



IAB LCCI Level 2 Certificate in Computerised Accounting

Qualification Specification

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1 Introduction to the qualification

All businesses require accurate accounting records that are maintained on a regular basis. The changes in technology have automated many routine aspects of accountancy. Therefore, bookkeepers and accountants need to adapt and develop new skills to access, transact and manage business finances.

The IAB LCCI Level 2 Certificate in Computerised Accounting qualification is designed to build technical and professional skills with practical experience, enabling learners to use and apply cloud-based accounting software to their day-to-day work.

The qualification has been developed to increase learners' competence and employability in the sector and support academic progression. The qualification will allow them to combine with other IAB LCCI certificates for higher level qualifications or progress to other professional accountancy qualifications.

The total Guided Learning Hours for this qualification are as follows:

Guided Learning Hours (GLH)
40

2 Statement of level

This is a Level 2 qualification as defined within the regulations of the RQF.

3 Aims

The aim of the IAB LCCI Level 2 Certificate in Computerised Accounting is to introduce learners to cloud-based accounting software and to develop a solid understanding of the techniques used to manage financial data within the application.

Upon the completion of this qualification, learners will be:

- Able to set up and maintain an account book in cloud accounting system
- Proficient in recording transactions and correcting financial records
- Able to prepare non-complex financial statements

4 Target groups

The IAB LCCI Level 2 Certificate in Computerised Accounting is primarily designed for learners in the following groups:

- Learners with basic bookkeeping experience who would like to formalise their knowledge and skills by completing an accredited qualification in bookkeeping and accounting.

- Learners who already hold a bookkeeping qualification or have manual bookkeeping experience wanting to expand their range of knowledge and skills in cloud accounting system.

Learners already employed in bookkeeping or related roles who want to upskill and adapt to technological tools so they can perform more effectively and take on additional responsibilities in the workplace.

- Learners who are currently unemployed and wanting to gain the knowledge and skills they need to move into a career in bookkeeping and accounting.
- Learners already self-employed as a bookkeeper / practitioner, or considering self-employment, and wanting to expand their range of knowledge and skills so that they can offer a more extensive range of services to a wider client base.
- Learners who are small business owners wanting to adopt cloud accounting software to effectively manage their finances.

5 Entry requirements

It is recommended that learners wanting to study the IAB LCCI Level 2 Certificate in Computerised Accounting qualification already have basic knowledge of bookkeeping and accounting such as double entry and accounting cycle.

Whilst suitable work experience would qualify learners to commence their studies at this level, the IAB Level 2 Certificate in Bookkeeping and Level 2 Award in Computerised Bookkeeping qualifications, or similar qualifications issued by another awarding body, are ideal stepping-stones to the Level 2 Certificate in Computerised Accounting qualification.

6 Progression

Holders of the IAB LCCI Level 2 Certificate in Computerised Accounting qualification could pursue different routes as outlined below:

- Enter the accounting and finance sector.
- Progress to a variety of roles within a company's finance department such as bookkeeper, account assistant, and account clerk.
- Pursue a promotion.
- Continue academic study leading to a higher bookkeeping and accounting qualification such as via LCCI suites of qualifications or externally with a professional body or education provider.

7 Units and Learning Outcomes

The learning outcomes within each of the units which make-up the qualification are shown below:

Level 2 Certificate in Computerised Accounting

Unit title: Introduction to Cloud Accounting

Learning outcomes:

- 1 Understand the process of registering and setting up an account and familiarise with the features available in AutoCount Cloud Accounting software
- 2 Be capable of updating and maintaining the Chart of Accounts

Unit title: Tax Configuration

Learning outcomes:

- 1 Know how to enable and configure tax settings and generate report

Unit title: Opening Balance

Learning outcomes:

- 1 Able to manage opening balance

Unit title: Account Payable and Receivable

Learning outcomes:

- 1 Proficient in recording and processing account payable transactions in Cloud Accounting
- 2 Proficient in recording and processing account receivable transactions in Cloud Accounting
- 3 Proficient in generating sales, purchase, creditor and debtor reports with defined criteria

Unit title: Cash Book and Journal Entries

Learning outcomes:

- 1 Understand and utilise cash book and journal entries for adjustment and correction

Unit title: Payroll Management

Learning outcomes:

- 1 Able to process and record wages and salary entries in Cloud Accounting

Unit title: Bank Reconciliation	
Learning outcomes:	
1	Able to reconcile system's bank record against the actual bank statement

Unit title: Financial Statements	
Learning outcomes:	
1	Able to generate common financial statements and extract Audit Trail with defined criteria

8 Assessment, achievement and grading

8.1 Methods of assessment

The Level 2 Certificate in Computerised Accounting is assessed through a single, online examination that is externally set and marked. This examination accounts for 100% of the final grade for the qualification.

