

ESKICAS3 - F9C0 04

Computerised accounting software 3



Overview

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.

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Performance criteria

You must be able to:

Access, enter and edit accounting information

- P1. Set up procedures for **entry of accounting data** accurately into records to meet requirements
- P2. **Locate and display** accounting data records to meet requirements
- P3. **Check data** records meet needs using IT tools, making corrections as necessary
- P4. **Handle** data files effectively, in line with local or legal **guidelines** and conventions **for the storage and use of data** where available
- P5. Interpret and respond appropriately to a range of data and application **error messages**

Process business transactions from source documents

You must be able to:

- P6. Select and use appropriate tools and techniques to **process transactions**
- P7. Use software tools to **monitor accounts**
- P8. Respond appropriately to any **transaction errors and problems**
- P9. Process year end routines

Develop and interpret management information reports

You must be able to:

- P10. Generate and interpret **management reports** as required
- P11. **Customise and format accounting documents** and reports according to requirements
- P12. Import and **export data** and link to other systems

Set up a computerised accounting system ready for use

You must be able to:

- P13. Install and update accounting software as required
- P14. **Configure accounting software** for use
- P15. Set up **package parameters**
- P16. Set up initial account balances**

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Knowledge and understanding

You need to know and understand:

Access, enter and edit accounting information

- K1. Explain how to code new entries
- K2. Explain the risks to **data security and procedures** used for data protection

You need to know and understand:

Develop and interpret management information reports

- K3. Explain what information is required and how to present it

Additional Information

Scope/range

An advanced user can select and use a range of advanced of accounting software tools and techniques for complex or non-routine information.

Accounting software tools and techniques will be defined as 'advanced' because:

1. 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 (eg improve efficiency or create an effect), exploring technical support, self-teaching and applying;
2. the inputting, manipulating and outputting techniques will be complex, and will involve research, identification and application; and
3. the user will take full responsibility for inputting, manipulating and outputting the information and support the work of others

Examples of context: Editing a report template to create a bespoke report. Creating a new report template for use by others; linking accounts to computerised payroll system

Examples of Content

The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment

Access, enter and edit accounting information

Enter accounting data: 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*

Locate and display: Search, sort, filter. Print records

Check data: Spell check, format, consistency, remove duplication, verify data; edit details; check calculations; check coding, manage others' work

Characteristics of accounting data: Unique references; codes; statutory requirements; editing restrictions

Security risks and procedures: Access control; authorised use, confidentiality, personal data, password protection and management, user authentication

Handle data files: File storage, data import and export, restore lost data; identify ineffective backup storage

Guidelines for data storage and use: Set by: employer or organisation. Topics covered: security, backup, data format, compliance and reporting, data protection, audit trail

Error messages: Data entry; using help; *troubleshooting; logging, reporting and dealing with application errors*

Process business transactions from source documents

Process transactions: 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)

Monitor accounts: Set flags, set credit limit or other constraints

Transaction errors and problems: *Reported errors and problems*

Develop and interpret management information reports

Management reports: *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 analysis; sales/purchase day book; profit and loss; balance sheet, VAT or intrastate reporting,

Customise and format accounting documents: Field selection; layout; working with templates, filters, formatting, sorting, calculated fields

Export and link data: Other file formats (eg csv, xls), for export and link to other systems and software

Set up a computerised accounting system ready for use

Configure accounting software; System defaults (VAT codes, year end etc)
Create code system, nominal ledger structure, project costing; online banking

Package parameters: VAT and currency rates; reporting levels, access/password control, discount levels, exchange rates

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Relevant occupations Application Support; ICT for users; Information and Communication Technology

Suite IT Users 6.2

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