

Mapping to Unit FNSACC416: Set up and operate a computerised accounting system

This unit describes the skills and knowledge required to establish, operate and modify an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions in the system, maintaining the system, producing reports and ensuring system integrity. The table below maps the elements and performance criteria to the OfficeLink Learning User Guide for the unit.

Element	Performance Criteria	Reference
1 Implement integrated accounting system	1.1 Implement general ledger, chart of accounts and subsidiary accounts according to organisational requirements, policies and procedures	Units 3, 4, 5, 8, 9, 11, 14
	1.2 Set up customers, suppliers and inventory items in system to meet organisational requirements and reporting requirements of goods and services tax (GST)	Units 4, 5, 8, 9, 11, 14
	1.3 Identify sources of technical help and use them to solve any operational problems	Unit 2
2 Process transactions in system	2.1 Collate, code and classify input data before processing	Unit 3, 4, 5, 6, 8, 9, 11, 14
	2.2 Process wide range of cash and credit transactions according to organisational policies and procedures	Unit 3, 4, 5, 6, 8, 9, 11, 14
	2.3 Use general journal to make any balance day adjustments for prepayments and accruals	Units 9, 11, 12, 14
	2.4 Regularly review system output to verify accuracy of data input and make adjustments for detected processing errors	Units 9, 11, 12, 14
	2.5 Perform end of financial year rollover	Units 13, 14
3 Maintain system	3.1 Add new general ledger accounts, customer, supplier, inventory and fixed asset records as required	Units 5, 6, 9, 11, 13, 14
	3.2 Maintain and update existing chart of accounts, and customer, supplier, inventory and fixed asset records and subsidiary accounts	Units 3-14
	3.3 Customise chart of accounts to meet reporting requirements of organisation	Units 5, 6, 9, 11, 14
4 Produce reports	4.1 Generate reports to indicate financial performance and financial position of the organisation and for goods and services tax (GST) purposes	Units 7, 12, 14
	4.2 Generate reports that confirm that subsidiary ledgers and accounts reconcile with general ledger	Units 7, 12, 14
	4.3 Generate reports that confirm that system's bank account entries reconcile with bank statements	Units 7, 12, 14
	4.4 Establish systems and practices to ensure information is stored securely and according to legislative and organisational requirements	Units 10, 13, 14
	4.5 Maintain secure record of all processed transactions for audit purposes	Units 3, 10, 14