

Unit Title: Computerised accounting software
 OCR unit number: 10
 Level: 1
 Credit value: 2
 Guided learning hours: 15
 Unit reference number: F/502/4401

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 using basic accounting software tools and techniques appropriately for straightforward or routine information. Any aspect that is unfamiliar will require support and advice from others.

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1 Access, enter and edit accounting information	The learner can: 1.1. Identify the sources and characteristics of accounting data 1.2. Enter accounting data accurately into records to meet requirements 1.3. Locate and display accounting data records to meet requirements 1.4. Check data records meet needs using IT tools, making corrections as necessary 1.5. Identify the risks to data security and procedures used for data protection 1.6. Follow local and/or legal guidelines for the storage and use of data	<p>Characteristics of accounting data: Unique references; codes; statutory requirements; editing restrictions</p> <p>Enter accounting data: Use of data entry form and wizards; add/amend record (sales/purchase order; invoice)</p> <p>Locate and display: Search, sort, filter. Print records</p> <p>Check data: Spell check, format, consistency, accuracy, remove duplication, verify data; edit details; check calculations; check coding</p> <p>Security risks and procedures: Access control; authorised use, confidentiality, protection of personal data, password protection and management, user authentication</p> <p>Guidelines for storage and use of data: Set by employer or organisation. Policies for security, backup policy;</p>

Learning Outcomes	Assessment Criteria	Examples
		guidelines for data format, compliance and reporting requirements; data protection act; audit trail
2 Use tools and techniques to process business transactions	2.1. Use appropriate tools and techniques to process transactions 2.2. Review the transaction process and identify any errors 2.3. Respond appropriately to any transaction errors and problems	Process transactions: Types of transactions: Post invoice; receipts; payments, journal entries. Number of items: single items, batches. From: bank statement, cheque book, paying-in book Transaction errors and problems: Using help; duplication, limits of own responsibility, process for reporting errors and problems
3 Produce accounting documents and summary reports to meet requirements	3.1. Identify what information is required and how to present it 3.2. Generate accounting documents as required 3.3. Generate management reports as required	Accounting documents: Will vary according to task, but may include for example: Invoice, sales order, purchase order, statement. To screen, printed, for email Management reports: Will vary according to task, but may include for example: audit trail, customer activity; day book; aged debtor, aged creditor

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 that at this level:

- the software tools and functions involved will be pre-defined or commonly used;
- the range of inputting, manipulation and outputting techniques are straightforward or routine; and
- the document type and structure will be predetermined or familiar.

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

Evidence requirements

An Evidence Checklist must be completed without 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).