Moracle Foundation Training
Moracle Accountancy Formula
Stage 1   Management Information Systems (Specialised Knowledge)

1 Mission, vision, values, standards
    Objectives

2 Organisation Chart
    Who is Who in the organisation including the Finance Function?

3 Activities/services/products of the business including geographical locations
    Principal activities
    Income generating activities
    Expenditure incurring activities

4 Chart of Accounts set up
    Consistency with business activities
    Key Customers and FULL details
    Key Suppliers and FULL details
    Bank accounts and FULL details
    Payroll and FULL details
    Consistency with statutory accounts presentation/disclosures

5 Budget preparation
    Assumptions including estimates/judgements
    Input onto QuickBooks/Xero/Sage

BACKGROUND INFORMATION

6 Posting of transactions/reconciliations etc
    Key accounting systems > linked to **Financial Procedures Manual**
        Sales cycle
        Purchases cycle
        Bank and Cash
        Payroll

Paint a picture of cash coming into bank from customers and cash used to pay suppliers, employees, HMRC, Pension, etc

    Posting of transaction to QuickBooks/Xero/Sage
        Double entry bookkeeping test - eg sales invoice/purchase invoice
        Cash accounting system vs accruals (invoicing) accounting system
        Payroll processing and connectivity
        VAT implications

    Control accounts
        Accounts receivables/Trade Debtors
        Accounts payables/Trade Creditors
        PAYE/NIC
        Pension

    Reconciliations
        Bank reconciliation
        Petty cash reconciliation and cash count
        Stock control and stock count (Quantity and Valuation)
        Directors Current Account
        Bank and other loans
        HP and other operating leases
        Customers statements
        Suppliers statement
        VAT reconciliation
        Payroll reconciliations

    Registers
        Fixed Assets Register
        Grant income Register
        Investment Register
        Risk Register
        Post/Mail Register

    Adjustments
        Journal entries
            Payroll
            Accruals
            Prepayments
            Accrued income
            Deferred income
            Depreciation - Tangible assets
            Amortization - Intangible assets

    Filing with HMRC
        Payroll - monthly
        VAT - quarterly
        Gift Aid - monthly/quarterly/half yearly/yearly

7 Primary reports
    Income statement/Profit & Loss Account
    Balance Sheet
    Trial Balance
    Nominal/General Ledger
    Variance Report

8 Documentation
    Accounting records
    Non-accounting records eg AML, etc
    Retrieval system (potential for **HEAVY** lost time)