

## Module 4 - Computerised Bank & Cash Accounts



Set up Bank Accounts, Petty Cash and Credit Card Accounts.  
Enter cash payments.  
Enter Receipts / Sales.  
Complete computerised bank reconciliation.  
Read and understand Cash reports.

## Module 5 - Nominal Ledger & Reporting



Understand the Nominal Ledger.  
Prepare Vat Reports.  
Prepare & understand Profit & Loss Accounts.  
Prepare & understand Balance Sheet Accounts.  
Year End Procedures.  
Back Up and Restore Data

### Course Details



Comprehensive notes will be provided at the commencement of the course. Please have Calculator, Pen and notebook with you throughout the course.

## GPA Solutions also provide FETAC accredited courses in

- Manual & Computerised Payroll
- Sage Computerised Accounts
- Quickbooks Computerised Accounts
- TAS Computerised Accounts

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GPA Solutions is a  
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*Certificate in Manual  
& Computerised  
Bookkeeping*

## About the course

This Course is delivered by accredited trainers & qualified accountants. It will provide the participant with all the knowledge and skills required to successfully set up and maintain a computerised accounts system. The course will equip the learner with fundamental manual bookkeeping skills to enable better understanding of the system that they will be using.

This is essential training for those who are new to the accounting area and will also benefit those who already work in accounts and want to use a Computerised accounts system to its full potential. The course covers all the basic routines that are fundamental for problem-free accounting.

In order to ensure each learner receives individual attention, class sizes are limited to 10 participants. All participants should have basic keyboard and numeric skills

The training methods used to deliver this course are lecture, assignments and computer based training. The learning outcomes will be twofold: to operate a computerised accounts system and to acquire the skills to write up and understand the detail involved in a manual bookkeeping system.

This proven course has been delivered by GPA Solutions for over five years. The experienced tutors will ensure that every learner is mentored towards achieving the desired skills in manual and computerised bookkeeping.

Upon successful completion of this course participants will be awarded FETAC Certificate Level 5, Component Module B20137.

More information on this course can be found on our website at:  
[www.gpasolutions.com](http://www.gpasolutions.com)

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## Module 1 - Manual Bookkeeping



Record Source Documents in the Books of Original Entry / Day Books.  
Understand the Concepts and Principles of Double Entry Bookkeeping.  
Post Entries from Day Books to Nominal Accounts.  
Balance and Close Nominal Accounts.  
Transfer Balances on Nominal Accounts to Trial Balance.  
Prepare a VAT Return.

## Module 2 - Computerised - Purchases Ledger



Set up Supplier Accounts.  
Enter Purchase Invoices.  
Enter Supplier Payments.  
Allocate Payments to Invoices.  
Prepare Remittance Advices.  
Generate Aged Creditors Listing.  
Read and Understand Purchases/Suppliers Reports

## Module 3 - Computerised - Sales Ledger



Set up Customer Accounts.  
Enter Sales/Customers Invoices.  
Set up Products/Items for Resale.  
Generate Sales Invoices- Using Computerised System.  
Enter Customers Receipts.  
Allocate Receipts to Invoices.  
Generate Aged Debtors Report.  
Prepare Customers Statements.  
Read and Interpret Debtors/Sales Reports.