

# *Manual & Computerised Bookkeeping Award*

Upon successful completion of  
this course learners will be awarded  
a QQI level 5 award

**Delivered Online  
over 5 Days**

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**Aim:** This course aims to provide learners with a basic knowledge of the bookkeeping process and to set up and maintain a computerised accounts system.

## Computerised Bookkeeping

### Purchases Ledger

- Set up supplier accounts.
- Enter purchase invoices & payments.
- Prepare purchases ledger reports.

### Sales Ledger

- Set up customer accounts.
- Set up products & services.
- Generate sales invoices.
- Enter customer's receipts.
- Prepare sales ledger reports.

### Bank & Cash Accounts

- Set up bank accounts, petty cash and credit card accounts.
- Enter cash payments & receipts / sales.
- Complete computerised bank reconciliation.
- Read and understand cash reports.

### Nominal Ledger & Reporting

- Understand the nominal ledger.
- Prepare VAT reports.
- Prepare & understand Profit & Loss Accounts and Balance Sheet
- Year end procedures & backup and restore data.

### 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.