The exam has a duration of 2 hours 45 minutes and must be completed under controlled conditions. Candidates are permitted to use calculators during the assessment.

Assessment is conducted using the AutoCount Cloud Accounting system, where candidates are required to complete practical tasks. These tasks include:

- Setting up accounts
- Processing one month of transactions
- Preparing financial statements

The tasks are designed to assess specific Assessment Objectives (AOs), weighted as follows:

Assessment Objective	Description	Weighting
AO1: Demonstrate Understanding	Understand cloud accounting system and features	12%
AO2: Perform Procedures	Record business transactions, apply accounting techniques, and prepare financial statements	82%
AO3: Demonstrate Understanding	Understand accounting processes, procedures, and techniques	4%
AO4: Analyse	Analyse and interpret data to perform procedures	2%

8.2 Achievement and grading

Candidate performance is graded according to the following bands:

- Distinction: 90–100%
- Merit: 75–89%
- Pass: 60–74%
- Fail: 0–59%

Raw marks earned from correctly completed tasks are converted to a percentage score out of 100 to determine the final grade.

A Fail will be recorded if a candidate does not achieve the minimum required marks for a Pass.

9 Certification

On successfully achieving Pass and above band, the learner will receive an IAB Level 2 Certificate in Computerised Accounting. A certificate will be issued to the learner confirming that they have demonstrated competence in the learning outcomes and assessment objectives. The certificate will identify the learner by name and will include the full title and accreditation number of the qualification.

Prior to issue of the certificate, a fee per qualification must be paid to the IAB. Details of these fees are available on our current fees list which can be accessed online, alternatively please contact the Education Team.

10 Reasonable adjustments and special considerations policy and procedure

Please refer to the IAB LCCI website www.iablcci.org.uk for a copy of this policy and procedure or contact the Education Department of the IAB.

11 Enquiries and appeals procedure

Please refer to the IAB LCCI website www.iablcci.org.uk for a copy of this procedure or contact the Education Department of the IAB.

12 Unit specifications

The specifications for each of the eight units of which the qualification is comprised are shown below:

Unit title	Introduction to Cloud Accounting	
Level	2	
GLH	8	
Learning Outcomes	Assessment Criteria	
1 Understand the process of registering and setting up an account and familiarise with the features available in AutoCount Cloud Accounting software	<p>Learners are required to demonstrate they are able to:</p> <p>1.1 Register an account on AutoCount Cloud Accounting</p> <p>1.2 Create a new Account Book with relevant subscription option</p> <p>1.3 Update company profile</p> <p>1.4 Navigate the dashboard, side panel, and settings in AutoCount Cloud Accounting</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Registration • Create an Account Book • Company profile • Dashboard 	
2 Be capable of updating and maintaining the Chart of Accounts	<p>Learners are required to demonstrate they are able to:</p> <p>2.1 Set Account Code format</p> <p>2.2 Modify an existing Chart of Account sample, including adding and removing accounts</p> <p>2.3 Modify and maintain Customer and Supplier accounts</p> <p>2.4 Assign Sales Agent and set credit term to specific accounts</p> <p>2.5 Modify and maintain product category and product</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Account Code Format • Chart of Account Maintenance • Customer Maintenance • Supplier Maintenance • Product Maintenance 	

Unit title	Tax Configuration	
Level	2	
GLH	4	
Learning Outcomes	Assessment Criteria	
1 Know how to enable and configure tax settings and generate report	<p>Learners are required to demonstrate they are able to:</p> <p>1.1 Activate relevant tax settings according to company's requirements</p> <p>1.2 Create and maintain tax code</p> <p>1.3 Generate tax transaction listing</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Activate tax setting • Tax code maintenance • Tax transaction listing 	

