

<b>Unit Title:</b>	<b>Computerised accounting software</b>
OCR unit number:	12
Level:	3
Credit value:	5
Guided learning hours:	35
Unit reference number:	L/502/4403

## Unit purpose and aim

This is the ability to select and use a computerised accounting or bookkeeping software application to input and process data for orders and invoices, receipts and payments and prepare management and period end reports.

This unit is about selecting and using a range of advanced accounting software tools and techniques for complex or non-routine information.

Accounting software tools and techniques at this level are defined as advanced because:

- the software tools and functions used will be complex, and at times require new learning, which will involve having the idea that there may be a tool or function to do something (e.g. improve efficiency or create an effect), exploring technical support, self-teaching and applying;
- the inputting, manipulating and outputting techniques will be complex, and will involve research, identification and application; and
- the user will take full responsibility for inputting, manipulating and outputting the information and support the work of others.

Learning Outcomes	Assessment Criteria	Examples
The learner will:  1 1. Access, enter and edit accounting information	The learner can:  1.1. Set up procedures for <b>entry of accounting data</b> accurately into records to meet requirements 1.2. Explain how to code new entries 1.3. <b>Locate and display</b> accounting data records to meet requirements 1.4. <b>Check data</b> records meet needs using IT tools, making corrections as necessary 1.5. Explain the risks to <b>data security and procedures</b> used for data protection	<b>Enter accounting data:</b> Use of data entry form and wizards; add/amend record (customer record, supplier record, stock record; sales/purchase order; invoice, nominal/bank record); upload from file; journal entries; asset register  <b>Locate and display:</b> Search, sort, filter. Print records  <b>Check data:</b> Spell check, format, consistency, remove duplication, verify data; edit details; check calculations; check coding, manage others' work

Learning Outcomes	Assessment Criteria	Examples
	<p>1.6. <b>Handle</b> data files effectively, in line with local or legal <b>guidelines</b> and conventions <b>for the storage and use of data</b> where available</p> <p>1.7. Interpret and respond appropriately to a range of data and application <b>error messages</b></p>	<p><b>Characteristics of accounting data:</b> Unique references; codes; statutory requirements; editing restrictions</p> <p><b>Security risks and procedures:</b> Access control; authorised use, confidentiality, personal data, password protection and management, user authentication</p> <p><b>Handle data files:</b> File storage, data import and export, restore lost data; identify ineffective backup storage</p> <p><b>Guidelines for data storage and use:</b> Set by: employer or organisation. Topics covered: security, backup, data format, compliance and reporting, data protection, audit trail</p> <p><b>Error messages:</b> Data entry; using help; troubleshooting; logging, reporting and dealing with application errors</p>
<p>2 Process business transactions from source documents</p>	<p>2.1. Select and use appropriate tools and techniques to <b>process transactions</b></p> <p>2.2. Use software tools to <b>monitor accounts</b></p> <p>2.3. Respond appropriately to any <b>transaction errors and problems</b></p> <p>2.4. Process period and year end routines</p>	<p><b>Process transactions:</b> Number of items: single items, batches. Transaction templates. (Types of transactions may include: Post invoice; receipts; payments; foreign currency. From: bank statement, cheque book, paying-in book)</p> <p><b>Monitor accounts:</b> Set flags, set credit limit or other constraints</p> <p><b>Transaction errors and problems:</b> Reported errors and problems</p>
<p>3 Develop and interpret management information reports</p>	<p>3.1 Explain what information is required and how to present it</p> <p>3.2 Generate and interpret <b>management reports</b> as required</p> <p>3.3 <b>Customise and format</b></p>	<p><b>Management reports:</b> Create, amend and save report templates, Reports will vary according to task, but may include for example: Trial balance; customer activity; day book; aged creditor/debtor</p>

Learning Outcomes	Assessment Criteria	Examples
	<p><a href="#">accounting documents</a> and reports according to requirements</p> <p>3.4 Import and <a href="#">export data</a> and link to other systems</p>	<p>analysis; sales/purchase day book; profit and loss; balance sheet, VAT or intrastate reporting,</p> <p><a href="#">Customise and format accounting documents</a>: Field selection; layout; working with templates, filters, formatting, sorting, calculated fields</p> <p><a href="#">Export and link data</a>: Other file formats (e.g. csv, xls), for export and link to other systems and software</p>
4 Set up a computerised accounting system ready for use	<p>4.1 Install and update accounting software as required</p> <p>4.2 <a href="#">Configure accounting software</a> for use</p> <p>4.3 Set up <a href="#">package parameters</a></p> <p>4.4 Set up initial account balances</p>	<p><a href="#">Configure accounting software</a>; System defaults (VAT codes, year end etc) Create code system, nominal ledger structure, project costing; online banking</p> <p><a href="#">Package parameters</a>: VAT and currency rates; reporting levels, access/password control, discount levels, exchange rates</p>

## Assessment

---

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

## Evidence requirements

---

Candidates must complete the Evidence Checklist for this unit without any gaps. Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

## Guidance on assessment and evidence requirements

---

Please refer to the ITQ centre handbook on our [webpage](#).

## Details of relationship between the unit and national occupational standards

---

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).