



Australian Government

ICTICT225 Operate accounting applications

Release: 1

ICTICT225 Operate accounting applications

Modification History

Release	Comments
Release 1	This version first released with the Information and Communications Technology Training Package Version 8.0. Supersedes and is equivalent to ICTICT208 Operate accounting applications.

Application

This unit describes the skills and knowledge required to automate financial operations using accounting software packages. It involves applying accounting applications to organise and secure financial records in organisations, while complying with required procedures that reflect international and domestic accounting standards.

The unit applies to individuals who may work in roles such as assistants of financial accountants and auditors, who contribute to financial statement preparation and audit compliance.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review financial information and software	1.1 Confirm work brief and tasks according to organisational policies and procedures 1.2 Review general ledger account codes and titles in financial documents for accuracy according to organisational requirements 1.3 Check that customers, suppliers, inventory items, and processes are disclosed in financial statements 1.4 Confirm that information is exportable in secured formats

ELEMENT	PERFORMANCE CRITERIA
	for use by internal and external personnel and escalate any issues to required personnel
2. Set up information technology (IT) controls	2.1 Analyse available and existing IT controls according to work brief 2.2 Identify constraints in existing IT controls according to policies and procedures 2.3 Identify options for new IT controls according to work brief 2.4 Select and apply new IT controls according to policies and procedures 2.5 Test new IT controls and rectify any issues within scope of own role, or escalate as required 2.6 Seek approval of new IT controls with required personnel
3. Apply accounting application to transactions	3.1 Generate invoices using accounting application according to organisational requirements 3.2 Update customer details according to work brief 3.3 Check tracked customer purchases according to work brief 3.4 Identify and report any discrepancies in transactions in accounting application according to work brief
4. Secure accounting application platform	4.1 Save reviewed financial information to required platform 4.2 Document location of accounting application platform 4.3 Confirm that required personnel can access accounting applications using required platform 4.4 Report any access issues to required personnel

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
Reading	• Identifies and interprets textual and numerical financial information
Writing	• Creates workplace documentation to capture financial information
Problem solving	• Makes routine decisions and implements standard procedures for routine tasks
Technology	• Identifies purpose, specific functions and key features of common digital systems and tools, and operates them

Skill	Description
	effectively to complete routine tasks • Uses familiar digital systems and tools to access, organise, analyse and display information relevant to role

Unit Mapping Information

Supersedes and is equivalent to ICTICT208 Operate accounting applications.

Links

Companion Volume Implementation Guide is found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTICT225 Operate accounting applications

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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:

- review at least three different types of financial transactions
- implement at least three information technology (IT) controls
- generate at least one document using an accounting application.

In the course of the above, the candidate must:

- create and maintain financial records according to organisational and legislative requirements
- apply required organisational policies and procedures.

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:

- basic accounting concepts involved in payment processes
- common types of basic accounting devices, including:
 - accounts
 - general ledgers
 - trial balances
 - invoices
 - transaction and purchase journals
- functions and features of financial reports, including:
 - balance sheet
 - statement of comprehensive income

- statement of cash flows
- statement of changes in equity
- business activity statements
- operations of accounting software
- organisational formats for documentation
- organisational policies, procedures and standards relating to work tasks.

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:

- device, software, accounting application and platform for producing financial reports
- financial information, data and documentation from the organisation
- work brief and organisational procedures required to demonstrate the performance evidence.

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

Links

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