Unit title	Opening Balance	
Level	2	
GLH	4	
Learning Outcomes	Assessment Criteria	
1 Able to manage opening balance	<p>Learners are required to demonstrate they are able to:</p> <p>1.1 Differentiate between Actual Data Start Date and Fiscal Year Start Date</p> <p>1.2 Key in opening balance accurately</p> <p>1.3 Ensure credit and debit amount is balanced</p> <p>1.4 Maintain stock opening balance</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Fiscal year • Opening balance • Stock Periodic Value • Stock opening balance 	

Unit title	Account Payable and Receivable	
Level	2	
GLH	8	
Learning Outcomes	Assessment Criteria	

<p>1 Proficient in recording and processing account payable transactions in Cloud Accounting</p>	<p>Learners are required to demonstrate they are able to:</p> <p>1.1 Create and modify quotations, invoices and credit notes</p> <p>1.2 Write off a customer bad debt</p> <p>1.3 Process receipt vouchers</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Quotation • Invoice • Credit Note • Bad Debt Entry • Receipt Voucher
<p>2 Proficient in recording and processing account receivable transactions in Cloud Accounting</p>	<p>Learners are required to demonstrate they are able to:</p> <p>2.1 Create and modify purchase orders, purchase invoices, and purchase returns</p> <p>2.2 Process payment voucher</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Purchase Order • Purchase Invoice • Purchase Return • Payment Voucher
<p>3 Proficient in generating sales, purchase, creditor and debtor reports with defined criteria</p>	<p>Learners are required to demonstrate they are able to:</p> <p>3.1 Generate Monthly Sales and Purchase Analysis report</p> <p>3.2 Generate Debtor and Creditor Aging report</p> <p>3.3 Generate Debtor and Creditor Statement report</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Monthly Sales Analysis Report • Debtor Aging Report • Debtor Statement • Monthly Purchase Analysis Report • Creditor Aging Report • Creditor Statement

Unit title	Cash Book and Journal Entries	
Level	2	
GLH	4	
Learning Outcomes	Assessment Criteria	
1 Understand and utilise cash book and journal entries for adjustment and correction	<p>Learners are required to demonstrate they are able to:</p> <p>1.1 Record asset and cash introduction 1.2 Make corrections of errors 1.3 Perform contra entries between customer and supplier accounts 1.4 Process a returned cheque</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Asset Introduction • Cash Introduction • Corrections • Contra Entry • Returned Cheque 	

Unit title	Payroll Management	
Level	2	
GLH	4	
Learning Outcomes	Assessment Criteria	
1 Able to process and record wages and salary entries in Cloud Accounting	<p>Learners are required to demonstrate they are able to:</p> <p>1.1 Record payment of salary including any deduction 1.2 Record employer's contribution using Journal Entry</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Employer's Contribution • Payment of Salary 	

Unit title	Bank Reconciliation	
Level	2	
GLH	4	
Learning Outcomes	Assessment Criteria	
1 Able to reconcile system's bank record against the actual bank statement	<p>Learners are required to demonstrate they are able to:</p> <p>1.1 Match items from bank statement to appropriate nominal ledger bank account</p> <p>1.2 Identify and update system's bank records for unmatched items if any</p> <p>1.3 Finalise bank reconciliation to ensure system's balance and bank statement balance are equal</p> <p>1.4 Generate bank reconciliation reports</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Bank Reconciliation • Bank Reconciliation Statement • Bank Reconciled Transaction 	

Unit title	Financial Statements	
Level	2	
GLH	4	
Learning Outcomes	Assessment Criteria	
1. Able to generate common financial statements and extract Audit Trail with defined criteria	<p>Learners are required to demonstrate they are able to:</p> <p>1.1 Generate Ledger Report, Trial Balance Report, Profit and Loss Statement and Balance Sheet Statement</p> <p>1.2 Extract Audit Trail</p> <p>Indicative content:</p> <ul style="list-style-type: none"> • Ledger Report • Trial Balance Report • Profit and Loss Statement • Balance Sheet Statement • Audit Trail 	



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