The **Bookkeeping Manual and Computerised** module is designed to equip the learner with the knowledge, skills and competencies necessary to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.

Throughout the course learners will:

* Explain the key terminology associated with the recording and maintenance of bookkeeping records, using manual and computerised systems.
* Outline the advantages and disadvantages of a computerised system over a manual one for record keeping purposes.
* Complete the books of first entry with appropriate VAT and departmental analysis from the information contained in a range of source documents to include; invoices, credit notes, bank records, petty cash vouchers.
* Post the information from the daybooks to the appropriate accounts in the ledgers.
* Extract a trial balance at the end of an accounting period.
* Prepare a Bank Reconciliation Statement from data supplied.
* Prepare the end-of-period VAT Return in accordance with the requirements of the Revenue Commissioners.
* Process all tasks as per the manual ones using an accounts package, comparing manual and computerised results.
* Analyse tasks completed making appropriate corrections to any errors and editing of data as directed.
* Print a selection of reports after backing up computerised data on a suitable medium.

**Assessment**

Manual Assignment 50%

Computerised Exam 50%