



Australian Government

Assessment Requirements for FNSACC304 Conduct business activities using a computerised accounting system

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- obtain the following data to be entered into computerised accounting system:
 - invoices
 - adjustment notes
 - payments
 - receipts
 - bank entries
- verify the above data using appropriate sources
- enter above data into computerised accounting system according to organisational procedures
- process transactions in computerised accounting system
- generate financial reports required by business operations.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key features of organisational policies and procedures relating to operating a computerised accounting system
- Key features and characteristics of information included in required source documents of financial data
- Key features and components of client data sources, including chart of accounts
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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the accounting field of work and include access to:

- office equipment, technology, software and consumables required to use a computerised accounting system, including:
 - an integrated commercial financial software system and associated data
 - access to the internet.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion volumes are available from VETNet. -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>