



Australian Government

FNSACC421 Prepare financial reports

Release: 1

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Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with the FNS Financial Services Training Package Version 8.0. Newly created unit. |

Application

This unit describes the skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.

The unit applies to individuals who are responsible for preparing financial reports. They may be individuals providing administrative support in an organisation, or they might have responsibility for these tasks in relation to their own workgroup or role.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Users are advised to check with the relevant regulatory authorities to confirm those requirements.

Unit Sector

Accounting

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|--|---|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1. Prepare and maintain asset register | 1.1 Prepare a register of property, plant and equipment from fixed asset transactions according to legislative and organisational policies and procedures 1.2 Determine method of calculating depreciation according to organisational requirements 1.3 Establish process for maintaining asset register and associated depreciation schedule according to accounting requirements and organisational policies and procedures |
| 2. Record general journal entries for balance | 2.1 Record depreciation of non-current assets and disposal of fixed assets according to accounting requirements and |

| ELEMENT | PERFORMANCE CRITERIA |
|---|--|
| day adjustments | <p>organisational policies and procedures</p> <p>2.2 Adjust expense accounts and revenue accounts for prepayments and accruals</p> <p>2.3 Record bad and doubtful debts according to accounting requirements and organisational policy and procedures</p> <p>2.4 Adjust ledger accounts for inventories and transfer to final accounts, if required</p> |
| 3. Update and prepare final general ledger accounts | <p>3.1 Make general journal entries for balance day adjustments in general ledger system according to accounting requirements and organisational policies and procedures</p> <p>3.2 Post revenue and expense account balances to final general ledger accounts system</p> <p>3.3 Prepare final general ledger accounts that reflect gross and net profits for reporting period</p> |
| 4. Prepare end of period financial reports | <p>4.1 Prepare revenue statement that reflects operating profit for reporting period according to organisational requirements</p> <p>4.2 Prepare balance sheet and reflect financial position of business at end of reporting period</p> <p>4.3 Identify and correct errors or refer for resolution according to organisational policy and procedures</p> |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

| SKILL | DESCRIPTION |
|-------------------------|--|
| Numeracy | <ul style="list-style-type: none"> • Uses a wide range of mathematical calculations to interpret and arrange/compare numerical information |
| Reading | <ul style="list-style-type: none"> • Identifies and interprets information from organisational policies, procedures and job requirements |
| Writing | <ul style="list-style-type: none"> • Records accurate data using relevant format, structure and vocabulary |
| Planning and organising | <ul style="list-style-type: none"> • Plans and completes tasks according to set guidelines and timelines |
| Technology | <ul style="list-style-type: none"> • Uses the main features and functions of digital technologies to access, record, store, organise and compile data as required |

Unit Mapping Information

Newly created unit.

Links

Companion Volume Implementation Guide is found on VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>