ICTICT208 Operate accounting applications

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

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

It applies to individuals working with little supervision who use information and communications technology (ICT) skills and knowledge to support the financial area within a small to large office environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Customise software	1.1 Select accounting software to meet business requirements 1.2 Load, register and configure accounting software according to operating instructions
2. Create enterprise data	2.1 Establish chart of accounts according to business and legislative requirements 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

ELEMENT	PERFORMANCE CRITERIA
	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, allowances, taxation and superannuation
	3.5 Update business data as required
4. Save and back up data	4.1 Save accounting data to disk
	4.2 Make a regular backup of accounting data and store in a safe location
5. Generate reports	5.1 Reconcile accounts
	5.2 Generate and print financial reports based on accounting data
	5.3 Check financial reports for errors and discrepancies
	5.4 Discuss errors with appropriate person and rectify as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 5.3, 5.4	• Identifies and interprets textual and numerical financial information necessary to maintain organisational accounting records • Interprets textual information from relevant sources to identify the most appropriate software to use, and business and legislative requirements
Oral Communication	1.1, 1.2, 2.1, 5.4	• Uses plain English, effective listening and questioning techniques and, where necessary, finance specific terminology to elicit information and discuss issues
Numeracy	2.1-2.6, 3.1-3.5,	• Interprets numerical information containing whole numbers, decimals and percentages, and

	5.1-5.4	applies a range of mathematical calculations to ensure organisational financial requirements are met
Navigate the world of work	2.1	• Appreciates the implications of legal and regulatory responsibilities related to own work
Get the work done	1.1, 1.2, 2.2- 2.6, 3.1-3.5, 4.1, 4.2, 5.1, 5.4	• Plans a range of routine and some non-routine tasks, accepting stated goals and aiming to achieve them efficiently • Understands the purpose, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks • Uses familiar digital systems and tools to access, organise, analyse and display information relevant to role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT208 Operate accounting applications	ICAICT208A Operate accounting applications	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2