Liverpool John Moores University

Title: FINANCIAL INFORMATION SYSTEMS
Status: Definitive
Code: **5003YPCAF**   (118531)
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Kolej Teknologi YPC-ITWEB

Team	emplid	Leader
Lewis Gordon		

Academic Level:	FHEQ5	**Credit Value:**	24.00	**Total Delivered Hours:**	60.00
Total Learning Hours:	240	**Private Study:**	180		

Delivery Options
Course typically offered: Standard Year Long

Component	Contact Hours
Workshop	60.000

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).	50.0	
Portfolio	Portfolio	Portfolio of work in connection with Financial Modelling with Spreadsheets (includes group work).	50.0	

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:

LO 1   Construct and use semi-automated financial accounting information system using a spreadsheet package (Microsoft Excel).

LO 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).

LO 3   Demonstrate knowledge and understanding of relevant issues connected to financial accounting information systems.

LO 4   Design, build and test spreadsheet models for use by third parties that aid business decision-making, planning and control.

LO 5   Demonstrate knowledge and understanding of key issues connected with financial modelling.

LO 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	LO 1	LO 2	LO 3

Portfolio	LO 4	LO 5	LO 6

Outline Syllabus

COMPUTERISED FINANCIAL ACCOUNTING SYSTEMS:
The functions and purposes of Accounting Information Systems (AIS), Financial Accounting Systems and Managament 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 classroooms. 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.

References

Course Material	Book
Author	Gilert, G
Publishing Year	2010
Title	Sage 50 Accounts 2010 in Easy Steps
Subtitle	
Edition	
Publisher	In Easy Steps Ltd
ISBN	1840784016

Course Material	Book
Author	Walkenbach, J
Publishing Year	2007
Title	Excel 2007 Bible
Subtitle	
Edition	

Publisher	John Wiley & Sons
ISBN	0470044039

Course Material	Book
Author	Frye, C D
Publishing Year	2007
Title	Excel 2007 Step by Step
Subtitle	
Edition	
Publisher	Microsoft Press
ISBN	073562304X

Course Material	Website
Author	Read, N and Batson, J
Publishing Year	
Title	Spreadsheet Modelling Best Practice
Subtitle	
Edition	
Publisher	as at 2 November 2010, available at: http://www.eusprig.org/smbp.pdf
ISBN	

Course Material	Website
Author	Bewig, P L
Publishing Year	
Title	How do you know your Spreadsheet is Right?
Subtitle	Principles, Techniques and Practice of Spreadsheet Style
Edition	
Publisher	as at 2 November 2010, available at: http://www.eusprig.org/hdykysir.pdf
ISBN	

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.