



# **LCCI Computerised Bookkeeping (Level 2): Introduction to the New Specification (MYOB) Event Code: 15IOLC07**

# Your Online Environment



Technical Difficulties & Support

Recording

Communication in an online environment

Asking Questions

Using Polls

Downloading documents





# Aims and Objectives

- To gain an in-depth understanding about the key changes to the Financial and Quantitative specifications and sample assessment materials
- To feel confident when transitioning onto the updated specifications
- To find out when our support materials will be available (delivery guides and textbooks)
- To ask any questions you may have about how to implement and deliver the specifications



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# Poll



**Polls to  
get to  
know the  
delegates**

# Customer value proposition





Offer	Description
<b>A range of learning and teaching resources</b>	Specifications, Sample Assessment Materials, Schemes of Work, teacher delivery guides and student books- both free and paid for.
<b>Training</b>	Both online and face-to-face events to understand the qualification, improve the quality of delivery, make sure centres are fully aware of all the resources available to support them.
<b>Exam Wizard</b>	A free online resource designed to support learners and teachers with exam preparation and assessment, ready for 2016
<b>ResultsPlus</b>	Innovative and unique to Edexcel, this is a sophisticated results analysis tool that can be used to improve teaching and learning strategies, driving performance. This allows teachers and learners to understand their areas of strength and weakness. Available from June 2016 assessment
<b>Course Finder website</b>	Showing which universities around the world recognise LCCI qualifications - for entry on to a degree level programme, and the entry criteria at these institutions. Available from 2016.
<b>UCAS</b>	<p>The following Pearson LCCI Financial and Quantitative qualifications have been awarded the new UCAS Tariff points:</p> <ul style="list-style-type: none"> <li>• Pearson LCCI Level 3 Certificate in Financial Accounting (VRQ)</li> <li>• Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ)</li> <li>• Pearson LCCI Level 3 in Certificate in Business Statistics (VRQ)</li> </ul> <p>If a learner receives a Distinction they will awarded 24 points, a Merit will be awarded 18 points and a Pass 16 points.</p> <p>We are currently seeking recognition from HEI`s on our LCCI course, this will be confirmed in 2016</p>
<b>Professional body exemptions</b>	Please download professional exemption document to view our exemptions
<b>Greater support</b>	We currently have an `ask the expert` facility that centres can use to ask technical questions based on the Financial and Quantitative qualifications. We are planning to recruit a subject expert to offer a more instance query resolution service early 2016.
<b>Increase in series</b>	Increase in our series examinations in most our level 1, 2 and 3 qualifications



# Title and Course Code

The **previous qualification** was titled Level 2 Award in Computerised Book-keeping Skills with the **old** course code ASE20054

The **new qualification** is titled Level 2 Award in Computerised Bookkeeping with the **new** course code ASE20095





# Aims of the New Specification

- In line with the previous specification, the purpose of the qualification remains to develop students' skills and competence in using computerised accounting software.
- Students are still expected to produce accurate, professional and well presented accounting information, employing an appropriate range of accounting techniques.

# Aims of the New Specification

The three key skills of

- Setting up company data and making journal and ledger entries
- Processing routine payments and receipts
- Producing appropriate accounting reports for management purposes

remain central to the purpose of the qualification.



# Guided Learning Hours (GLH)

The previous specification had a recommended GLH of 45 – 60 hours with discretion, i.e. considering additional time for self study and the type of student

The new specification is in line with this recommending 50 GLH hours with the centres ensuring additional time for self study and preparation for the final exam in addition to the GLH stated above.



# Examination

- The time for the old specification exam was 2 hours and 30 mins. This has increased to 2 hours 45 mins with the new specification
- The examination will consist of 180 marks
- One externally set and marked paper, consisting of 100% of the overall grade of the qualification
- The paper comprises two sections
- Students answer all tasks from Section A and Section B
- Students are required to generate and save all tasks in PDF format



# Assessment - Old

The previous specification ASE20054 assessed students by checking generated reports for errors.

Grades were determined by the types and number of errors occurring in a candidate's work.



