entry to the qualification at this level. It is, however, desirable that candidates have appropriate literacy and numeracy skills.

Learning Outcome	Assessment Criteria
1 Understand the business and computer environment	<p>Understand Health and Safety Regulations where they relate to working in a safe environment with a computer or VDU. Understand the need to carry out visual simple safety checks when starting up the computer system.</p> <p>Understand the effects of:</p> <ul style="list-style-type: none"> • Fire damage • Disk corruption and rotation • Secure and Off Site storage • Anti-virus and Firewall safety software <p>Understand the necessity for taking back-up copies of data</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Take back-up copies of data • Restore copies of date <p>Understand and appreciate the need for complete confidentiality of customer, supplier and company information at all times.</p>
2 Set up company information	<p>Understand how the computer software is operated and adjusted to show relevant company information.</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Set up company details such as company name • Change Financial Year • Change Program Date
Learning Outcomes	Assessment Criteria
3 Create Accounts	<p>From complete information provided be able:</p> <ul style="list-style-type: none"> • Set up Customer Accounts

	<ul style="list-style-type: none"> • Set up Supplier Accounts • Set up Nominal Accounts • Maintain up to date account details by amending and deleting records as necessary.
4 Record customer and supplier invoices and credit notes	<p>From dummy source documents or listed information, be able to:</p> <ul style="list-style-type: none"> • Enter details from Sales invoices and credit notes, including VAT transactions, using the correct customer account reference, nominal code, invoice reference, details and date. • Enter details from Purchase invoices and credit notes, including VAT transactions, using the correct supplier account reference, nominal code, invoice reference, details and date
5 Record receipts and payments	<p>Be able to:</p> <ul style="list-style-type: none"> • Allocate cheque, cash and automatic transfers paid and received to the correct customer or supplier account to include full payments, part payment and payments taking into account credit notes, using the correct reference and date. • Record routine Bank payments and receipts, taking account of any VAT paid or received • Deal with recurring payments and receipts such as direct debits, standing orders etc. • Correctly calculate the VAT amount, where the gross amount and the rate of VAT are given, for both payments and receipts.
6 Carry out reconciliation processes	<p>Be able to:</p> <ul style="list-style-type: none"> • Reconcile the computer Bank Record with a Bank Statement. • Reconcile Aged Debtors and Creditors with the Debtors and Creditors Control Accounts
7 Record Petty Cash transactions	<p>Be able to:</p> <ul style="list-style-type: none"> • Introduce a Petty Cash float • Deal with items of Petty Cash expenditure, taking accounts of any VAT paid and using a clear reference system. • Correctly calculate the VAT amount, where the gross amount and rate of VAT are given. • Identify and action the amount required to restore the balance of the Petty Cash.
8 Take printouts	<p>Be able to produce routine reports using correct selection criteria and parameters:</p> <ul style="list-style-type: none"> • Customer and Supplier Address Lists • Customer and Supplier Activities • Aged Debtors and Creditors Analyses • Trial Balance • Nominal Account Activities • Audit Trail • Bank Reconciliation/Reconciled and Un-reconciled transactions

UNIT ASSESSMENT

Candidates may sit the Examination of this Unit on either the specific dates set and published by the IAB or on dates set by Centres on an 'On-demand' basis.