

Level 3 Certificate in AutoCount Cloud Accounting

Syllabus Overview

Level 3 includes the Level 2 foundation topics. Students do not need to take the Level 2 course separately before joining Level 3.

This course first covers the essential cloud accounting skills from Level 2, then progresses to advanced Level 3 features. Students will learn how to set up accounting data, record daily transactions, manage payments and receipts, generate financial reports, and apply more advanced functions such as stock control, department tracking and foreign currency transactions.

Course Structure

Part	Chapters	What students will learn
Foundation Topics (Level 2 Coverage)	Chapters 1-10	Basic cloud accounting setup, chart of accounts, tax settings, opening balance, sales and purchases, cash book, journal entries, payroll, bank reconciliation and financial statements.
Advanced Topics (Level 3 Coverage)	Chapters 11-16	Stock module, department tracking, currency, non-routine transactions, adjustments and report analysis for management use.

Detailed Syllabus

Foundation Topics Included - Level 2 Coverage	Advanced Topics - Level 3 Coverage
<ul style="list-style-type: none">• Chapter 1 - Introduction to Cloud Accounting• Chapter 2 - Chart of Accounts• Chapter 3 - Tax Setting• Chapter 4 - Opening Balance• Chapter 5 - Sales / Account Receivable Entries• Chapter 6 - Purchase / Account Payable Entries• Chapter 7 - Cash Book and Journal Entries• Chapter 8 - Payroll Management• Chapter 9 - Bank Reconciliation• Chapter 10 - Financial Statements	<ul style="list-style-type: none">• Chapter 11 - Stock Module• Chapter 12 - Department• Chapter 13 - Currency• Chapter 14 - Non-routine Transactions• Chapter 15 - Adjustment• Chapter 16 - Report Analysis

Key Message for Students

By joining Level 3, students will study both the foundation topics and the advanced topics in one learning path. This helps students build practical accounting skills step by step, without needing to enrol in the Level 2 course separately.