



Australian Government

Assessment Requirements for FNSACC314 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 the FNS Financial Services Training Package Version 8.0. Supersedes and is equivalent to FNSACC304 Conduct business activities using a computerised accounting system.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- obtain, verify and enter the following data types into a computerised accounting system at least three times each:
 - invoices
 - adjustment notes
 - payments
 - receipts
 - bank transactions
- prepare at least three different financial reports, from the following:
 - debtors aged trial balance
 - bank reconciliation report
 - income statement
 - balance sheet
 - cashflow statement
 - general ledger
 - profit and loss statement.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key types of data used in accounting systems, including:
 - invoices
 - adjustment notes

- payments
- receipts
- bank transactions
- 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.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes 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 requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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