# Assessment - Old

Errors were categorised as follows:

## **Immediate Fail:**

- failure to generate and produce the Trial Balance **or either the Audit Trail or the complete Nominal Ledger**
- failure to generate and produce **more than one of the other requested reports**

# Assessment - Old

## Processing errors:

A 'processing error' is defined as *'an error that renders the accounts incorrect'*. Examples of processing errors include, but are not limited to, the following:

- an incorrect amount processed
- failure to process a transaction or duplicate of a transaction



# Assessment - Old

## Processing errors:

- a transaction processed to an incorrect account
- incorrect month or year in date
- failure to generate documents, i.e. Sales Orders, Purchase Orders, Invoices, Credit Notes, Remittance Advice and Statements
- failure to carry out the Bank Reconciliation process



# Assessment - Old

## Minor errors:

A 'minor error' is defined as *'an error that affects the quality of information rather than the accuracy of the accounts.'* Examples of minor errors include, but are not limited to, the following:

- typographical errors on names, addresses or reference numbers
- incorrect date but within same month
- omission of reference numbers or other data



# Assessment - New

The New specification takes a developed approach to assessment.

The aim is to ensure that examinations are appropriately targeted.

They describe the abilities that students should be able to demonstrate.

Each question targets one or more assessment objectives.



# Assessment Objectives - New

Students must:		%
AO1	Memorise <ul style="list-style-type: none"><li>• Recall accounting facts</li><li>• Recall accounting terms and definitions</li><li>• Recall accounting processes and formulae</li></ul>	15-20
AO2	Perform procedures <ul style="list-style-type: none"><li>• Record business transactions</li><li>• Use appropriate accounting techniques</li><li>• Carry out computations</li><li>• Prepare financial reports and/or statements using appropriate business formats</li><li>• Take knowledge acquired and apply it to different contexts and circumstances</li></ul>	80-85
AO3	Communicate understanding <ul style="list-style-type: none"><li>• Understand accounting techniques</li><li>• Present/display data in tables</li><li>• Explain the importance of data security and confidentiality</li></ul>	2-5
	Total	100



# The Comparisons

The former specification looked for errors to determine whether a Pass, Merit or Distinction has been achieved

...Whereas the new specification will **mark actual entries according** to the mark scheme.



# Awards

The new Pearson LCCI Level 2 Award in Computerised Bookkeeping is certified on a three grade scale:

- Pass
- Merit
- Distinction

Pass and Distinction are awarded, Merit is arithmetically calculated.



# Accounting Standards Terminology

- The scenarios will use International Accounting Standards terminology throughout so it is advisable that students are familiar with the terminology.
- For example in the exam, the new specification requires the generation of an Aged Trade Receivable report.
- MYOB refers to this as the '**Debtors Ageing**'



# Exam Focus - Structure

- All students will need access to word processing software.
- The students must be able to save this material to a PDF format.
- The paper then continues into a Section B with an exam scenario which has the same structure as the previous specification.



# Exam Focus – Section A

- Section A requires word processing software and will require answering to a written question.
- The student will then have to save the word document as a PDF document.





# Exam Focus - VAT

The KEY tax rates that are still required are:

- Standard Rate
- Zero Rate
- Exempt

The previous specification included the need to set up an 'outside the scope' rate. This new specification does not.

# Exam Focus - VAT

Under lists in the menu bar, go to Tax Codes and most likely set up are a range of Tax Codes. Of key interest to us are the following Tax Codes and descriptions. Edit Tax Rates accordingly.

GST	Goods and Services Tax (GST)	20%
FRE	GST Free (Zero rated)	Zero
N-T	Not reportable	Exempt



# Exam Focus – Ref Customer and Supplier accounts

The previous specification when creating a reference for supplier accounts required the use of the first 4 letters followed by 2 digits (e.g. Pestokil Ltd – PEST01) and the customer accounts, the use of the first 3 letters followed by 3 digits (e.g. Taskers Ltd -TAS001)

The new specification requires for both supplier and customer, the first two letters, followed by two numerals

E.g. Taskers Ltd – TA01



# Exam Focus – Ref Customer and Supplier accounts

A possible suggestion for MYOB would be as you were setting up your new customer under by going to Card File in your menu bar, insert the reference in Card ID.

- E.g. Supplier – Maxim Ltd: 400-MA22
- E.g. Customer – Cheryl Ltd: 500-CH33



# Exam Focus – NEW!

The previous specification assumed opening balances of zero for suppliers and customers.

