

<b>Title</b>	<b>Use computerised accounting system software to produce financial information</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>7</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of accounting terms for computerised accounting system software; and use computerised accounting system software to produce financial information.
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<b>Classification</b>	Business Administration > Business Administration Services
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Definitions

*Computerised accounting system software* is an accounting information system that processes the financial transactions and events as per Generally Accepted Accounting Principles (GAAP) to produce reports as per user requirements. It includes automating manual accounting and bookkeeping processes, recording, storing and analysing financial data.

*Organisational requirements* refer to the routine processes followed, consistent with relevant organisational policies and procedures, which can be documented or based on workplace good practice models.

- 2 All activities associated with this unit standard must comply with health and safety guidelines and recommendations in relation to the working environment and work practices. Reference for this unit standard includes *ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, Te Tari Mahi 2010; available from WorkSafe New Zealand, at <https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.

- 3 Legislation relevant to this unit standard includes but is not limited to the:  
Anti-Money Laundering and Countering Financing of Terrorism Act 2009  
Copyright Act 1994

Goods and Services Tax Act 1985

Harmful Digital Communications Act 2015

Health and Safety at Work Act 2015

Human Rights Act 1993

Privacy Act 1993

Protected Disclosures Act 2000

Unsolicited Electronic Messages Act 2007

and any subsequent amendments.

Current legislation can be accessed at <http://legislation.govt.nz>.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of accounting terms for computerised accounting system software.

#### Performance criteria

- 1.1 Accounts receivable, accounts payable, and payroll are defined.
- 1.2 Accounts receivable, accounts payable, and payroll are described in terms of their relationship with other accounting information.
- Range information includes but is not limited to – chart of accounts, bank reconciliation, employee records, reports.

### Outcome 2

Use computerised accounting system software to produce financial information.

#### Performance criteria

- 2.1 Source documents are processed, and processing is checked for accuracy in accordance with system and organisational requirements.
- Range sales, sales returns, purchases, purchase returns, cash payments, cash receipts, payroll records.
- 2.2 Invoices, statements and pay slips are produced and checked for accuracy in accordance with system and organisational requirements.
- 2.3 Audit trail reports are produced and checked for accuracy in accordance with system and organisational requirements.
- Range sales report, purchase report, expense report, GST report, payroll summary.
- 2.4 Bank reconciliation is completed and checked for accuracy in accordance with system and organisational requirements.
- 2.5 Master lists for accounts receivable and payable and four specialist reports are produced and checked for accuracy in accordance with system and organisational requirements.
- Range specialist reports may include but are not limited to – sales analysis, purchase analysis, aged balances, specific accounts receivable and payable information, PAYE summary.

- 2.6 Back-up and scheduled processing is completed and secured in accordance with system and organisational requirements.

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

<b>Replacement information</b>	This unit standard replaced unit standard 331, unit standard 332, unit standard 333 and unit standard 335.
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<b>Planned review date</b>	31 December 2024
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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	31 December 2022
Review	3	27 February 2020	N/A

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

#### Comments on this unit standard

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