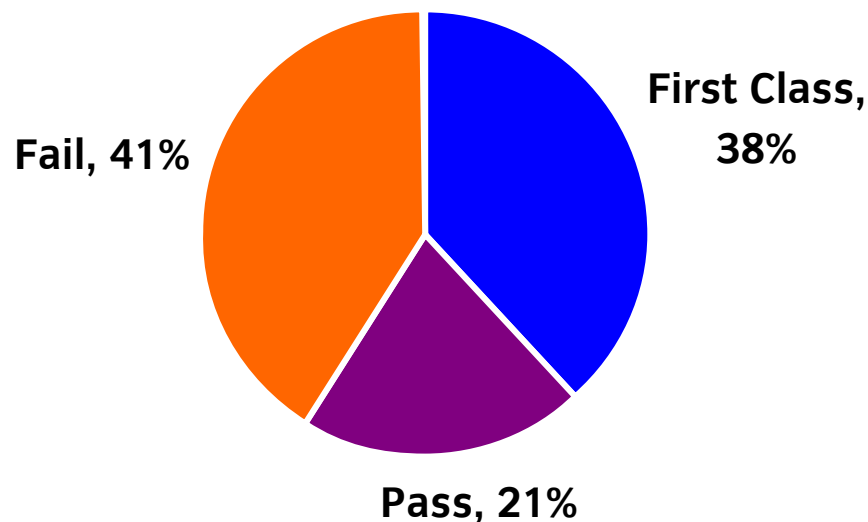


8989-03 Computerised Accounts Level 3

General Observations

The revised syllabus for the Level 3 examination showed fewer changes than the earlier levels, the main difference being the introduction of a bank reconciliation statement, and less emphasis on tasks that are now assessed at Level 2. Despite a small drop in the pass rate, the general standard of work submitted remains good.

Most candidates demonstrate a high level of competency in operating the software, but as was the case in previous years, treatment of items requiring double entry bookkeeping knowledge often lets candidates down.



Areas of good performance

The overall standard of data entry is excellent. Typographical errors at this level are quite rare and most candidates are demonstrating a good understanding of the requirements of what is essentially a very narrative driven paper.

Areas for development

- Candidates must be made aware of the accounting requirements of opening and closing accruals and prepayments. The calculation of the closing figure will often involve looking back on the details provided with the opening figures.
- The calculation of depreciation using either the reducing balance method or the straight-line method often causes problems for candidates, as does the disposal of a fixed asset.
- Candidates should be made aware that the closing balance on a provision for bad and doubtful debts should always be a credit balance in the balance sheet section of the trial balance.
- When the final trial balance is extracted, there should never be a balance remaining on the suspense account.

Recommendations

- Specialist tutors should note that in addition to the core elements of the examination, there are six non-core topics, three of which will appear on each paper.
- Candidates should be made aware of the importance of reading the statement of accounting policies before attempting tasks involving the calculation of depreciation or provisions for bad and doubtful debts.
- In common with the Level 2 examination papers, Level 3 papers also specify date ranges for most printouts. Candidates should ensure that the customer and supplier activity reports, together with bank and cash summaries include ALL transactions, not just the transactions that the candidates have entered themselves. The instruction for the day book summary will specify a particular month and candidates should ensure that this date range is adhered to.

Tips

- Candidates should be advised to take a calculator and writing materials into the examination. Some of the more complex transactions can often be simplified by planning them on paper before processing the data.

Additional comments

Specialist tutors are reminded that it is important to print and return a copy of the initial data input to City & Guilds together with the candidates' examination papers.

Centres should be aware that the style and content of each examination paper will vary, but will always conform to the published syllabus.

Candidates should be made aware that a knowledge of basic double entry bookkeeping is essential to ensure success in this examination.