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Title: FINANCIAL INFORMATION SYSTEMS  
 Status: Definitive  
 Code: **5003BUSAF** (117152)  
 Version Start Date: 01-08-2017

Owning School/Faculty: Academic Portfolio  
 Teaching School/Faculty: Academic Portfolio

Team	Leader
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**Academic Level:** FHEQ5      **Credit Value:** 24      **Total Delivered Hours:** 60  
**Total Learning Hours:** 240      **Private Study:** 180

**Delivery Options**

Course typically offered: Standard Year Long

Component	Contact Hours
Workshop	60

**Grading Basis:** 40 %

**Assessment Details**

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Portfolio	Portfolio of work in connection with Financial Accounting Information Systems (includes group work).	50	
Portfolio	Portfolio	Portfolio of work in connection with Financial Modelling with Spreadsheets (includes group work).	50	

**Aims**

*To introduce students to the operation of computerised financial accounting information systems and to the design, construction and testing of spreadsheet*

*financial models.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Construct and use semi-automated financial accounting information system using a spreadsheet package (Microsoft Excel).
- 2 Process all types of standard business transactions and adjustments (including those involving PAYE, NI and VAT) through a popular computerised accounting information system (Sage).
- 3 Demonstrate knowledge and understanding of relevant issues connected to financial accounting information systems.
- 4 Design, build and test spreadsheet models for use by third parties that aid business decision-making, planning and control.
- 5 Demonstrate knowledge and understanding of key issues connected with financial modelling.
- 6 Make a formal presentation of a financial model to a specified audience.

## **Learning Outcomes of Assessments**

The assessment item list is assessed via the learning outcomes listed:

Portfolio	1	2	3
Portfolio	4	5	6

## **Outline Syllabus**

### **COMPUTERISED FINANCIAL ACCOUNTING SYSTEMS:**

*The functions and purposes of Accounting Information Systems (AIS), Financial Accounting Systems and Management Information Systems (MIS)*

*Revision of manual processing of transactions*

*VAT: background, rates, basic regulations and accounting*

*Accounting for payroll: PAYE income tax, employers' and employees' NI*

*The imprest system*

*The functions and purposes of AIS*

*Using Microsoft Excel: basic and intermediate features*

*Construction of a semi-automated AIS within Excel*

*Using Excel as a database*

*The Chart of Accounts*

*Coding: key considerations*

*Setting up a new company in Sage: setting-up product, supplier, customer, department details*

*Processing transactions using Sage: sales and purchase orders, invoices and credit notes, bank payments and receipts, bank reconciliation, petty cash, wages, period-end adjustments.*

*The Fixed Asset Register*

*Audit/control considerations: reconciliations, data validation, suspense accounts and*

*mispostings*

*Correction of errors in Sage*

*Incorporation of budget figures*

*Producing standard reports*

*Designing new reports that are clear, relevant and useful*

#### **SPREADSHEET FINANCIAL MODELS:**

*Financial Modelling: What is a model?*

*Introduction to flexible modelling*

*Spreadsheet modelling best practice*

*Defining the scope of your model*

*Model specification: tree diagrams, bubble diagrams, rules tables*

*Designing a spreadsheet model: good spreadsheet practice*

*Building a spreadsheet model: key considerations*

*Using a spreadsheet package: basic, intermediate and advanced features*

*Logical functions: IF, AND, OR and NOT*

*Enhancing models with the advanced features of Excel*

*Dealing with complexity*

*Macroprogramming*

*Testing the reliability of a model*

*Reports and the Run Pack: data tables, comparator reports, graphs.*

*Documentation: technical and operational*

### **Learning Activities**

Two-hour workshop sessions in IT classrooms. These will consist of of traditional delivery of relevant material (including demonstrations of appropriate technology) together with opportunities for students themselves to apply key techniques.

### **Notes**

In order to pass the module, students must obtain a module mark of at least 40%.

The portfolios of coursework provide the opportunity for formative feedback through the course of the year.