



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICAICT208A Operate accounting applications**

**Release: 1**

## ICAICT208A Operate accounting applications

### Modification History

Release	Comments
Release 1	This Unit first released with <i>ICAll Information and Communications Technology Training Package version 1.0</i>

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to operate common accounting software packages in order to maintain enterprise financial records.

### Application of the Unit

This unit applies to information and communications technology (ICT) personnel who need to understand and use commercial accounting tools and packages to support the financial area within a small to large office environment. A variety of commercial accounting tools and packages are readily available. A basic knowledge of double-entry accounting and the ability to read financial reports are considered an advantage for this unit.

### Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

## Elements and Performance Criteria

1. Customise software	1.1 Select <b>accounting software</b> to meet business requirements 1.2 Load, register and configure accounting software according to <b>operating instructions</b>
2. Create enterprise data	2.1 Establish chart of accounts according to <b>business and legislative requirements</b> 2.2 Create and add data on customers and sales 2.3 Create and add data on suppliers and purchases 2.4 Create and add payroll details 2.5 Create and add inventory details 2.6 Add required or suitable tax codes
3. Record and track transactions	3.1 Generate invoices and track their progress 3.2 Record customer payments and update customer details 3.3 Record and track purchases 3.4 Record payment of wages, <b>allowances</b> , taxation and superannuation 3.5 Update business data as required
4. Save and back up data	4.1 Save accounting data to <b>disk</b> 4.2 Make a regular backup of <b>accounting data</b> and store in a safe location
5. Generate reports	5.1 Reconcile accounts 5.2 Generate and print <b>financial reports</b> based on accounting data 5.3 Check financial reports for errors and discrepancies 5.4 Discuss errors with <b>appropriate person</b> and rectify as required

## Required Skills and Knowledge

*This section describes the skills and knowledge required for this unit.*

### Required skills

- communication skills to:
  - communicate with peers and supervisors
  - seek assistance and expert advice
- literacy skills to:
  - interpret user manuals and help functions
  - read and write basic workplace documents
- numeracy skills to use mathematical ideas and techniques related to recording and analysing basic financial data
- problem-solving skills to address common operational problems when using accounting applications
- technical skills to operate a personal computer (PC) and peripherals.

### Required knowledge

- basic accounting concepts:
  - assets
  - cost of sales
  - creditors
  - debtors
  - equity
  - expenses
  - income
  - liabilities
- basic accounting devices:
  - accounts
  - chequebook register
  - general ledger
  - invoices
  - purchases
  - sales journals
  - transaction journals
- current legislative requirements relating to enterprise requirements:
  - goods and services tax
  - income tax rates
  - pay as you go
  - superannuation
- features and functions of common accounting reports:
  - balance sheet
  - business activity statements

- chart of accounts
- profit and loss
- features and functions of common accounting software.

## Evidence Guide

*The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• load and configure accounting software</li> <li>• create and maintain enterprise financial records, meeting business and legislative requirements</li> <li>• record and track transactions</li> <li>• back up data</li> <li>• reconcile accounts and generate reports.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• use of printer and PC with appropriate specifications to run the software</li> <li>• use of industry standard commercial accounting applications</li> <li>• documents detailing business requirements</li> <li>• legislative requirements if required</li> <li>• appropriate learning and assessment support when required.</li> </ul> <p>Where applicable, physical resources should include equipment modified for people with special needs.</p>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• verbal or written questioning to assess candidate's knowledge of accounting operations</li> <li>• direct observation of candidate creating and maintaining enterprise financial records</li> <li>• review of reports, including reconciliation and discrepancy checks.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate.</p> <p>Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed.</p> <p>Indigenous people and other people from a non-English speaking</p>

	<p>background may need additional support.</p> <p>In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.</p>
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## Range Statement

*The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.*

<b><i>Accounting software</i></b> may include:	<ul style="list-style-type: none"> <li>commercial accounting software applications:               <ul style="list-style-type: none"> <li>Microsoft Money</li> <li>MYOB</li> <li>Phoenix</li> <li>Quickbooks</li> <li>Quicken</li> </ul> </li> <li>organisation-specific accounting software.</li> </ul>
<b><i>Operating instructions</i></b> may include:	<ul style="list-style-type: none"> <li>help desk</li> <li>user manual</li> <li>verbal request</li> <li>written instructions from meetings.</li> </ul>
<b><i>Business and legislative requirements</i></b> may include:	<ul style="list-style-type: none"> <li>customer</li> <li>inventory</li> <li>payroll</li> <li>supplier</li> <li>tax requirements of the organisation and the taxation department.</li> </ul>
<b><i>Disk</i></b> may include:	<ul style="list-style-type: none"> <li>internal and external storage devices, such as:               <ul style="list-style-type: none"> <li>CD</li> <li>DVD</li> <li>blu-ray</li> <li>universal serial bus (USB) flash drive.</li> </ul> </li> </ul>
<b><i>Accounting data</i></b> may include:	<ul style="list-style-type: none"> <li>balance sheets</li> <li>expenses</li> <li>profit and loss statements</li> <li>revenue.</li> </ul>
<b><i>Financial reports</i></b> may include:	<ul style="list-style-type: none"> <li>balance sheets</li> <li>business activity statements</li> <li>profit and loss statements.</li> </ul>
<b><i>Appropriate person</i></b> may include:	<ul style="list-style-type: none"> <li>authorised business representative</li> <li>client</li> <li>supervisor.</li> </ul>

## **Unit Sector(s)**

General ICT