**The new specification requires students to input the opening balances for the supplier and customer accounts.**



# Exam Focus – Opening Balances: Customer and Supplier accounts

This is new and it is important to ensure students know how to enter opening balances using MYOB.

This process of entering the opening balances would take place during the creation of the customer and supplier accounts in the ledgers.



# Exam Focus – Opening Balances: Customer and Supplier accounts

MYOB enables opening balances to be put in by going to Set Up > Balances > Customer Balances/Supplier Balances and then Add Historic Sale ensuring it is dated in the prior accounting period.



# Exam Focus – Opening Balances: Customer and Supplier accounts

Especially for tuition purposes, it is important to explain to students that the individual opening balances for suppliers and customers are set up after all the balances are entered in the charts of accounts.





# Exam Focus – Opening Balances: Customer and Supplier accounts

The new specification also requires the Aged Trade Receivables and Aged Trade Payables reports to be generated and saved after the customer and supplier accounts have been populated.



# New Nominal Ledger Accounts

The new specification requires students to be able to create new nominal ledger accounts as well as amend existing ledger accounts as in the previous specification.

In MYOB, Students should be taught how to open the Accounts icon, click on Accounts list, and click on 'New'.

Students should then make sure it is the detail account that is highlighted (similar to child accounts in other software).

# Other considerations

Apart from these areas, the new specification continues in line with the previous specification when it comes to:

- Journal entries
- Bank reconciliations
- Salary control accounts.
- Petty Cash transactions



# Resources

## Websites

The MYOB website has a wealth of resources including books and materials to aid study

<http://myob.com.au/>

# Level 2 Diploma



New diploma title	Structure	Qualifying period
<b>Diploma in Book-Keeping &amp; Accounting</b>	<p>Core subject (<u>one</u> subject only)</p> <ul style="list-style-type: none"><li>• Pearson LCCI Level 2 Certificate in Book-Keeping and Accounts (VRQ)</li></ul> <p>And Optional subject (<u>at least two</u> from the following)</p> <ul style="list-style-type: none"><li>• Pearson LCCI Level 2 Award in Computerised Book-Keeping (VRQ)</li><li>• Pearson LCCI Level 2 Certificate in Cost and Management Accounting (VRQ)</li><li>• Pearson LCCI Level 2 Certificate in Business Statistics (VRQ)</li><li>• Pearson LCCI Level 2 Business Calculations</li></ul>	24 months

# Level 3 Diploma



New diploma title	Structure	Qualifying period
<b>Diploma in Accounting &amp; Finance</b>	<p>Core subject (<u>two</u> subjects only)</p> <ul style="list-style-type: none"><li>• Pearson LCCI Level 3 Certificate in Financial Accounting (VRQ)</li><li>• Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ)</li></ul> <p>And Optional subject (<u>at least one</u> from the following)</p> <ul style="list-style-type: none"><li>• Pearson LCCI Level 2 Award in Computerised Book-Keeping (VRQ)</li><li>• Pearson LCCI Level 3 Certificate in Business Statistics (VRQ)</li><li>• Pearson LCCI Level 3 Advanced Business Calculations</li></ul>	24 months

# Level 4 Diploma



New diploma title	Structure	Qualifying period
<p><b>Professional Diploma in Accounting &amp; Finance</b></p>	<p>Core subject (<u>three</u> subjects only)</p> <ul style="list-style-type: none"> <li>• Pearson LCCI Level 4 Certificate in Financial Accounting (VRQ)</li> <li>• Pearson LCCI Level 4 Certificate in Management Accounting (VRQ)</li> <li>• Pearson LCCI Level 4 Certificate in Organisational Behaviour and Performance (VRQ)</li> </ul> <p>*Optional “top-up” with following optional subjects:</p> <ul style="list-style-type: none"> <li>• Pearson LCCI Level 4 Legal Environment</li> <li>• Pearson LCCI Level 4 Award in Islamic Finance and Business (QCF)</li> <li>• Pearson LCCI Level 4 Certificate in Applied Business Economics (QCF)</li> </ul>	<p>24 months</p>



# Support

## **Training:**

Pearson offers support and training to teachers on standard of delivery and preparing students to meet the assessment requirements

## **Resources:**

Sample Assessment Materials document  
[qualifications.pearson.com/lccisupport](https://qualifications.pearson.com/lccisupport)

## **Other resources:**

Past exam papers and mark schemes will become available together with examiner's reports