

Integrated Accounting Systems

Exam Completion Checklist

Section A: Payroll
Check that PDF reports show all employees
Upload requested payroll reports to Moodle
Backup the payroll dataset and retain until further notice
Section B: Accounts
Upload PDFs of any additional reports (e.g. remittance notes, Sales invoices etc.)
Upload Bank reconciliation report in PDF
Upload the detailed audit trail, in portrait format
Backup the accounts dataset and retain until further notice
Section C: Excel
Upload spreadsheets in PDF format
Save the Excel workbook and retain until further notice
Please note:
There is no requirement to upload Workings
All solution datasets and workbooks must be retained until further notification from Accounting Technicians Ireland