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| Title | Use a computerised accounts receivable and payable system to produce financial information | | |
| Level | 3 | Credits | 7 |

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| Purpose | People credited with this unit standard are able to demonstrate knowledge of accounts receivable and payable, and operate a computerised accounts receivable and accounts payable system in accordance with system and office requirements. |
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| Classification | Business Administration > Business Administration Services |
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| Available grade | Achieved |
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Explanatory notes

All activities associated with this unit standard must comply with the requirements of: Health and Safety in Employment Act 1992, Copyright Act 1994, Goods and Services Tax Act 1985, Human Rights Act 1993, Privacy Act 1993, and their subsequent amendments.

Outcomes and evidence requirements

Outcome 1

Demonstrate knowledge of accounts receivable and payable.

Evidence requirements

- 1.1 Accounts receivable and payable are defined.
- 1.2 Accounts receivable and payable are described in terms of their relationship with other accounting information.

Range information includes but is not limited to – chart of accounts, bank reconciliation, reports.

Outcome 2

Operate a computerised accounts receivable and accounts payable system in accordance with system and office requirements.

Evidence requirements

- 2.1 Source documents are processed and processing is checked for accuracy.

Range sales, sales returns, purchases, purchase returns, cash payments, cash receipts.

2.2 Invoices and statements are produced.

2.3 Audit trail report is produced.

2.4 Bank reconciliation is completed.

2.5 Master lists for accounts receivable and payable and two specialist reports are produced.

Range specialist reports may include but are not limited to – sales analysis, purchase analysis, aged balances, specific accounts receivable and payable information.

2.6 Back-up and scheduled processing is completed.

Range completion may be demonstrated by end-of-period reports.

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| Replacement information | This unit standard replaced unit standard 331, unit standard 332, and unit standard 333. |
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| Planned review date | 31 December 2019 |
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Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|-----------------|--------------------------|
| Registration | 1 | 9 December 2010 | 31 December 2017 |
| Rollover | 2 | 16 April 2015 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.